



Board of Commissioners Agenda

Town of Swansboro

Tuesday, January 13, 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. December 9, 2025, Regular Meeting Minutes
- b. December 10, 2025, Special Meeting Minutes
- c. December 10, 2025, Closed Session Minutes
- d. FY 26-27 Budget Schedule

IV. Appointments/Recognitions/Presentations

a. Board Appointments

Presenter: Alissa Fender, MMC – Town Clerk

Due to expiration of terms, board appointments are needed for the Planning Board, Tourism Development Authority, and the Historic Preservation Commission.

Recommended Action:

1. Consider appointments to the Planning Board.
2. Consider appointments to the TDA.
3. Consider appointments to the Historic Preservation Commission.

V. Public Hearing – None

VI. Business Non-Consent

a. Ward Farm Village Preliminary Plat Modification

Presenter: Rebecca Brehmer, CFM, CZO- Town Planner

Ward Farm, LLC is requesting an amendment to the preliminary plat that was previously approved for Ward Farm Village Subdivision, located on Deer Island Road located within Swansboro town limits and zoned R-8 SF.

Recommended Action: Motion to approve or deny the Ward Farm Subdivision Preliminary Plat Modification.

b. Advisory Board Discussion/Direction

Presenter: Jonathan Barlow – Town Manager

Discussion related to the established ad-hoc EOC Site Selection Committee and Swimming Pool Committee was requested by the board.

Recommended Action: Discuss and provide directions to staff related to the EOC Site Selection Committee and the Swimming Pool Committee.

c. Future Agenda Topics

Presenter: Alissa Fender – Town Clerk

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

Recommended Action: Discuss and provide any guidance.

VII. Items Moved from Consent

VIII. Public Comment

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

IX. Manager's Comments

X. Board Comments

XI. Closed Session

XII. Adjournment

**Town of Swansboro
Board of Commissioners
December 9, 2025, Organizational Meeting Minutes**

Item III - a.

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

Call to Order/Opening Prayer/Pledge

The meeting was called to order at 6:00 pm and Mayor Justice led the Pledge of Allegiance. Mayor Justice took the opportunity to recognize several individuals in attendance.

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 Mayor Pro Tem Conaway, seconded by Commissioner Turner, the consent items below and the agenda as presented were unanimously approved.

- October 28, 2025, Regular Meeting Minutes
- October 28, 2025, Closed Session Minutes
- November 17, 2025, Special Meeting Minutes
- November 17, 2025, Closed Session Minutes
- November 25, 2025, Regular Meeting Minutes
- November 25, 2025, Closed Session Minutes

Appointments/Recognitions/Presentations

Samuel Swann Bland Community Service Award

The Samuel Swann Bland Community Service Award was created to honor the diligence, hard work, leadership, and dedication that characterized the contributions of Sam Bland to the public and the Swansboro Community. The award was made annually to a public employee, civic leader, or community volunteer that has demonstrated the qualities of outstanding dedication to the improvement of community services that were exhibited in the career and contributions of Samuel Swann Bland.

Mayor Justice announced Commissioner Turner as the recipient of the Samuel Swann Bland Community Service Award, in honor of her exceptional dedication and leadership over 30 years of service to the Town of Swansboro. This award celebrated Mrs. Turner's diligent contributions since moving to Swansboro in 1992, including her pivotal roles on the Swansboro Planning Board, where she served as chairperson for the majority of her tenure, and as a Town Commissioner. Turner's impactful input in shaping the town's strategic plan, land use plan, and UDO was highlighted, as well as her professional demeanor and openness to diverse viewpoints.

Business Non-Consent*Oaths of Office Ceremony*

Newly elected officials were required to qualify by taking the oath of office prescribed in Article VI, of the North Carolina Constitution.

Mayor Justice and Commissioner Conaway were sworn in, with their oaths administered by Representative Wyatt Gable.

Commissioner Herbert and Commissioner Vannoy were sworn in, with their oaths administered by Onslow County Commissioners Chairman Tim Foster.

Following their oaths, Commissioner Herbert expressed his appreciation to the citizens of Swansboro and pledged to listen to residents and make decisions in the best interest of the town. Commissioner Vannoy expressed gratitude to his supporters, emphasized collaboration with Wayne Herbert, and prioritized transparency, controlled growth, infrastructure, school overcrowding, traffic planning, historical preservation, and small business support, with decisions based on practical benefits for Swansboro.

Town Clerk Alissa Fender explained the process for selecting a Mayor Pro Tem, ONWASA Representative Appointment, and East Carolina Council Appointment, noting that each commissioner would be provided with a paper ballot to cast their vote for their preferred candidate. The ballots required the commissioners to sign their names for record-keeping purposes to ensure transparency and accountability in the voting process. After completing the votes, the ballots were collected and tallied to determine the outcomes.

Mayor Pro Tem Appointment

In accordance with NCGS 160A-70 and Town Code 30.06, the Board of Commissioners shall select one of their number to act as Mayor Pro Tem.

The ballot count identified Commissioner Conaway as the member selected for Mayor Pro Tem. On a motion by Commissioner Herbert, seconded by Commissioner Vannoy, with unanimous approval, Commissioner Conaway was appointed as Mayor Pro Tem.

Onslow County Commissioners Chairman Tim Foster administered the Oath of Office for Mayor Pro Tem to Commissioner Conaway.

Appointment of Representative to ONWASA

ONWASA's Board of Directors were appointed to three-year terms by the local governments in the service area. The Board was composed of eight members whose regular meetings were held at Jacksonville City Hall, 815 New Bridge Street, Jacksonville, NC.

The ballot count identified Commissioner Herbert as the member selected for Swansboro's representative to ONWASA. On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Pieratti, with unanimous approval, Commissioner Herbert was appointed as the Swansboro representative to ONWASA.

East Carolina Council Appointment

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

The ballot count identified Commissioner Pieratti as the member selected for Swansboro's representative to the East Carolina Council. On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Vannoy, with unanimous approval, Commissioner Pieratti was appointed as the Swansboro representative to ECC.

2026 Board of Commissioners Meeting Schedule

Town Clerk Fender reviewed that NCGS 160A-71 provides that the Board establishes a time and place for its regular meetings. The 2026 meeting schedule had been prepared based on the Town's Administrative Policy 1F which stated that the Board of Commissioners meeting dates fall on the 2nd and 4th Tuesday of each month. A meeting schedule for the 2nd and 4th Tuesday of each month with the exception of October due to the date falling near a Town event was provided for consideration. Once adopted, the meeting schedule would be posted on the bulletin board outside the Administrative Offices at Town Hall and on the Town website.

On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Herbert, the proposed 2026 Regular Meeting Schedule for the Board of Commissioners was unanimously approved.

Budget Ordinance Amendment #2026-3

Town Manager Jon Barlow presented a budget ordinance amendment to address a mold issue in the Public Safety Building. He explained that the issue was primarily caused by improper or inadequate ventilation materials and uninsulated ventilation equipment, which was creating condensation in the ceiling and resulting in a significant mold problem.

Manager Barlow shared that a proposal had been received from Green Home Solutions for \$11,780 to remediate the mold, clean the ductwork, and replace inadequate ventilation material. He noted this was the same company that successfully performed mold remediation at the visitor center.

Manager Barlow also mentioned the related issue of the building's deteriorating roof, which public works staff has been trying to repair, and stressed the importance of addressing the current issues for the safety of the police and fire personnel who occupy the building 24/7.

On a motion by Commissioner Pieratti, seconded by Mayor Pro Tem Conaway, Budget Ordinance Amendment #2026-3 for mold remediation at the Public Safety Building was unanimously approved.

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. No additional items were added but the following discussion occurred.

A discussion was proposed for the January agenda regarding improvements to the visitor center bathrooms, emphasizing the need to optimize space and present plans to the public and business community. The current staff effort involves redesigning the facility to expand from two to potentially six- or eight-bathrooms, including showers and laundry amenities, leading to a transient boater center. It was clarified that once a design was approved, it would be subject to engineering, historic preservation review, contractor bidding, and funding approval processes. Additionally, there was a suggestion to begin reviewing the town's zoning and land use plans for revision cost during the upcoming budget cycle. Finally, the need to address public water access issues, where certain areas have been "overtaken" and restrict public enjoyment, was also raised.

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

Board Comments

The new board members were welcomed and all commissioners congratulated Ms. Turner on receiving the Sam Bland Award and thanked her for her service.

Commissioner Vannoy raised concerns about construction without proper permits and environmental protections at the Wawa development, noting the absence of silt fencing. Building Inspector Paul Ingram explained that groundwork and demolition were permitted with obtained permits and mentioned that the company awaited approval on one final item before further progress.

Commissioner Herbert expressed his appreciation for the opportunity to serve and requested patience as he learns the role.

Mayor Justice expressed confidence that the new board would work well together. He thanked town staff and encouraged community involvement.

Adjournment

On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Herbert, the meeting adjourned at 7:04 pm.

**Town of Swansboro
Board of Commissioners
December 10, 2025, Special Meeting Minutes**

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

Call to Order/Opening Prayer/Pledge

The special meeting was called to order at 6:00 pm and Mayor Justice reviewed that the purpose of the meeting was to enter Closed Session pursuant to NCGS 143-318.11 (a) (3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged; and (5) to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease.

Closed Session

On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Pieratti, with unanimous approval, the board entered closed session pursuant to NCGS 143-318.11 (a) (3) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged; and (5) to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease.

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 Pieratti, the meeting adjourned at 6:34 pm.



Board of Commissioners Meeting

Agenda Item Submittal

Item III - d.

Item To Be Considered: **FY 26-27 Budget Schedule**

Board Meeting Date: **January 13, 2026**

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

Overview: As provided, see FY 26-27 Budget Schedule for your consideration.

Background Attachment(s): FY 26-27 Budget Schedule

Recommended Action: Motion to approve FY 26-27 Budget Schedule

Action: _____

BUDGET SCHEDULE – FISCAL YEAR 2026-27*

Item III - d.

January 13, 2026	Adoption of Budget Calendar
TBD	Budget Workshops
January 23, 2026	Budget instructions distributed to Department Heads
February 11, 2026	FY 26-27 draft CIP, capital outlay requests and major program request changes (i.e., new personnel, large contracts, etc.) are due. Any increase that will cause the budget request to be greater than 5-10% of current year's initial budget must be submitted at this point.
February 16, 2026	Operating and year-end projection worksheets due to Finance
February 27, 2026	Finance presents first draft of budget to Town Manager
March 2-5, 2026	Town Manager, Finance Director, and Department Heads review departmental requests. Department Heads, try to leave schedules open.
March 9-12, 2026	Budget Revisions & Team Lock Down to balance Budget
TBD	Budget Workshop: Budget Overview
May 12, 2026	Set Public Hearing for June 9, 2026
May 29, 2026	Budget Distribution, available for public inspection
June 9, 2026	Board holds Public Hearing and adopts Fiscal-Year 2026-2027 Budget
July 1, 2026	FY 26-27 Begins

****All dates are subject to change***



Board of Commissioners Meeting

Agenda Item Submittal

Item IV - a.

Item To Be Considered: **Board Appointments**

Board Meeting Date: **January 13, 2026**

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

Overview: Due to expiration of terms, board appointments are needed for the Planning Board, Tourism Development Authority, and the Historic Preservation Commission.

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

Planning Board

Two (2) In Town seat to consider for appointment/reappointment.

Doug Rogers – Term expires 1/2026 has interest in re-appointment

Tim Vannoy – Elected as commissioner

One (1) ETJ seat to consider for appointment or reappointment.

Sherrie Hancock – Term expires 1/2026 has interest in re-appointment

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

Tourism Development Authority

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

Linda Thornley – Term expires 12/2025 has interest in re-appointment

Preston Patterson – Term expires 12/2025 has interest in re-appointment

Michael Diehl – Term expires 12/2025 has interest in re-appointment

There are **5** application(s) on file.

Historic Preservation Commission

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

Kim Kingrey – Term expires 12/2025 has interest in re-appointment

Christina Ramsey – Term expires 12/2025 has interest in re-appointment

Jerry Seddon (ALT) – Term expires 12/2025 not interested in re-appointment

One (1) ALT seat - Currently vacant

There are **0** in-town application(s) on file.

Background Attachment(s):

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

Recommended Action:

1. Consider appointments to the Planning Board
2. Consider appointments to the TDA
3. Consider appointments to the Historic Preservation Commission

Action: _____

§ 160A-362. Extraterritorial representation.

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

§ 128-1.1. Dual-office holding allowed.

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

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

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

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

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

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

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

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

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

Ryan Swanson **Town Limits** **(862)354-2597** (01/2025)

appointed to Parks Board

Interested in **Planning Board****Tourism Authority**

-COO of DFS Advertising Agency

-Some College

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

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

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

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

Rachelle Lovejoy **Town Limits** **(540)664-7411** (07/2025)

Interested in **Planning Board****Park Board**

-HOTWORX Franchise Owner

-BS Psychology/Military Resilience/Addiction & Recovery, MSW Family-Life-Social Environment Student

-Town of Swansboro Internship – Sidewalk Project, DoDEA Special Education Advisory Board Member, At Risk Youth Development Program, Mental Health Mentor Liaison, ADA Advocacy Outreach

-Strong background in community service and nonprofit work, with a focus on accessibility and integration, and believes their experience and ongoing MSW studies in Accessibility and Inclusivity will support inclusive, compliant planning and zoning efforts that benefit Swansboro residents and visitors

-Passionate about urban development, accessibility, and inclusivity, and seeks to bring a unique perspective to the Planning Board by offering insights on development plans, alternative evaluation methods, and the specific needs of individuals with disabilities who live in or visit the Town.

Jeff Brooks **Town Limits** **(910)581-6490** (11/2025)

Interested in **Planning Board****Board of Adjustment**

-MV22 In-service engineer/Dept of Defense (Navy)

-Bachelor of Science in Electrical Engineering

-Prior Parks & Rec board member, coaching/administration for Swansboro Baseball & Softball Association, volunteer coach for Swansboro Soccer Association

-39 year career as civilian engineer for the Navy. Lead engineer for MV22 Flight Simulators. Duties include being site lead at MCAS New River and Subject Matter Expert for lifecycle support and acquisition of new capability for trainers (Contracts, Statements of Work, and Specifications).

-Swansboro native, 3rd of 4 generations to go through the Swansboro school system. Nearing retirement, wants to give back more to the community and help in any way. Recent efforts of Flybridge/Paid Parking/consideration of eminent domain, have energized desire to be involved.

Laurent Meilleur **Town Limits** **(919)619-6752** (11/2025)
 Interested in **Planning Board****Board of Adjustment**
 -VP, Sales DDC-I, transitioning to a part time role in early 2026
 -Associates in Electro-Mechanical, 100+ hours of college credits with a mix of engineering, physics, and business
 -Prior Swansboro Commissioner and before that Planning Board member. Involved in various community fund raisers
 -Strong ability to read and understand legal, business and technical material, and already have working knowledge of the town UDO, Land Use Plan, and overall local government process. Prior record demonstrates that he is not shy about digging into the details, puts personal experiences aside when making recommendations. Decisions are made based on a developer's alignment with the current UDO. Ability to help develop terminology for UDO changes and improvement
 -Transitioning to a part time role with employment will provide more free time for community service. Believes that Swansboro is a jewel along the Carolina coastline and deserves strong citizen support. Particularly has a passion for the work and character of the Planning Board and Board of Adjustment.

Cynthia LaCorte **Town Limits** **(910)467-3847** (11/2025)
 Interested in **Other**(Appearance Commission)
 -Realtor/Broker Caldwell Banker Sea Coast Advantage
 -Real Estate/College, technical
 -Volunteerism in schools, Jacksonville Board of Realtors Legislative Committee, Key volunteer coordinator for Marine Corps Unit/Deserts Storm, Fundraiser chair & 2 term president local political club/national affiliation, local/state/national level political campaign manager/coordinator
 -Excels at teamwork – co-owner nationally recognized real estate team & past club president/staging designation, coordinated community open house events, luxury home marketing certified, resides in historic district, gardening skills, wide range of vendor/political contacts
 -Swansboro's appearance and history can be enhanced and appreciated more by achieving the objective of the appearance commissioner. With knowledge gained in various fields coupled with providing success through delegating & coordinating teamwork, anything is possible

Doug Rogers **Town Limits** **(919)812-3637** (12/2025)
 Interested in **Other**(Appearance Commission)
 -Retired
 -Bachelor of Science – UNC Chapel Hill
 -Current member of Swansboro Planning Board, past member of Raleigh Durham Regional Association, Executive Board Chapel Hill Chamber of Commerce
 -Served on numerous boards & committees, executive management, budgeting, planning & reporting experience, sales & marketing experience
 -Has been actively involved in appearance/beautification activities such as live oak tree planting (87 planted in Swansboro), holiday lights, etc. Desire & commitment to work to improve the appearance of Swansboro for quality of life, economic development, travel & tourism

Frank Tursi **Town Limits** **(252)241-3507** (12/2025)
 Interested in **Planning Board****Other**
 -Retired
 -Bachelor of Arts in English, Bachelor of Science in Geology
 -Prior Commissioner, Mayor Pro Tem (2015-2023), planning board member & chair (2012-2015)
 -Understands and values planning concepts, local zoning ordinances, chaired committee to devise Land Use Plan, knows the town's culture and history
 -Desires to make Swansboro Better

Nancy Palbickie **Town Limits** **(847)721-9123** (12/2025)
 Interested in Other(Appearance Commission)
 -Sales at Merrow Boutique
 -Associate of Arts
 -Various school & athletic sport fundraising & silent auction
 -Owned an interior decorating company. Merchandising & design background. Assistant to the Dean redesigning the college campus. Worked with the grant coordinator to design a new sim lab, won an award for design painting of a campus statue
 -Desires to be involved in the enhancement and refine the beautiful historic downtown area

Leah Evans **Town Limits** **(252)258-5262** (12/2025)
 Interested in Tourism Authority
 -Owner of Salt Marsh Cottage
 -2 years of college in marketing
 -Swansboro Area Event Organization board member for 5 years, Swansboro Area Chamber of Commerce board member for 2 years, Swansboro Downtown Merchants Group member for 11 years, Farmville Parks & Rec board member for 4 years
 -20 years in the newspaper industry specializing in marketing & sales. Concluding 8 years created the commercial print division with over 10 million annual revenues. Operated a Bed & Breakfast in Cape Carteret for 3 years prior to opening Salt Marsh Cottage
 -Livelihood depends on tourism in Swansboro, has a vested interest in fostering and sustaining the commerce that is vital to our scenic seaside community.

Sarah Svendsen **Town Limits** **(919)969-1429** (12/2025)
 Interested in Other(Appearance Commission)
 -Patent & Technical Illustrator – Self Employed, Project Coordinator Ikorongo Technology, LLC
 -Bachelor of Arts in Business Administration – NC State University
 -PTA Executive committee positions, GSA Troop Leader, Northwood High School Booster Executive Committee Positions, AAU Team member
 -Self-starter, business owner for 12+ years, experience in developing identify packages(logos, letterhead, business cards)
 -Seen how simple architectural or landscape guidelines can positively affect the aesthetics for a town and desires to be good steward to the Town

Larry Philpott **Town Limits** **(910)322-4736** (12/2025)
 Interested in Board of Adjustment
 -Retired Parks & Recreation Administrator
 -Bachelor of Arts in History
 -Prior Commissioner, prior member of Swansboro Planning Board, Parks & Recreation Board, Tourism development Authority, and member of the Swansboro Historical Association Board
 -Over 31 years' experience in local government to include director positions, elected Swansboro commissioner, and an extensive record of civic engagement through service on town advisory boards, homeowners associations, historical and environmental groups, and multiple community planning committees, demonstrating broad experience in governance, strategic planning, and community development
 -Desires to use knowledge and experience to serve the town in a capacity that will be fair and impartial



Board of Commissioners Meeting

Agenda Item Submittal

Item VI - a.

Item To Be Considered: **Ward Farm Village Preliminary Plat Modification**

Board Meeting Date: **January 13, 2026**

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

Overview: Ward Farm, LLC is requesting an amendment to the preliminary plat that was previously approved for Ward Farm Village Subdivision, located on Deer Island Road located within Swansboro town limits and zoned R-8 SF.

The original preliminary plat was approved on September 18, 2012, with 43 lots on 13.83 acres. Of the 43 lots, 20 have been recorded and sold by way of the Phase I and Phased II final plats, developed in accordance with the Residential Cluster Development Regulations. These developed phases include original lot numbers 1-12, 14-18, and 27-29. The amendment is in relation to Phase III, asking to include the addition of lots 42-47 to the northeast side of Ward Road where no lots were previously requested. This request has already been updated on the state issued Stormwater Permit and is consistent with current zoning and future land use designations. Please see attachments for further details. The plat amendment was recommended for approval to the BOC by the Planning Board at their December 2, 2025, regular meeting.

Background Attachment(s):

1. Application submittal (narrative and plat)
2. Original approved agenda package from 2012
3. Updated Stormwater Permit

Recommended Action: Motion to approve or deny the Ward Farm Subdivision Preliminary Plat Modification.

Action: _____

Paul Williams, Managing Member

November 10, 2025

**Request for Preliminary Subdivision Plat Modification
Narrative / Summary**

Ward Farm, LLC is requesting the Town of Swansboro Planning Board and Board of Commissioners approve a modification to our existing Preliminary Subdivision Plat for Ward Farm Village. This original Preliminary Plat was approved by the Town of Swansboro on September 18, 2012.

The 2012 Plat describes a 43-lot residential cluster subdivision located adjacent to Deer Island Road and Ward Farm, LLC's mixed-use (Zone B3) development which fronts Old Hammocks Road.

Please note, the Ward Farm, LLC owned property fronting on Ward Creek was not a part of this project.

Of the 43 lots, 20 have been recorded and sold by way of the Phase I and Phased II final plats. These developed phases include original lot numbers 1-12, 14-18, and 27-29.

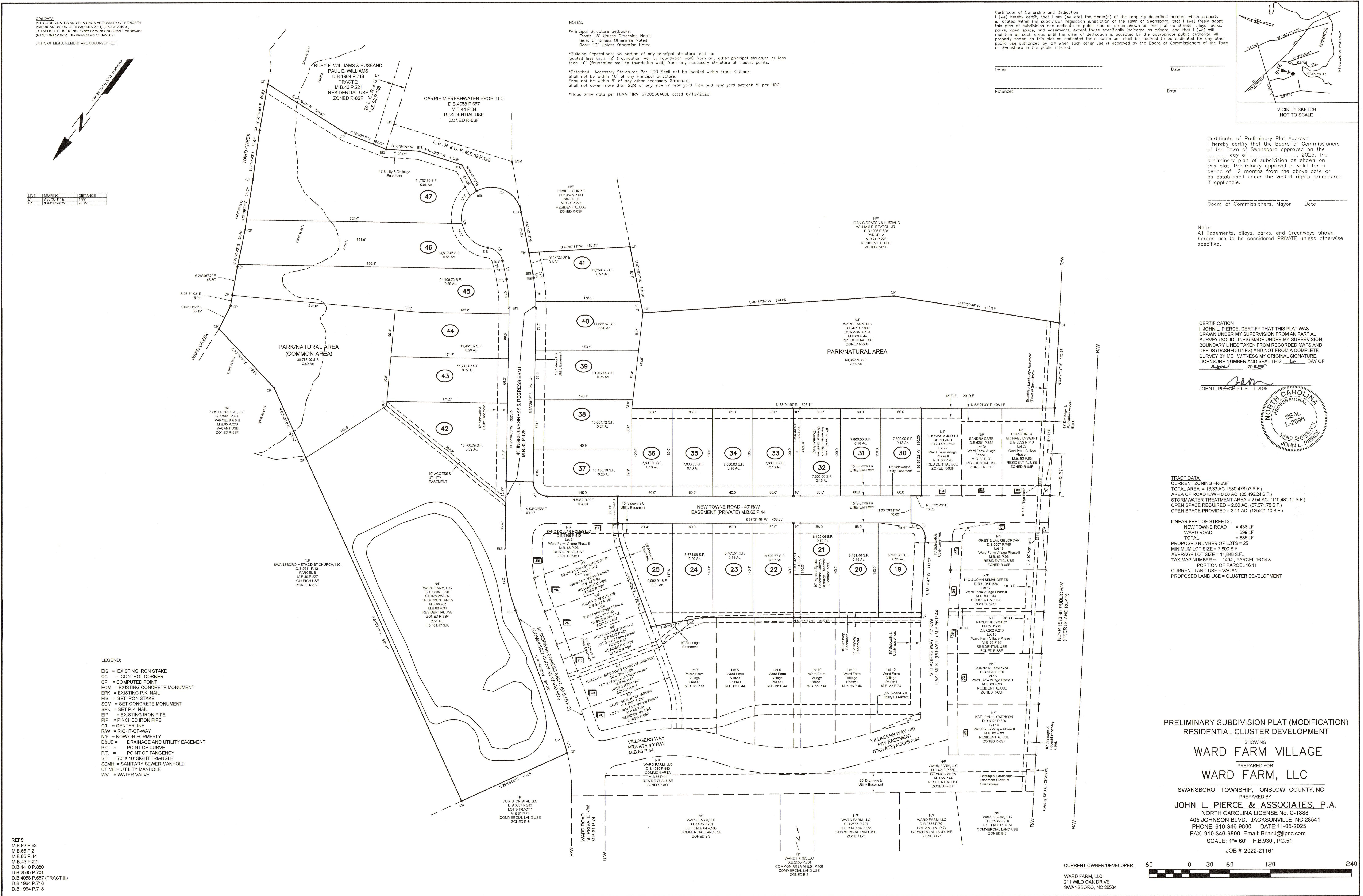
The original Plat and the Phase I Final Plat (Book 66, Page 44 - Onslow County Register of Deeds) are identical in the applicable areas. However, a later recombination of Lots 12 and 13 into a single lot 12 (Book 82, Page 73 - Onslow County Register of Deeds) eliminated lot number 13 from the subdivision.

The original Plat and the Phase II Final Plat (Book 83, Page 693 - Onslow County Register of Deeds) have differences within certain areas. Primarily, New Towne Road has been straightened approaching, and modified at, its intersection with Ward Road. Ward Road, approaching the modified intersection from the northwest, is shifted to the southwest. Ward Road, as proposed, extends beyond its intersection with New Town Road and continues the southwesterly shift to the cul-de-sac boundaries. This is shown on the submitted Preliminary Subdivision Plat (Modification) establishing a part of Phase III. (For added clarity, please see Book 82, Page 63 and Book 88, Page 36 - Onslow County Register of Deeds).

The submitted Preliminary Subdivision Plat (Modification), comprising Phase III, proposes 25 residential lots (lot numbers 19 - 25 and 30 – 47) and the related streets and common areas. Lots 42 – 47 are new to the northeast side of Ward Road where no lots have previously been requested. Lots 45 – 47 have frontage on Ward Creek. Also, adjoining proposed lots 42-45, a 0.89-acre residential park/natural common area, with 54 feet of frontage on Ward Creek, has been created.

In accordance with the original, 2012 Preliminary Plat lot numbering, like the Phase I recombination of lots 12 and 13 into a single lot (12), phase III proposes the combination of lots 25 and 26 (eliminating lot number 26 from the subdivision) and lots 38 and 39 (no lot number eliminated). In all, including previous phases, 6 smaller lots are combined into 3 larger lots. Please note, the assignment of Phase III lot numbers was performed as directed by Town of Swansboro staff.

In brief, the submitted (modified) subdivision plat proposes a total of 45 lots, while the original 2012 preliminary plat proposed 43 lots.



PRIVATE STREETS DISCLOSURE STATEMENT

The maintenance of streets designated on this plat as "Private" shall be the responsibility of property owners within this development having access to such roads. Private streets as shown hereon may or may not have been constructed to the minimum standards required to allow their inclusion, for maintenance purposes, on the North Carolina highway system nor on the Town of Swansboro street system. Neither the Town of Swansboro nor the North Carolina Department of Transportation will maintain a private street.

Water and Sewer Advisory Commission Certification (ONWASA)

I hereby certify that the Plans and Specifications for the Water and Sewer Systems for Ward Farm Village have been reviewed and approved by the ONSLOW WATER AND SEWER ADVISORY COMMISSION and/or THE ONSLOW COUNTY WATER DEPARTMENT.

3/5/13

Anthony Hasko
Anthony Hasko
Technical Operations Supervisor

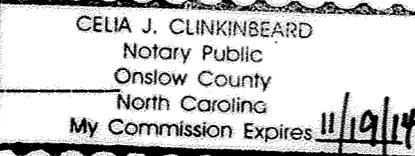
Certificate of Ownership and Dedication
I (we) hereby certify that I am (we are) the owner(s) of the property described hereon, which property is located within the subdivision regulation jurisdiction of the Town of Swansboro, that I (we) freely adopt this plan of subdivision and dedicate to public use all areas shown on this 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.

John R. Freshwater
John R. Freshwater
Owner Ward Shore Builders President

3-1-2013

Date

Celia J. Clinkbeard
Celia J. Clinkbeard
Notary Public
Onslow County
North Carolina
My Commission Expires 11/19/14



3/1/13

Date

Certificate of Final Approval

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

John R. Freshwater
John R. Freshwater
Town Manager or Designee

03/04/13

Date

I hereby certify that streets, utilities, and other improvements have been installed in an acceptable manner and according to specifications of the Town of Swansboro and/or the appropriate agency in the subdivision depicted hereon or that a performance bond or other sufficient surety in the amount of \$ 349,585.00 has been posted with the Town of Swansboro to assure completion of required improvements.

John R. Freshwater
John R. Freshwater
Administrator

03/04/13

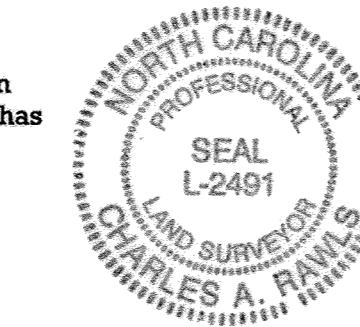
Date

SECOND SURVEYORS CERTIFICATION

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

A. That this plat is of a survey that creates a subdivision of land within the area of a county or municipality that has an ordinance that regulates parcels of land;

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

**NOTES:****Principal Structure Setbacks:**

Front: 15' Unless Otherwise Noted
Side: 6' Unless Otherwise Noted
Rear: 12' Unless Otherwise Noted

Building Separations:

No portion of any principal structure shall be located less than 12' (Foundation wall to Foundation wall) from any other principal structure or less than 10' (foundation wall to foundation wall) from any accessory structure at closest points.

Detached Accessory Structures Per UDO

Shall not be located within Front Setback
Shall not be within 10' of any Principal Structure
Shall not be within 5' of any other accessory Structure
Shall not cover more than 20% of any side or rear yard
Side and rear yard setback 5' per UDO

Drainage & 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.

Joe Edwards

Authorized Agent

3-7-13

Date

NOTES:

Parcel No.: 1404-16.11

Reference: MB 66, Pg. 2

Flood Zone: Zone X

Total Number of Lots: 43 Lots

Number of Lots This Phase: 10 Lots

Zoning Classification R8SF

Current Land Use: Vacant

Proposed Residential Cluster Development

Area Calculations Phase I:

Phase I Lots & Streets = 123,752.08 SF (2.84 Ac.)
Common Areas = 14,977.81 SF (2.64 Ac.)
30,983.43 SF (0.71 Ac.)
3,328.89 SF (0.08 Ac.)
1,300.00 SF (0.03 Ac.)
Total = 150,090.12 SF (3.46 Ac.)
Total Area Phase I = 274342.2 SF (6.30 Ac.)

Current Owner/Developer
Ward Shore Builders, Inc.
205-3 Ward Road
Swansboro, NC 28584
Ph. (910)539-5800

Street Lengths
New Towne Road C/L Deer Island to
CL Villagers Way = 191.83'
New Towne Road C/L Villagers Way to
C/L Ward Road = 657.66'
Total Length New Towne Road = 849.49'

Villagers Way C/L New Towne Road to
C/L Ward Road = 857.86' (Total Length)

Ward Road End Commercial to C/L
intersection Villagers Way = 54.85'
Ward Road from intersection Villagers Way
to intersection New Towne Rd. = 358.76'
Ward Road from intersection New Towne Rd.
to Center Cul-de-sac = 416.01'
Total Length Ward Rd. (Project) = 829.62'

State of North Carolina, County of Onslow

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

Jane Holland
Jane Holland
Review Officer

3/8/13

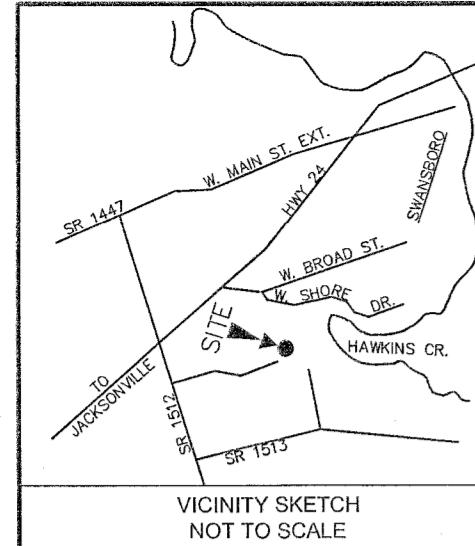
Date

PROJECT: Phase I Ward Farm Village
A Portion of Tract Three, Ward Farm LLC Per MB 66, Pg 2
Swansboro Township, Onslow County, North Carolina

CAR**PLANNING
MAPPING
SURVEYING**

DATE	SCALE
02/18/13	1"=60'
REVISION	DRAWN
	CAR
	CHECKED

**Sheet
2 of 2****PROJECT NO.
212-3050****CADD FILE
Phase I**



DRAINAGE & 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.

CERTIFICATE OF FINAL APPROVAL
I HEREBY CERTIFY THAT THE SUBDIVISION DEPICTED HEREON HAS BEEN GRANTED FINAL APPROVAL PURSUANT TO THE SUBDIVISION ORDINANCE OF THE TOWN OF SWANSBORO SUBJECT TO ITS BEING RECORDED IN THE OFFICE OF REGISTER OF DEEDS WITHIN 60 DAYS OF THE DATE BELOW.

Andrea Carroll 12/18/22
TOWN MANAGER OR DESIGNEE DATE

SECOND SURVEYORS CERTIFICATE

I, JOHN L. PIERCE, PROFESSIONAL LAND SURVEYOR NO. 2596, CERTIFY TO ONE OR MORE OF THE FOLLOWING AS INDICATED:

✓ A. THAT THIS PLAT IS OF A SURVEY THAT CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF A COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND;

JOHN L. PIERCE, PROFESSIONAL LAND SURVEYOR NO. 2596



OWNER'S CERTIFICATION AS TO WATER
I CERTIFY THAT THE OWNERS OF THE LANDS SHOWN ON THIS MAP AND OF ALL OF THE WATER AND INFRASTRUCTURE LOCATED ON SUCH LANDS, (I) THAT ALL REQUIRED WATER IMPROVEMENTS HAVE BEEN CONSTRUCTED WITHIN THE STREETS AND/OR UTILITY EASEMENTS SHOWN ON MAP IN ACCORDANCE WITH PLANS AND SPECIFICATIONS APPROVED BY ONSLOW WATER AND SEWER AUTHORITY ("ONWASA"); (II) THAT ALL SUCH WATER 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 16 DAY OF December 2022

OWNER: *Ward Farm, LLC*
BY: *Paul E. William*
TITLE: *Member/Manager*

NOTE:

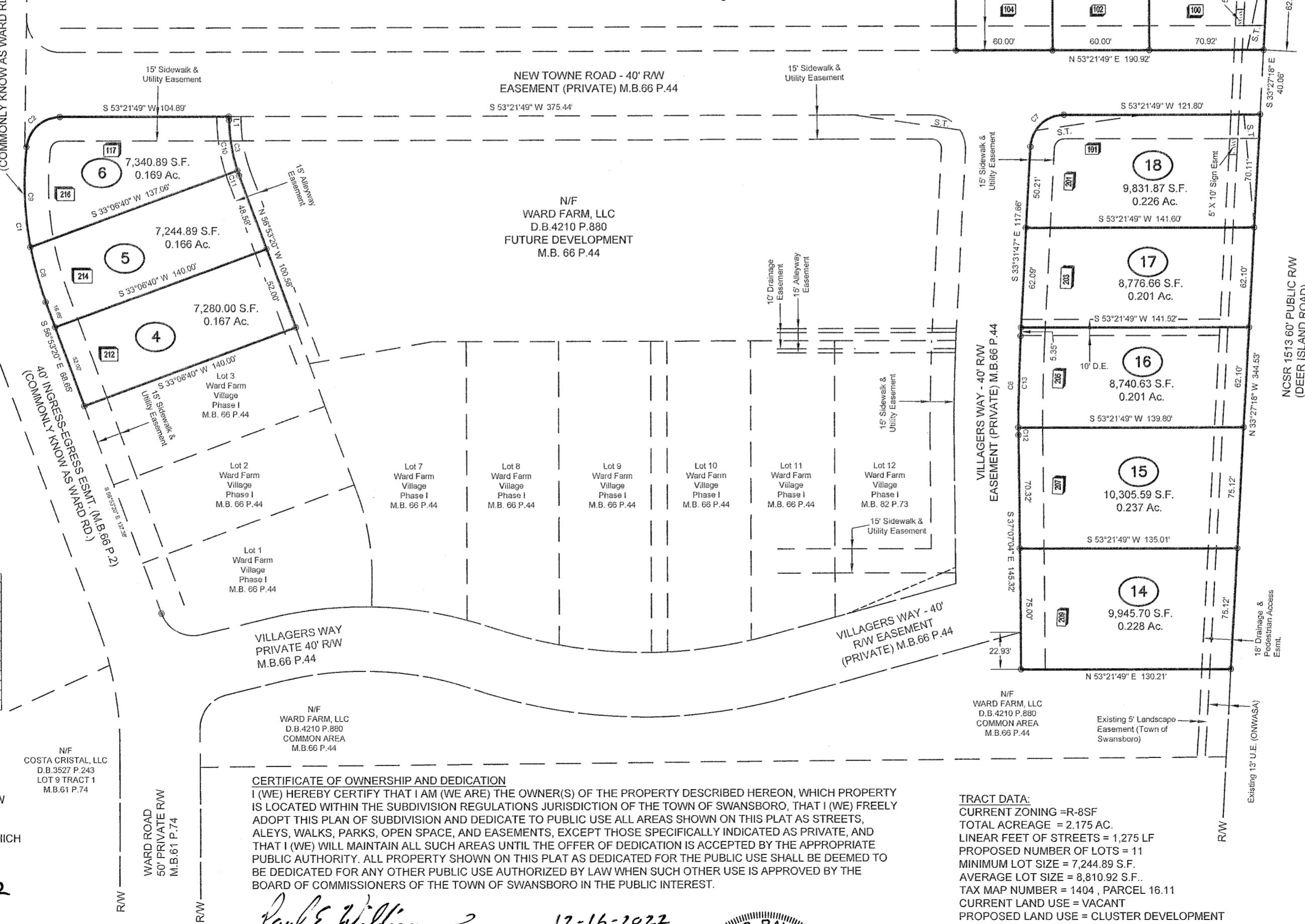
ENTIRE PROPERTY IN FLOOD ZONE X
PER FIRM 3720536400L DATED 6/19/20.

WARD FARM, LLC
TRACT ONE (REVISED)
M.B.82 P.63

LEGEND:
EIS = EXISTING IRON STAKE
CC = CONTROL CORNER
CP = COMPUTED POINT
ECM = EXISTING CONCRETE MONUMENT
EPK = EXISTING P.K. NAIL
SIS = SET IRON STAKE
SCM = SET CONCRETE MONUMENT
SPK = SET P.K. NAIL
EIP = EXISTING IRON PIPE
PIP = PINCHED IRON PIPE
C/L = CENTERLINE
R/W = RIGHT-OF-WAY
N/F = NOW OR FORMERLY
D&U/E = DRAINAGE AND UTILITY EASEMENT
D.E. = DRAINAGE EASEMENT
U.E. = UTILITY EASEMENT
P.C. = POINT OF CURVE
P.T. = POINT OF TANGENCY
S.T. = 70' X 10' SIGHT TRIANGLE
SSMH = SANITARY SEWER MANHOLE
UT MH = UTILITY MANHOLE
WV = WATER VALVE
[216] = STREET ADDRESS

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING
C1	210.00'	67.98'	67.97'	S 43°31'30" E
C2	21.00'	30.61'	27.97'	S 11°36'09" W
C3	100.00'	35.35'	35.16'	N 46°45'46" W
C4	21.00'	34.13'	30.49'	N 80°04'59" W
C5	102.00'	4.85'	4.85'	S 33°06'40" W
C6	980.00'	61.37'	61.36'	S 35°19'26" E
C7	21.00'	31.85'	28.46'	S 33°06'40" W
C8	21.00'	32.52'	32.47'	S 33°06'40" W
C9	21.00'	62.46'	62.23'	S 38°49'47" E
C10	100.00'	31.93'	31.80'	N 45°47'02" W
C11	100.00'	3.42'	3.42'	N 55°54'37" W
C12	980.00'	4.69'	4.69'	S 36°58'51" E
C13	980.00'	56.68'	56.67'	S 35°11'12" E

LINE BEARING DISTANCE
L1 N 36°38'11" W 1.99'



STATE OF NORTH CAROLINA COUNTY OF ONSLOW
I, *Paul E. William*, REVIEW OFFICER OF ONSLOW COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

12-20-22

REVIEW OFFICER

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 REGULATIONS JURISDICTION OF THE TOWN OF SWANSBORO, THAT (WE) FREELY ADOPT THIS PLAN OF SUBDIVISION AND DEDICATE TO PUBLIC USE ALL AREAS SHOWN ON THIS PLAT AS STREETS, ALEYS, 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 THE 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.

Paul E. William 12-16-2022
OWNER DATE

Mary S. Rawls 12-16-2022
NOTARIZED Notary Expires 8-3-2025 DATE

CERTIFICATE AS TO UTILITIES AND DEDICATION

I HEREBY CERTIFY THAT THE PLANS AND SPECIFICATIONS FOR THE WATER AND/OR SEWER IMPROVEMENTS FOR WARD FARM VILLAGE PHASE II (LOTS 4-6, 14-18 & 27-29) SUBDIVISION HAVE BEEN REVIEWED AND APPROVED BY ONSLOW WATER AND SEWER AUTHORITY, THAT SUCH WATER AND/OR SEWER IMPROVEMENTS HAVE BEEN CONSTRUCTED, AND THAT ONSLOW WATER AND SEWER AUTHORITY HEREBY ACCEPTS THE DEDICATION OF THE WATER AND/OR SEWER IMPROVEMENTS ALONG WITH ASSOCIATED EASEMENTS. THIS 10th DAY OF December 2022

ONSLOW WATER AND SEWER AUTHORITY

W. E. W.

PRIVATE STREETS DISCLOSURE STATEMENT
THE MAINTENANCE OF STREETS DESIGNATED ON THIS PLAT AS "PRIVATE" SHALL BE THE RESPONSIBILITY OF THE PROPERTY OWNERS WITHIN THIS DEVELOPMENT HAVING ACCESS TO SUCH ROADS. PRIVATE STREETS AS SHOWN HEREON MAY OR MAY NOT HAVE BEEN CONSTRUCTED TO THE MINIMUM STANDARDS REQUIRED TO ALLOW THEIR INCLUSION, FOR MAINTENANCE PURPOSES, ON THE NORTH CAROLINA HIGHWAY SYSTEM NOR ON THE TOWN OF SWANSBORO STREET SYSTEM NEITHER THE TOWN OF SWANSBORO NOR THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION WILL MAINTAIN A PRIVATE STREET.

CERTIFICATION
I, JOHN L. PIERCE, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN SUPERVISED SURVEY (SOLID LINES) MADE UNDER MY SUPERVISION; BOUNDARY LINES TAKEN FROM RECORDED MAPS AND DEEDS (DASHED LINES) AND NOT FROM A COMPLETE SURVEY BY ME THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S.47-30 AS AMENDED. WITNESS MY ORIGINAL SIGNATURE, LICENSURE NUMBER AND SEAL THIS 16th DAY OF December 2022

John L. Pierce P.L.S. L-2596
SEAL L-2596

NORTH CAROLINA, ONSLOW COUNTY
I, A NOTARY PUBLIC OF THE COUNTY AND STATE AFORESAID, CERTIFY THAT JOHN L. PIERCE, A PROFESSIONAL LAND SURVEYOR, PERSONALLY APPEARED BEFORE ME THIS DAY AND ACKNOWLEDGED THE EXECUTION OF THE FOREGOING INSTRUMENT, WITNESS MY HAND AND OFFICIAL STAMP OR SEAL, THIS 15th DAY OF December 2022

Betty Bullock NOTARY PUBLIC
ONSLAW COUNTY, NC
MY COMMISSION EXPIRES DECEMBER 28, 2023.

Doc ID: 016540560001 Type: CRP
Recorded: 12/20/2022 at 02:50:29 PM
Fee Amt: \$21.00 Page 1 of 1
Onslow County, NC
Omega K. Jarman Reg. of Deeds
BK 83 PG 93

Omega K. Jarman
By: *Leah R. Kenny Deputy*
REGISTER OF DEEDS

FINAL PLAT
SHOWING
WARD FARM VILLAGE PHASE II
(LOTS 4-6, 14-18 & 27-29)
PREPARED FOR
WARD FARM, LLC (OWNER)

SWANSBORO TOWNSHIP, ONSLOW COUNTY, NC
PREPARED BY

JOHN L. PIERCE & ASSOCIATES, P.A.

NORTH CAROLINA LICENSE NO. C-1888

405 JOHNSON BLVD. JACKSONVILLE, NC 28541

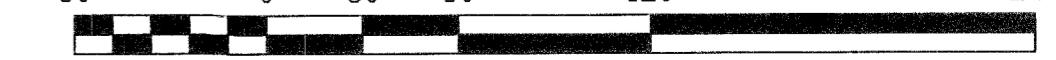
PHONE: 910-346-9800 DATE: 12/06/2022

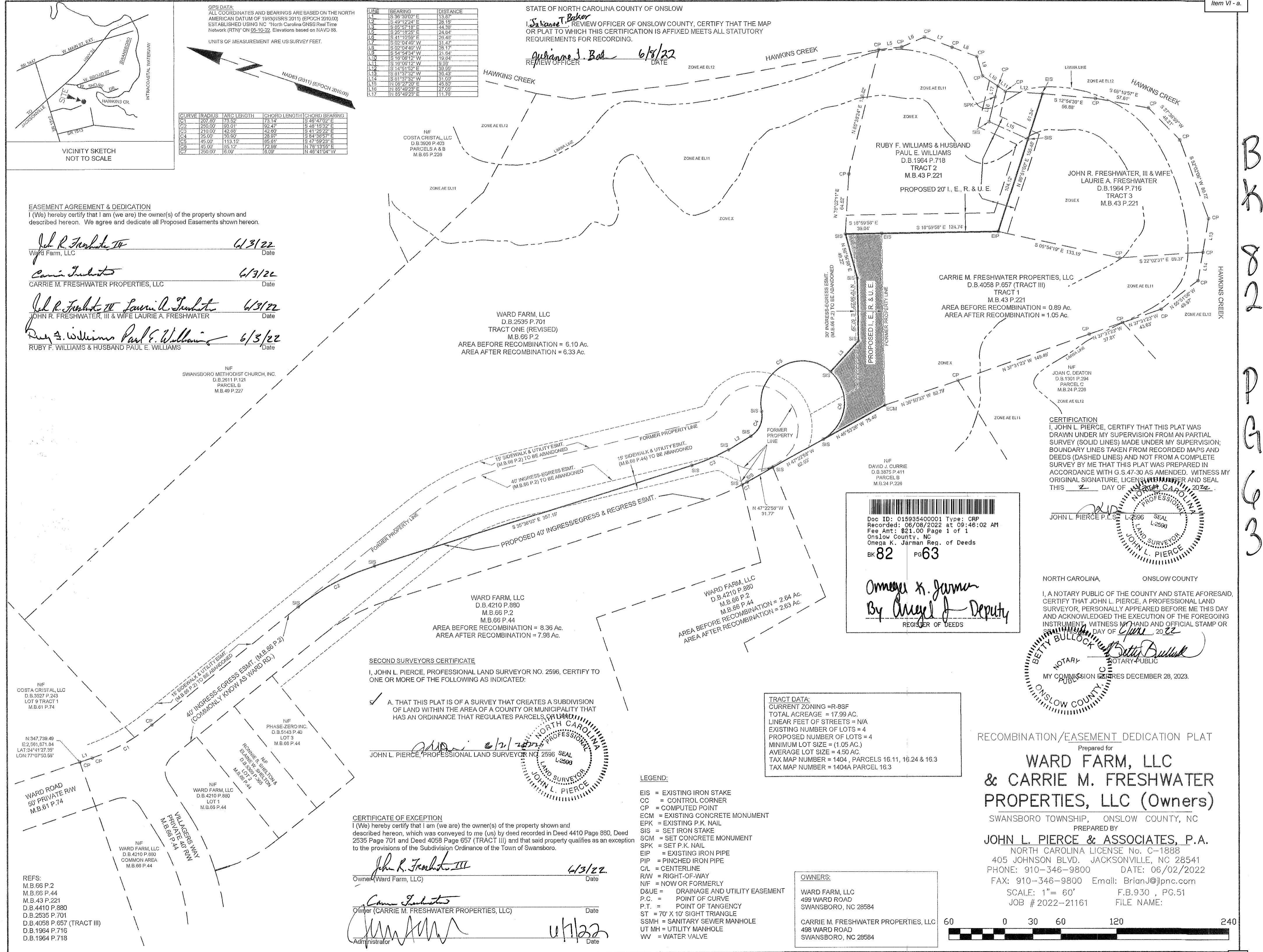
FAX: 910-346-9800 Email: BrianJ@jlpnc.com

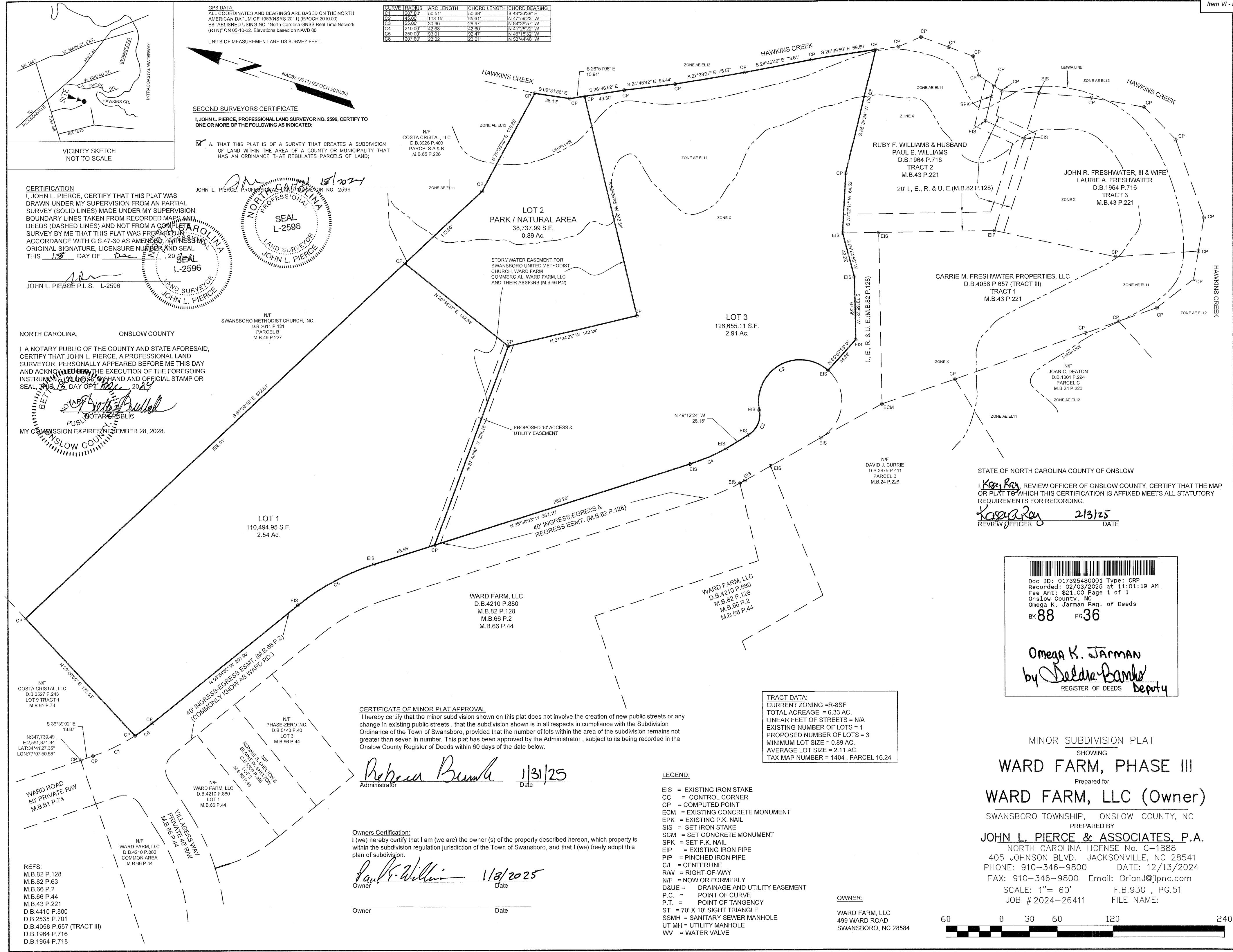
SCALE: 1" = 60' F.B.930 , PG.51

JOB # 2022-21161 FILE NAME:

60 0 30 60 120 240







Agenda Item:
Request for Board of Commissioners Action
September 18, 2012

To: Honorable Board of Commissioners
From: Tommy Combs, Interim Manager
Subject: **Ward Farm Village Preliminary Plat**

Overview

John Freshwater, on behalf of Ward Farm, LLC., is requesting preliminary plat approval for Ward Farm Village subdivision, located on Deer Island Rd. in Swansboro. The subdivision will consist of 43 lots on 13.83 acres.

The property is within the town limits, and will be served by ONWASA water and sewer. The property is currently zoned R-8 SF, and will be developed under the Residential Cluster Development Regulations in Article 13.

Recommendation

The Planning Board reviewed the preliminary plat for Ward Farm Village at their August 28, 2012 regular meeting. The board voted unanimously to recommend approval of the plat as designed, however, they acknowledged that the sidewalk placement requirement under Section 20-21 of the Subdivision Ordinance was not met.

Action Needed

Motion to approve or deny the preliminary plat for Ward Farm Village.

Attachments

Staff Report
Estimated Traffic Generation
Phasing Plan
Environmental Assessment
Preliminary Plat

Article 13. Residential Cluster Development Regulations

- 1) Section 13-1: Purpose and Intent; Definition. The preliminary plat appears to conform to the description provided in Section 13-1 of a Residential Cluster Development.
- 2) Section 13-2: Area; Permitted Districts, Exemption; Street Access; Open Space(s); Density; Dimensional Standards. The preliminary plat appears to meet the minimum dimensional requirements under Section 13-2.
- 3) Section 13-3: Maximum Density Requirements. The preliminary plat appears to conform to the maximum density requirements under Section 13-3.
- 4) Section 13-4: Minimum Dimensional Standards. The preliminary plat appears to conform to the minimum dimensional standards under Section 13-4. This information has also been provided on the face of the plat.
- 5) Section 13-5: Zero (0) Side and/or Rear Yard Setbacks. N/A
- 6) Section 13-6: Private Streets. Allowed pursuant to the subdivision regulations, see comments below.
- 7) Section 13-7: Compliance with Subdivision Standards. See comments provided below.

Article 20. Subdivision Regulations

- 1) Section 20-3: Conformance with Official Plans. The preliminary plat appears to conform to the principles, goals, and objectives of Comprehensive Plan and other officially adopted plans and policies of the town.
- 2) Section 20-9: Thoroughfare Plan. See comments provided under Section 20-15.
- 3) Section 20-13: Procedures for Plat Approval. The preliminary plat appears to meet the requirements of Section 20-13.
- 4) Section 20-14: Sight Line of Intersection. The preliminary plat appears to conform to the requirements of Section 20-14.
- 5) Section 20-15: General. The preliminary plat appears to conform to the requirements of Section 20-15. Note that when a tract to be subdivided adjoins any part of a thoroughfare as designated by an officially adopted Town Thoroughfare Plan, that part of the proposed public right-of-way shall be dedicated as public right-of-way within the subdivision plat. Deer Island Rd. was identified as a minor thoroughfare in the 1993 Town of Swansboro Thoroughfare Plan which showed a proposed connection to the downtown area (the Deer Island Crosstown Connector). This connection was never established, and Deer Island Rd. exists as a dead-end road, so for the purposes of the subdivision review, it has not been considered a designated thoroughfare.
- 6) Section 20-17: Lots. The requirements of Section 20-17 appear to have been met.
- 7) Section 20-18: Streets. The requirements of Section 20-18 appear to have been met. A street lighting plan will be provided by Progress Energy for the first 10 lots.
- 8) Section 20-19: Blocks. The requirements of Section 20-19 appear to have been met.

- 9) Section 20-20: Utilities and Stormwater Management. The requirements of Section 20-20 appear to have been met. As-built drawings are required within 30 days of the completion or installation of all utility, stormwater, street, park, and recreational improvements.
- 10) Section 20-21: Sidewalks. The requirements of this section appear to have been met except for the requirement that the edge of the sidewalk must be one foot from the property line. This requirement is not met on Lots 7-13 due to a greenway easement proposed adjacent to the right-of-way. Staff feels that the intent of the ordinance has been met, and considers this to be a design consideration that the Board can review as a part of the plat review and approval.
- 11) Section 20-32: Parks and Recreation Space Requirements. A cash payment in lieu of land dedication for parks and recreation space will be required at the time of final plat approval unless a variance is approved by the Board of Commissioners.
- 12) Section 20-33: Number of Review and Filing Copies to be Submitted. Two 18 x 24 prints and one 11 x 17 print are to be submitted for filing of the plat following the approval by the Board of Commissioners.
- 13) Section 20-34: Required Information on Minor, Sketch, and Major Subdivisions. The requirements of Section 20-34 appear to have been met.
- 14) Section 20-35: Documents and Written Information in Addition to Maps and Plans. Certification from ONWASA that the proposed utility systems are or will be adequate to handle the proposed development and that all necessary easements have been provided has not been received, however, staff held a technical review of the plan with representatives from ONWASA present. ONWASA has commented that the water line and LP sewer system which will serve this development was sized to handle future connections.

An estimated traffic generation memo was provided by Brandon Ashton, P.E., showing that the estimated daily trips generated by the subdivision would be 395. Article 19 requires a traffic impact study if estimated trips generated by the development exceed 400 per day.

Information on a time schedule for phasing has been provided. The initial phase will consist of 10 lots. Subsequent phases will be market dependent.

A statement addressing the subdivision's environmental impact has been provided.

- 15) Section 20-36: Certificates and Endorsements. The requirements of Section 20-36 appear to have been met.
- 16) Section 20-39: Wording for Map Certificates and Statements. The requirements of Section 20-39 appear to have been met.

Brandon C. Ashton, P.E.
201 N. Front Street, Ste 501
Wilmington, NC 28403

Phone: 910.389.9446
Email: bcashton@gmail.com

MEMORANDUM

TO: David Newsom, P.E.
John Freshwater, P.E.

FROM: Brandon Ashton, P.E.

DATE: August 17, 2012

PROJECT: Ward Farm Village - Swansboro, NC

SUBJECT: Estimated Traffic Generation



Estimated traffic generated by the proposed Ward Farm Village development was calculated using the US Environmental Protection Agency's (EPA) Trip Generation Tool for Mixed-Use Developments. The EPA calculation tool accounts for the reduction in motor vehicle traffic typically experienced in mixed land use communities. As stated on the EPA website, "research has consistently shown that neighborhoods that mix land uses, make walking safe and convenient, and are near other development allow residents and workers to drive significantly less if they choose. In fact, research has found that in the most centrally located, well-designed neighborhoods, residents drive as little as half as much as residents of outlying areas¹." The following aspects of the Ward Farm Village warrant consideration as a mixed use community:

- Development concept is pedestrian oriented and promotes walking to adjacent land uses rather than driving.
- Dwelling placement is near the street with front porch requirements, fronting on sidewalks that connect to parks, greenways, and the community's commercial district.
- Primary parking is in the rear of each dwelling.
- The development will include pedestrian interconnections to adjacent land.
- The development is in close proximity (i.e., walking distance) to the following land uses:
 - Post office
 - Grocery store
 - Drugstore
 - Fitness Center
 - Barber & Beauty salon
 - Restaurants
 - Hotel with internet, conference/banquet rooms available

¹ http://www.epa.gov/dced/mxd_tripgeneration.html

Brandon C. Ashton, P.E.
201 N. Front Street, Ste 501
Wilmington, NC 28403

Phone: 910.389.9446
Email: bcashton@gmail.com

- The community includes dedicated pedestrian, bicycle, golf cart routes, and easements to the downtown historic district.

The EPA tool, freeware developed by EPA in partnership with Fehr & Peers Transportation Consultants, is based on standards established in the Institute of Transportation Engineers (ITE) Trip Generation Manual. The stated purpose of the tool is to assist local government staff, consultants, and developers with estimating trips generated by a new mixed-use community.

The site characteristics shown in the Preliminary Subdivision Plat for Ward Farm Village were used as input values into the EPA trip generation tool. This Preliminary Subdivision Plat, dated August 8, 2012, is included as Appendix A. The estimated trip generations that were computed by the EPA tool are shown in Table 1. Appendix B displays the output from the EPA tool.

Table 1 – Estimated Traffic Generated by Ward Farm Village

Results	Estimated Daily Trips Generated	Number of Proposed Lots (Single Family Dwelling Units Only) ¹	Resulting Dwelling Unit Multiplier ²
Raw (unadjusted)	478	43	11.12
Final (with mixed-use reductions)	<u>395</u>	43	9.18

Note:

1. Single family dwelling units = ITE classification code 210
2. This multiplier was calculated by dividing estimated trips generated by number of proposed lots. The ITE Trip Generation Manual (1988) recommends a multiplier between 6.4 to 12.7 (with an average multiplier of 9.5) for single family dwelling units. The EPA calculation tool identifies the ITE average multiplier for single family dwelling units as 9.57.

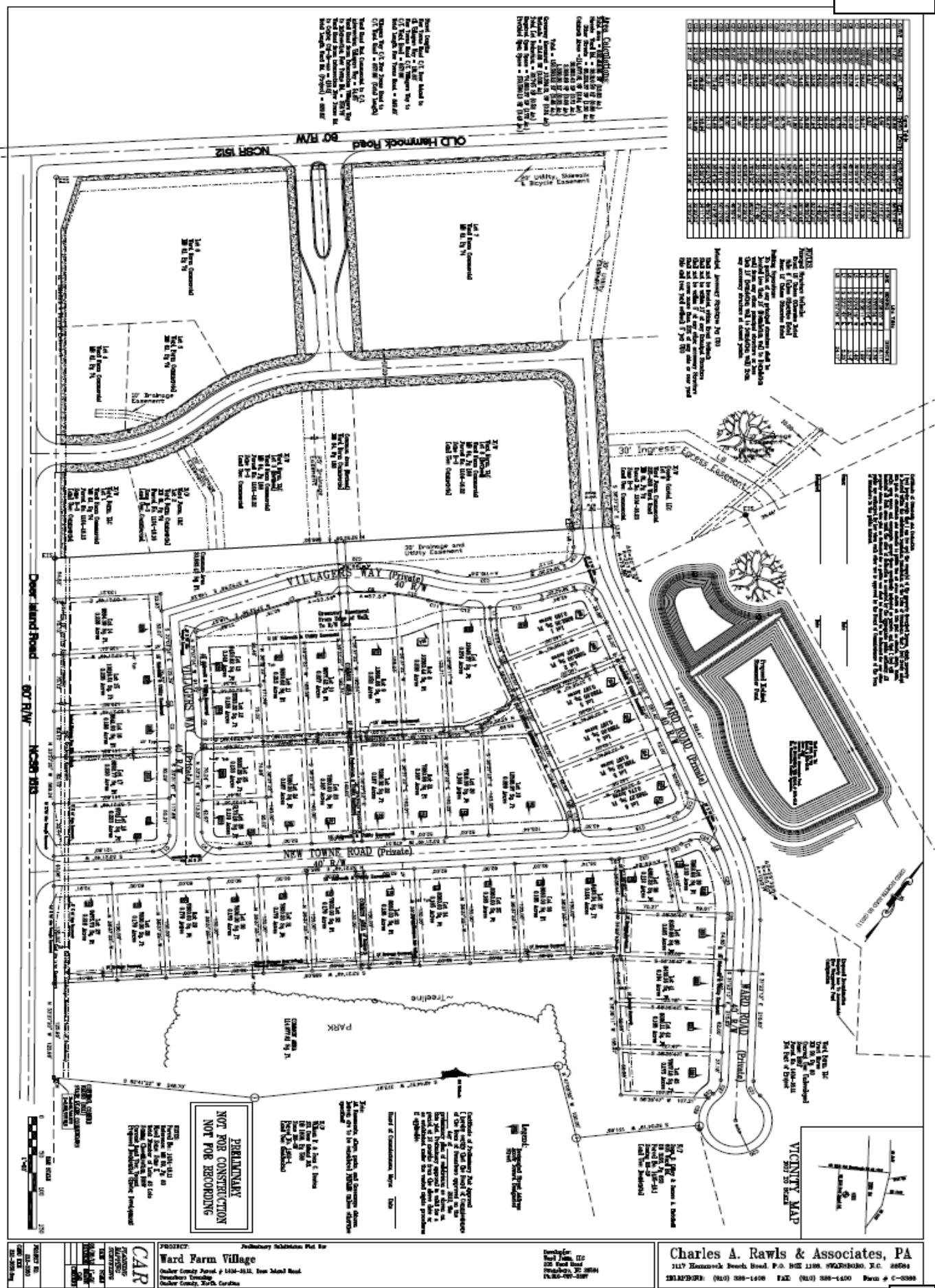
As displayed in Table 1, the estimated traffic generated for the Ward Farm Village development is 395 trips per day (including the trip reductions associated with a mixed use community). This traffic generation result equates to a dwelling unit multiplier of 9.18, closely approximating the average multiplier identified in the ITE Trip Generation Manual. This multiplier also falls in the middle of the manual's recommended range of 6.4 to 12.7.

Based on the prevalence of mixed land use surrounding the proposed development, a dwelling unit multiplier less than 9.18 could be justified. A smaller dwelling unit multiplier would further reduce estimated traffic generated by Ward Farm Village (i.e., below the calculated 395 trips per day).

Please contact me by phone at (910) 389-9446 or by email at bcashton@gmail.com if you have any questions or require additional information.

APPENDIX A
WARD FARM VILLAGE SITE PLAN
(1 SHEET)

Brandon C. Ashton, P.E.



APPENDIX B
EPA TRIP GENERATION TOOL:
CALCULATION RESULTS
(2 PAGES)

Brandon C. Ashton, P.E.

MIXED USE TRIP GENERATION MODEL V4 - RESULTS

FEHR & PEERS

MODEL APPLICATION - ALL TRIPS

	Daily			AM Peak Hour			PM Peak Hour					
	HBW	HBO	NHB	Total	HBW	HBO	NHB	Total	HBW	HBO	NHB	Total
Number of "Raw" ITE Trips Subject to Model												
Predicted Probabilities:	1747	2194	1396	5338	216	106	19	341	184	156	121	462
Internal Capture	3.18%	3.18%	7.04%	4.19%	3.18%	3.18%	7.04%	3.40%	3.18%	3.18%	7.04%	4.19%
Walking External	0.79%	7.77%	10.43%	6.14%	0.79%	7.78%	10.43%	3.49%	0.79%	7.78%	10.43%	5.64%
Transit External	30.37%	1.45%	2.34%	11.24%	30.37%	1.45%	2.34%	19.87%	30.37%	1.45%	2.34%	13.34%
Number of Trips:												
Internal Capture	56	70	98	224	7	3	1	12	6	5	9	19
Walking External	13	165	135	314	2	8	2	11	1	12	12	25
Transit External	514	31	30	575	64	1	0	65	54	2	3	59
Net Number of IXI Vehicle Trips	1165	1928	1132	4225	144	93	16	253	123	138	98	359
External Vehicle Trips												
Results	Raw	Net	Reduction %									
Daily	5,338	4,225	21%									
AM Peak Hour	341	253	26%									
PM Peak Hour	462	359	22%									

MODEL APPLICATION - TRIP ENDS ASSOCIATED WITH
HOUSES IN THE PROJECT ONLY

	Daily			AM Peak Hour			PM Peak Hour					
	HBW	HBO	NHB	Total	HBW	HBO	NHB	Total	HBW	HBO	NHB	Total
Number of "Raw" ITE Trips Subject to Model Predicted Probabilities:												
Internal Capture	3.18%	3.18%	7.04%	3.58%	3.18%	3.18%	7.04%	3.27%	3.18%	3.18%	7.04%	3.62%
Walking External	0.79%	7.78%	10.43%	6.53%	0.79%	7.78%	10.43%	4.67%	0.79%	7.78%	10.43%	5.99%
Transit External	30.37%	1.45%	2.34%	7.80%	30.37%	1.45%	2.34%	14.62%	30.37%	1.45%	2.34%	10.14%
Number of Trips:												
Internal Capture	3	10	3	17	1	1	0	1	0	1	0	2
Walking External	1	25	5	30	0	2	0	2	0	2	1	3
Transit External	30	5	1	36	5	0	0	6	4	0	0	5
Net Number of XXX Vehicle Trips generated by Project Residences												
Results	External Vehicle Trips			External Vehicle Trips			External Vehicle Trips			External Vehicle Trips		
Daily	Raw	Net	Reduction %	Raw	Net	Reduction %	Raw	Net	Reduction %	Raw	Net	Reduction %
AM Peak Hour	478	395	17%	40	31	22%	49	40	19%	49	40	19%
PM Peak Hour												

Holland, Jennifer

From: John R. Freshwater [johnfh2o@ec.rr.com]
Sent: Sunday, August 19, 2012 3:03 PM
To: Holland, Jennifer
Cc: Ashley Melton; David Newsom
Subject: Ward Farm Village

Jennifer,

We briefly discussed a time schedule for phasing of the staged development of Ward Farm Village. I don't remember if you still need something in writing or not. Just in case and in an effort to provide whatever may be helpful to you, my recollection of the relevant points follows.

Phase 1 = 10 lots (1, 2, 3, 7, 8, 9, 10, 11, 12, 13). We intend to begin the site & utility construction for these first 10 lots as soon as permissible. As we have a potential home buyer, we may bond uncompleted improvements ASAP in order to begin construction of their home concurrent with the remaining infrastructure.

The number of future phases, their timing, et cetera are totally market dependent.

As Ward Shore Builders, Inc is to construct the 43 homes, if the first 10 are completed and sold in a year (from completion of the infrastructure), we would be VERY pleased. If this occurred we would likely proceed with the remaining 33 lots in two phases a year to 18 months apart.

I hope this is useful. Please let me know of any questions or concerns.

Thank you,
John

John R. Freshwater, P.E.
Crystal Coast Engineering, PA
205-3 Ward Road
Swansboro, NC 28584
ph 910-325-0006
fax 910-325-0060

Ward Shore Builders, Inc.

Ashley L. Melton
(910) 539-5600 Fax: 866-316-9981
ashleymelton@ec.rr.com

MEMORANDUM

To: Jennifer Holland, CFM
 Planner
 Town of Swansboro
 502 Church Street
 Swansboro, NC 28584

From: Ashley Melton
 Re: Ward Farm Village environmental impact

August 19, 2012

The proposed development shall comply with or exceed all local, state and federal environmental requirements. Further, the thoughtful subdivision planning by Allison Ramsey Architects, Inc. (1003 Charles Street, Beaufort, SC 29902, 843-986-0559) embraces the natural environment as an integral prioritized element of the subdivision.

Natural area is to be preserved that typically would not be. Additional green spaces are to be created. In addition, pedestrian connection and other linkages to a future park in the adjoining traditional business district begin to speak to the efforts to enhance the health and quality of life of residents.

Specific to the information requested within the Town UDO, there are no known historically significant or similarly important areas impacted by the proposed development. Adjacent ecologically fragile areas (wetlands) are buffered beyond all regulatory requirements by inclusion in the preserved natural common area.

Also specific to the information requested by the Town UDO, the Ward Farm Village development's impacts on pedestrians (as well as bicyclists) are, by design, positive. By placement and means of access to the homes and garages, front porch requirements, proximity to sidewalks, interrelationships with the adjoining traditional business district and distance to grocery shopping, et cetera, safe, healthful, pedestrian activity is promoted. Future construction of pedestrian, bicycle and golf cart access to Shore Drive (and thereby the historic district) as well as progress on the Town's Bicycle Plan are facilitated by the overall development of Ward Farm and shall well serve the residents of Swansboro as well as Ward Farm Village.

Finally, via the Town UDO, it is requested that traffic impacts be addressed. Please see the memorandum provided by Brandon C. Ashton, P.E. regarding estimated project traffic generation. Note that the minimum threshold triggering a more extensive traffic analysis was not met. Please also note that there will be a greater awareness of viable alternatives for many short trips as a resident walks out their front door in Ward Farm Village.

September 9, 2025

Ward Farm, LLC
 Attn: Paul Williams, Managing Member
 211 Wild Oak Drive
 Swansboro, NC 28584

**Subject: Post-Construction Stormwater Management Permit No. SW8 120811
 Ward Farm Village
 Subdivision Project with an Area of Low Density as well as served by an Off-Site SCM
 Onslow County**

Dear Mr. Williams:

The Division of Energy, Mineral and Land Resources received a complete, modified Post-Construction Stormwater Management Permit Application for the subject project on August 18, 2025. Staff review of the plans and specifications has determined that the project, as proposed, complies with the Stormwater Regulations set forth in Title 15A NCAC 2H.1000 as amended by Session Law (SL) 2008-211, and subsequently amended on January 1, 2017 (2017 Rules). Please refer to Attachment C for a detailed description of the current proposed major modification and a list of all the past modifications approved during the effective period of the permit. We are hereby forwarding the modified, updated, and re-issued Permit No. SW8 120811 dated September 9, 2025, for the construction, operation and maintenance of the built-upon areas (BUA), vegetated conveyances or areas associated with the subject project. *Please replace the previous application (SWU-101), proposed deed restrictions and protective covenants, supplement, operation and maintenance agreement with the attached modified versions. Please replace the previously approved plan sheet(s) with the approved modified version(s) enclosed.*

This permit shall be effective from the date of issuance until **rescinded** and does not supersede any other agency permit that may be required. The project shall be subject to the conditions and limitations as specified therein, **which includes the requirement to revise or amend the recorded deed restrictions with the updated built-upon area allocations**. Failure to comply with these requirements will result in future compliance problems. Please note that this permit is not transferable except after notice to and approval by the Division.

If any parts, requirements, or limitations contained in this permit are unacceptable, you have the right to request an adjudicatory hearing by filing a written petition with the Office of Administrative Hearings (OAH). The written petition must conform to Chapter 150B of the North Carolina General Statutes and must be filed with the OAH within thirty (30) days of receipt of this permit. You should contact the OAH with all questions regarding the filing fee (if a filing fee is required) and/or the details of the filing process at 6714 Mail Service Center, Raleigh, NC 27699-6714, or via telephone at 919-431-3000, or visit their website at www.NCOAH.com. Unless such demands are made this permit shall be final and binding.

If you have any questions concerning this permit, please contact Garrett Zorda in the Wilmington Regional Office, at (910) 796-7215 or garrett.zorda@deq.nc.gov.

Sincerely,

For William E. Toby Vinson, Jr., PE, CPM, Director
 Division of Energy, Mineral and Land Resources

Enclosures: Attachment A – Designer’s Certification Form
 Attachment B (for SW8 120811) – Built-Upon Area Allocation
 Attachment C – Permitting History
 Application Documents
 Attachment B for SW8 091001 – Built-Upon Area Allocation

DES/gdz: \\Stormwater\Permits & Projects\2012\120811 Offsite \2025 08 permit 120811

cc: David Newsom, PE; Crystal Coast Engineering
 Paul Williams, Managing Member, Ward Farm, LLC, master permittee for SW8 091001
 Onslow County Planning & Development
 Wilmington Regional Office Stormwater File

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

POST-CONSTRUCTION STORMWATER MANAGEMENT PERMIT

**SUBDIVISION DEVELOPMENT WITH AN AREA OF LOW DENSITY AS WELL AS SERVED BY
AN OFF-SITE STORMWATER 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 as amended by Session Law (SL) 2008-211 and subsequently amended on January 1, 2017 (2017 Rules) (collectively, the "stormwater rules"),

PERMISSION IS HEREBY GRANTED TO

Ward Farm, LLC

Ward Farm Village

Ward Road & Deer Island Road, 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 well as BUA draining to a permitted off-site stormwater system as outlined in the application, approved stormwater management plans, supplement(s), 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 part 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 02H.1000 and NCGS 143-215.1 et.al.

1. **MASTER PERMIT.** Stormwater runoff from this site, Lot Offsite 4 (Ward Farm Village), has been approved to be discharged into and treated by the wet detention pond (the "off-site stormwater system", "off-site stormwater control measure", or "SCM") operated and maintained by Ward Farm, LLC (the "Master Permittee") under the terms and conditions set forth in the latest version of Stormwater Management Permit No. SW8 091001 (the "Master Permit") and as subsequently modified, transferred, and renewed.
2. **BUA REQUIREMENTS.** The maximum amount of BUA allowed for the entire project is 296,079 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 23.99% and the construction of a total of 90,582 square feet of BUA. This permit does not provide any allocation of BUA for future development within this low density area.

- b. OFF-SITE SCM BUA LIMITS . The maximum amount of BUA allocated to this development by the Offsite Master Permit is 205,497 square feet. This permit covers the construction of a total of 205,497 square feet of BUA and does not provide any allocation of BUA for future development.
- c. BUA FOR INDIVIDUAL LOTS. Each of the 45 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. PERVERIOUS 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. OFF-SITE SCM REQUIREMENTS. This permit is issued contingent on the permitted off-site SCM(s) being constructed, operated, certified and maintained in compliance with the latest version of the Master Permit, and as it may be subsequently modified, transferred or renewed.

6. STORMWATER OUTLETS. The peak flow from the 10-year storm event shall not cause erosion downslope of the discharge point.

7. VEGETATED SETBACKS (2017 Rules). 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 AN SCM. Stormwater that is not treated in an SCM, such as in the low density area (including roof drains), must be released at the edge of the vegetated setback and allowed to flow through the setback as dispersed flow.
- 8. VEGETATED BUFFERS (2008 Rules). A 50-foot wide vegetative buffer must be provided and maintained in grass or other vegetation adjacent to all surface waters as shown on the approved plans. The buffer 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 BUFFER. BUA may not be added to the vegetated setback except as shown on the approved plans.
 - b. RELEASE OF STORMWATER NOT TREATED IN AN SCM. Stormwater that is not treated in an SCM must be released at the edge of the vegetated setback and allowed to flow through the setback as dispersed flow.
- 9. 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 SCMs, 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. MASTER PERMIT DEED RESTRICTIONS AND PROTECTIVE COVENANTS. This permit is issued contingent on the recordation of the restrictions and protective covenants, which are required under the Master Permit, prior to the sale of this lot and must be maintained in perpetuity. Since the Master Permittee is also the permittee for this offsite permit, the required restrictions and protective covenants must be recorded prior to the sale of this lot, as required by the Master Permit.
 - e. 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. Recorded deed restrictions and protective covenants must include, at a minimum, the following statements related to stormwater management:
 - i. The following covenants are intended to ensure ongoing compliance with Stormwater Management Permit Number SW8 120811, 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. Within the low density area, 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.

- viii. Within the low density area, filling in, piping or altering any designated curb outlet swale or vegetated area associated with the development is prohibited by any persons.
- ix. (2017 Rules) A 50-foot wide vegetative setback (previously referred to as a buffer) must be provided and maintained adjacent to all surface waters in accordance with 15A NCAC 02H.1003(4) and the approved plans.
- x. Within the low density area, all roof drains shall be released no closer than at the edge of the 50-foot. At no time shall stormwater runoff be piped into or through the setback.
- xi. (2008 Rules) Within the offsite area, a 50-foot wide vegetative buffer must be provided and maintained adjacent to all surface waters, 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.
- xii. Within the low density area, 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.

10. 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. PROTECTION OF OFF-SITE SCM. During construction, all operation and maintenance for the project shall follow the Erosion Control Plan requirements to protect the downstream off-site SCM from sedimentation.
- c. FINAL GRADING. The curb outlet swales, vegetated areas and vegetated conveyances located within the low density area 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.

11. 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 or SCM 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 SCM(s), 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 SCM(s), 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.

12. **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.

13. **OPERATION AND MAINTENANCE.** The permittee shall provide and perform the operation and maintenance necessary, as listed in the signed operation and maintenance agreement(s), 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.** If the facilities fail to perform satisfactorily or 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.

14. **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.

15. **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:
 - i. A natural person who is deceased;
 - ii. A partnership, limited liability corporation, corporation, or any other business association that has been dissolved;
 - iii. 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.
 - iv. 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;
 - v. The assignment of declarant rights to another individual or entity;
 - vi. 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.

16. 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 modified, updated, and reissued this the 9th day of September 2025.

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 SW8 120811

Attachment A**Certification Forms**

The following blank Designer Certification forms are included and specific for this project:

- As-Built Permittee Certification
- As-Built Designer's Certification General MDC
- As-Built Designer's Certification for Low Density Projects
- As-Built Designer's Certification General MDC/Off-site

A separate certification is required for each SCM. These blank certification forms may be copied and used, as needed, for each SCM and/or as a partial certification to address a section or phase of the project.

AS-BUILT PERMITTEE CERTIFICATION

I hereby state that I am the current permittee for the project named above, and I certify by my signature below, that the project meets the below listed Final Submittal Requirements found in NCAC 02H.1042(4) and the terms, conditions and provisions listed in the permit documents, plans and specifications on file with or provided to the Division.

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.

Printed

Name _____ Signature _____

I, _____, a Notary Public in the State of _____

County of _____, do hereby certify that _____

personally appeared before me this _____ day of _____, 20_____

and acknowledge the due execution of this as-built certification.

(SEAL)

Witness my hand and official seal

My commission expires _____

Permittee's Certification NCAC .1042(4)	Completed / Provided	N/A
A. DEED RESTRICTIONS / BUA RECORDS		
1. The deed restrictions and protective covenants have been recorded and contain the necessary language to ensure that the project is maintained consistent with the stormwater regulations and with the permit conditions.	Y or N	
2. A copy of the recorded deed restrictions and protective covenants has been provided to the Division.	Y or N	
3. Records which track the BUA on each lot are being kept. (See Note 1)	Y or N	
B. MAINTENANCE ACCESS		
1. The SCMs are accessible for inspection, maintenance and repair.	Y or N	
2. The access is a minimum of 10 feet wide.	Y or N	
3. The access extends to the nearest public right-of-way.	Y or N	
C. EASEMENTS		
1. The SCMs and the components of the runoff collection / conveyance system are located in recorded drainage easements.	Y or N	
2. A copy of the recorded plat(s) is provided.	Y or N	
D. SINGLE FAMILY RESIDENTIAL LOTS - Plats for residential lots that have an SCM include the following:		
1. The specific location of the SCM on the lot.	Y or N	
2. A typical detail for the SCM.	Y or N	
3. A note that the SCM is required to meet stormwater regulations and that the lot owner is subject to enforcement action as set forth in NCGS 143 Article 21 if the SCM is removed, relocated or altered without prior approval.	Y or N	
E. OPERATION AND MAINTENANCE AGREEMENT		
1. The O&M Agreement is referenced on the final recorded plat.	Y or N	
2. The O&M Agreement is recorded with the Register of Deeds and appears in the chain of title.	Y or N	
F. OPERATION AND MAINTENANCE PLAN – maintenance records are being kept in a known set location for each SCM and are available for review.	Y or N	

	Completed / Provided	N/A
G. DESIGNER'S CERTIFICATION FORM – has been provided to the Division.	Y or N	

Note 1- Acceptable records include ARC approvals, as-built surveys, and county tax records.

Provide an explanation for every requirement that was not met, and for every "N/A" below. Attach additional sheets as needed.

AS-BUILT DESIGNER'S CERTIFICATION 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 the below listed General MDC found in 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 statutes has been preserved.

Check here if this is a partial certification. Section/phase/SCM #? _____

Check here if this is a part of a Fast-Track As-Built Package Submittal per .1044(3).

Check here if the designer did not observe the construction, but is certifying the project.

Check here if pictures of the SCM are provided.

Printed

Name

Signature

NC Registration Number

Date

SEAL:

Consultant's Mailing Address:

City/State/ZIP

Phone Number

Consultant's Email address:

① Circle N if the as-built value differs from the Plan. If N is circled, provide an explanation on Page 2.

②N/E = not evaluated (provide explanation on page 2) ③N/A = not applicable to this SCM or project.

④N/E – Not evaluated (provide explanation on page 2)	⑤N/A – Not applicable to this SCM or project.	⑥N/E	⑦N/A
Consultant's Certification NCAC .1003((3) & General MDC .1050	①As-built	②N/E	③N/A
A. TREATMENT REQUIREMENTS			
1. The SCM achieves runoff treatment.	Y or N		
2. The SCM achieves runoff volume match.	Y or N		
3. Runoff from offsite areas and/or existing BUA is bypassed.	Y or N		
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		
5. The project controls runoff through an offsite permitted SCM that meets the requirements of the MDC.	Y or N		
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		
7. The SCM(s) meets all the specific minimum design criteria.	Y or N		
B. VEGETATED SETBACKS / BUA			
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		
2. The vegetated setback is maintained in grass or other vegetation.	Y or N		
3. BUA that meets the requirements of NCGS 143-214.7 (b2)(2) is located in the setback.	Y or N		

	① As-built	② N/E	③ 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: <ol style="list-style-type: none"> Publicly funded linear projects (road, greenway sidewalk) Water-dependent structures Minimal footprint uses (utility poles, signs, security lighting and appurtenances) 	Y or N		
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		
C. STORMWATER OUTLETS – the outlet handles the peak flow from the 10 year storm with no downslope erosion.	Y or N		
D. VARIATIONS			
1. A variation (alternative) from the stormwater rule provisions has been implemented.	Y or N		
2. The variation provides equal or better stormwater control and equal or better protection of surface waters.	Y or N		
E. COMPLIANCE WITH OTHER REGULATORY PROGRAMS has been met.	Y or N		
F. SIZING -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		
G. CONTAMINATED SOILS – infiltrating SCM's are not located in or on areas with contaminated soils.	Y or N		
H. SIDE SLOPES			
1. Vegetated side slopes are no steeper than 3H:1V.	Y or N		
2. Side slopes include retaining walls, gabion walls, or other surfaces that are steeper than 3H:1V.	Y or N		
3. Vegetated side slopes are steeper than 3H:1V (provide supporting documents for soils and vegetation).	Y or N		
I. EROSION PROTECTION			
1. The inlets do not cause erosion in the SCM.	Y or N		
2. The outlet does not cause erosion downslope of the discharge point during the peak flow from the 10 year storm.	Y or N		
J. EXCESS FLOWS – An overflow / bypass has been provided.	Y or N		
K. DEWATERING – A method to drawdown standing water has been provided to facilitate maintenance and inspection.	Y or N		
L. CLEANOUT AFTER CONSTRUCTION – the SCM has been cleaned out and converted to its approved design state.	Y or N		
M. MAINTENANCE ACCESS			
1. The SCM is accessible for maintenance and repair.	Y or N		
2. The access does not include lateral or incline slopes >3:1.	Y or N		
N. DESIGNER QUALIFICATIONS (FAST-TRACK PERMIT) – The designer is licensed under Chapters 89A, 89C, 89E, or 89F of the General Statutes.	Y or N		

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

AS-BUILT DESIGNER'S CERTIFICATION FOR LOW DENSITY PROJECTS

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 MDC found in 15A NCAC 02H.1003, 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 or phase _____

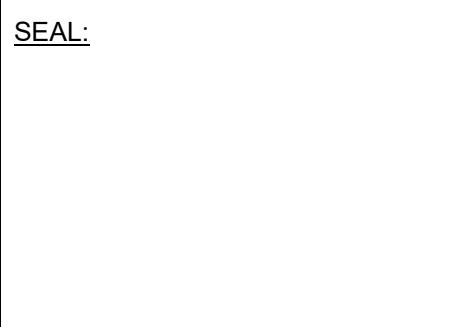
Check here if this is part of a Fast-Track As-Built Package Submittal per 15A NCAC 02H.1044(3).

Check here if the Designer did not observe the construction but is certifying the project.

Check here if pictures of the project are provided.

Printed Name _____ Signature _____

NC Registration Number _____ Date _____

SEAL: 	<p>Consultant's Mailing Address: _____ _____ _____ _____ _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Phone: (____) _____</p> <p>Consultant's Email address: _____</p>
---	---

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). ③N/A = Not Applicable to this project/plan.

Consultant's Certification (MDC 15A NCAC 02H.1003)			
Project Density and Built-Upon Area			
1. The project has areas of high density based on natural drainage area boundaries, variations in land use or construction phasing.		<input type="checkbox"/> As-built	<input type="checkbox"/> N/E
2. The project's built-upon area does not exceed the maximum limit specified in the permit.		<input type="checkbox"/> As-built	<input type="checkbox"/> N/E
Dispersed Flow			
1. The project maximizes dispersed flow through vegetated areas and minimizes channelized flow.		<input type="checkbox"/> As-built	<input type="checkbox"/> N/E
Vegetated Conveyances			
1. Stormwater that is not released as dispersed flow is transported by vegetated conveyances.		<input type="checkbox"/> As-built	<input type="checkbox"/> N/E
2. The project has a minimal amount of non-vegetated conveyances to reduce erosion.		<input type="checkbox"/> As-built	<input type="checkbox"/> N/E
3. Other than minimal piping under driveways and roads, no piping has been added beyond what is shown on the approved plans.		<input type="checkbox"/> As-built	<input type="checkbox"/> N/E
4. Side slopes are no steeper than 3H:1V.		<input type="checkbox"/> As-built	<input type="checkbox"/> N/E
5. The conveyance does not erode in response to the peak flow from the 10-year storm.		<input type="checkbox"/> As-built	<input type="checkbox"/> N/E
Curb outlet systems (if applicable)			
1. The swale or vegetated area can carry the peak flow from the 10-year storm at a non-erosive velocity.		<input type="checkbox"/> As-built	<input type="checkbox"/> N/E
2. The longitudinal slope of the swale or vegetated areas does not exceed 5%.		<input type="checkbox"/> As-built	<input type="checkbox"/> N/E
3. The swale has a trapezoidal cross-section and a minimum bottom width of two feet.		<input type="checkbox"/> As-built	<input type="checkbox"/> N/E
4. The minimum length of the swale or vegetated area is 100 feet.		<input type="checkbox"/> As-built	<input type="checkbox"/> N/E
5. Side slopes are no steeper than 3H:1V.		<input type="checkbox"/> As-built	<input type="checkbox"/> N/E

6. The project utilizes treatment swales designed per Section .1061 in lieu of the curb outlet system requirements.	Y or N		
Vegetated Setbacks (if applicable)	①As-built	②N/E	③N/A
1. The width of the vegetated setback is at least 50'.	Y or N		
2. 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		
3. The vegetated setback is maintained in grass or other vegetation.	Y or N		
4. BUA that meets the requirements of NCGS 143-214.7(b2)(2) is located in the setback.	Y or N		
5. BUA that does NOT meet the requirements of NCGS 143-214.7(b2)(2) is located within the setback and is limited to: <ul style="list-style-type: none"> • Publicly-funded linear projects (road, greenway, or sidewalk) • Water dependent structures • Minimal footprint uses such as poles, signs, utility appurtenances, and security lights. 	Y or N		
6. The amount of BUA within the setback is minimized, and channeling of the runoff from the BUA has been avoided.	Y or N		
7. Stormwater is not discharged (via swale or pipe) through a vegetated setback. Stormwater is released at the edge of the setback and allowed to flow through the setback as dispersed flow.	Y or N		
Outlets	①As-built	②N/E	③N/A
1. Stormwater outlets do not cause erosion downslope of the discharge point during the peak flow from the 10-year storm.	Y or N		
Variations	①As-built	②N/E	③N/A
1. The project has variations from the MDC that were not previously approved. (Modification may be required.)	Y or N		
Deed restrictions (if applicable)	①As-built	②N/E	③N/A
1. Deed restrictions are recorded and ensure that the project and the BUA will be maintained in perpetuity consistent with the permit, approved plans, and specifications.	Y or N		
For Subdivisions Only (Residential or Commercial)	①As-built	②N/E	③N/A
1. The number of platted lots is consistent with the approved plans.	Y or N		
2. The project area is consistent with the approved plans.	Y or N		
3. The layout of the lots and streets is consistent with the approved plan.	Y or N		
4. The width / radius of streets, paved accesses, cul-de-sacs and sidewalks is consistent with the approved plan.	Y or N		
5. No piping, other than those minimum amounts needed under a driveway or under a road, has been added.	Y or N		
6. The lot grading, road grading, vegetated conveyances, piping, inverts, and elevations are consistent with the approved plans.	Y 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.

AS-BUILT DESIGNER'S CERTIFICATION GENERAL MDC / OFF-SITE

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 the below listed General MDC found in NCAC 02H.1050 and the Off-site MDC as defined in NCAC 02H.1002(29) and the requirements of NCAC 02H.1003(3)(c) 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 statutes has been preserved.

Check here if this is a partial certification. Section/phase/#? _____

Check here if this is a part of a Fast-Track As-Built Package Submittal per .1044(3).

Check here if the designer did not observe the construction, but is certifying the project.

Check here if pictures of the Off-site SCM are provided.

Printed Name _____ Signature _____

NC Registration
Number Date

<u>SEAL:</u>	Consultant's Mailing Address: <hr/>
	City/State/ZIP _____
	Phone Number _____
	Consultant's Email address: _____

① Circle N if the as-built value differs from the Plan. If N is circled, provide an explanation on Page 2.

②N/E = not evaluated (provide explanation on page 2) ③N/A = not applicable to this SCM or project.

Consultant's Certification NCAC .1003((3) & General MDC .1050	①As-built	②N/E	③N/A
A. THE OFF-SITE SCM			
1. The project controls runoff through an off-site permitted SCM that meets the requirements of the MDC.	Y or N		
2. The Off-site SCM has been certified by an appropriately licensed design professional as meeting the General MDC found in NCAC 02H.1050.	Y or N		
3. The Off-site SCM has been certified by an appropriately licensed design professional as meeting the specific MDC for the type of SCM that treats the runoff from this project.	Y or N		
4. The off-site SCM is currently permitted under permit No. SW	Y or N		
B. VEGETATED SETBACKS / BUA			
1. The width of the vegetated setback for this project is 50' and 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		
2. The vegetated setback is maintained in grass or other vegetation.	Y or N		
3. BUA that meets the requirements of NCGS 143-214.7 (b2)(2) is located in the setback.	Y or N		

	① As-built	② N/E	③ 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: <ul style="list-style-type: none"> d. Publicly funded linear projects (road, greenway sidewalk) e. Water-dependent structures f. Minimal footprint uses (utility poles, signs, security lighting and appurtenances) 	Y or N		
5. Runoff from the as-built BUA for the project is collected and directed into the off-site SCM.			
C. COMPLIANCE WITH OTHER REGULATORY PROGRAMS has been met.	Y or N		
D. SIDE SLOPES			
1. Vegetated side slopes are no steeper than 3H:1V.	Y or N		
2. Side slopes include retaining walls, gabion walls, or other surfaces that are steeper than 3H:1V.	Y or N		
3. Vegetated side slopes are steeper than 3H:1V (provide supporting documents for soils and vegetation).	Y or N		
E. EROSION PROTECTION			
1. The inlets from the project into the off-site SCM do not cause erosion in the SCM.	Y or N		
F. DESIGNER QUALIFICATIONS (FAST-TRACK PERMIT) – The designer is licensed under Chapters 89A, 89C, 89E, or 89F of the General Statutes.	Y or N		

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

Attachment B - BUA Lot Allocations

Ward Farm Village

Permit No. SW8 091001

Lot #	Drains to Offsite Wet Pond (SW8 091001)	Drains to Low Density Portion	Total Max BUA, sf	Lot #	Drains to Offsite Wet Pond (SW8 091001)	Drains to Low Density Portion	Total Max BUA, sf
1	3,600		3,600	25	3,600		3,600
2	3,600		3,600	26		No Lot 26	
3	3,600		3,600	27	4,700		4,700
4	3,600		3,600	28	5,026		5,026
5	3,600		3,600	29	4,700		4,700
6	3,600		3,600	30		4,491	4,491
7	4,484		4,484	31		4,491	4,491
8	3,600		3,600	32		4,491	4,491
9	3,600		3,600	33		4,491	4,491
10	3,600		3,600	34		4,491	4,491
11	3,600		3,600	35		4,491	4,491
12	5,000		5,000	36		4,491	4,491
14	4,700		4,700	37		4,491	4,491
13	No Lot 13			38		4,491	4,491
15	5,081		5,081	39		4,491	4,491
16	4,700		4,700	40		4,491	4,491
17	4,700		4,700	41		4,491	4,491
18	4,700		4,700	42		4,491	4,491
19	3,600		3,600	43		4,491	4,491
20	3,600		3,600	44		4,491	4,491
21	3,600		3,600	45		4,491	4,491
22	3,600		3,600	46		4,491	4,491
23	3,600		3,600	47		4,491	4,491
24	3,600		3,600				

Attachment C - Permitting History

Ward Farm Village

Permit No. SW8 120811

Approval Date	Permit Action	BIMS Version	Description of the Changes
10/8/2012	Original Approval	1.0	<p>Issued to Ward Shore Builders, Inc.; construction of impervious areas with runoff to be treated in an offsite permitted stormwater facility, in compliance with the provisions of SL 2008-211 and Title 15A NCAC 2H .1000</p> <p>The stormwater runoff from the site will be routed to wet pond operated and maintained by Ward Farm, LLC under the terms and conditions set forth in the latest version of Permit No. SW8 091001.</p> <p>The built-upon area allocated to this development by Stormwater Management Permit No. SW8 091001, is 276,600 square feet. This project proposes 276,600 square feet.</p>
11/4/2020	Correction		<p>The project was submitted as a subdivision, and deed restrictions were intended as shown in Attachment D. But the permit excluded the deed restriction statements. The permit has been corrected to include the necessary information.</p>
3/13/2025	Transfer	1.1	<p>Transferred to Ward Farm LLC under a Schedule of Compliance</p>
9/9/2025	Major Modification	1.2	<p>This approval revised the permit to include both a Low Density portion (2017 Rules) and an offsite portion (2008 Rules) draining to the Master Permit SW8 091001. Included a revision to the Lot layout and BUA allocation for the lots, as well as the inclusion of a new curb outlet swale within the Low Density area.</p>



Board of Commissioners Meeting

Agenda Item Submittal

Item VI - b.

Item To Be Considered: **Advisory Board Discussion/Direction**

Board Meeting Date: **January 13, 2026**

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

Overview: Discussion related to the established ad-hoc EOC Site Selection Committee and Swimming Pool Committee was requested by the board.

Expanded Overview:

EOC Site Selection Committee

At its February 12, 2024, special meeting the board approved Resolution 2024-R2 creating the EOC/PSB Site Selection Committee and appointing Keith Walsh as chair, and Commissioner Eckendorf, Melissa Anderson, Junior Freeman and Roy Herrick as members.

The last meeting of the committee was October 14, 2024, and since that time the Board of Commissioners have been handling site selection.

On December 5, 2025, 5 acres of the property located at 768 W. Corbett Avenue was acquired for the future EOC/PSB site location.

Swimming Pool Committee

At a special joint meeting the Board of Commissioners directed the Swimming Pool Committee to proceed with creation of a Community Survey. The survey was created, approved and has been published. The Pool Committee Chair would like to have a meeting to review the results with the committee and then present them to the Board of Commissioners.

To disband either committee noted above a resolution will need to be adopted accordingly.

Background Attachment(s): None

Recommended Action: Discuss and provide directions to staff related to the EOC Site Selection Committee and the Swimming Pool Committee.

Action: _____



Board of Commissioners Meeting

Agenda Item Submittal

Item VI - c.

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

Board Meeting Date: **January 13, 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.

January 27th

- * Audit Presentation
- * Public Hearing - Rezoning Request- Parcel ID 012535 (Swansboro Loop Road)
- * Official creation of the Appearance Commission
- * Monthly financial report

February Meetings

10th & 24th

Future Agenda Items

- * Street Acceptance of Swansgate (*developer has applied*)
- * 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 (*postponed by presenter*)
- * Senate Bill 382 Down Zoning review
- * Onslow County Fire Contract/Strategic Planning
- * WithersRavel Grant Update Presentation (*tentative*)
- * Visitor's Center Renovation Project
- * Joint Workshop Meeting with Historic Preservation Commission
- * Special Budget Workshop Meeting (*tentative 1st week of February*)