

Town of Swansboro
Board of Commissioners
July 10, 2023, Regular Meeting Minutes

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

Call to Order/Opening Prayer/Pledge

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

Public Comment

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

Adoption of Agenda and Consent Items

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

- Text Amendment/Town Code Chapter 74 Schedule V. One Way Streets and Chapter 75 Parking Schedules; Ordinance 2023-O8

Appointments/Recognitions/Presentations

Employee Introduction

Deputy Clerk Cuadro Introduced Linda Stegall who joined administrative service as the Permit tech. Linda bring with her 30 years of administrative experience.

Employee Recognitions

Police Chief Dwayne Taylor Presented the Advanced Law Enforcement Certification to Lieutenant Ben Brim and Detective Jeremy McNeil.

Parks & Recreation Month Proclamation

Mayor John Davis presented Parks and Recreation Director Stanley and her department with a proclamation designating July as the Parks and Recreation Month. Director Stanley shared that the Parks and Recreation Department's success was contributed to the staff, community partners and volunteers as well as funding opportunities that had been obtained.

Waterfront Plan Presentation

Commissioner Philpott reviewed a presentation to refresh the board on the Waterfront Plan *attached herein*.

The board provided the following comments:

- The plan Does not reflect the current reality and needs to be more in line with the Land Use plan.
- Reactivate the Waterfront access development plan committee.
- Look into what can be budgeted or research grants.
- The vision is to see the Waterfront Plan Continue

The board would like to review and look at the Waterfront plan again as a project in the next few months.

Business Non-Consent

EOC/PSB Feasibility Report

Ernie Olds and Brice Reid with Becker and Morgan addressed the board and reviewed that the final draft feasibility study was presented to the Emergency Operations Center committee on June 21, 2023. The Committee made some suggested clarification points that Becker Morgan incorporated. The study included four options *herein attached*, that captured space needs in differing ways. In all options the EOC would be designed as a highly secure and hardened facility capable of resisting Category 4 hurricane conditions. Staff recommends Option C or D as both provide opportunity for the preferred drive-through bays and allows for the existing building to be re-purposed in the future for another use.

The budget summary for the 4 options were as follows:

- Option A – \$4.2M in building construction, renovation and demolition costs, 13,658 usable square footage. Site improvements of \$500,000; additional/potential costs of \$374,000 and soft cost of \$535,000. Total budget range (+/- 15%) = \$5.4M to \$7.3M.
- Option B – \$8.8M in building construction, renovation, demolition, and temporary quarters costs, 14,788 usable square footage. Site improvements of \$500,000; additional/potential costs of \$533,000 and soft cost of \$908,000. Total budget range (+/- 15%) = \$9.2M to \$12.4M.
- Option C – \$8.7M in building construction, renovation and demolition costs, 14,788 usable square footage. Site improvements of \$750,000; additional/potential costs of \$376,000 and soft cost of \$917,000. Total budget range (+/- 15%) = \$9.3M to \$12.6M.
- Option D – \$8.8M in building construction and renovation costs, 14,788 usable square footage. Site improvements of \$1,500,000; additional/potential costs of \$376,000 and soft cost of \$1.01M. Total budget range (+/- 15%) = \$9.9M to \$13.4M. Note, the budget summary does not include land acquisition.

In response to inquiries from the Board the following details were clarified:

- Option A was realistic for the available funds of \$6 million, but the apparatus would be least protected with that option.
- The proposed building was only a place holder and would be further defined once a decision was made and the project moved forward, and design of the facility takes 6 to 8 months.
- During a storm of category 3 or higher certain apparatuses are not used and responses are altered, and some may be moved to a location that's safer.
- If the board chose to move forward with Option C, it would provide room to grow and be useful to the Town of 20 to 30 years.

The board discussed the construction options and the possibility of obtaining more funding as they all exceeded the amount of funds received. By consensus the board directed Manager Webb to draft a letter with gratitude to the state representative George Cleveland, requesting more funds to complete the project.

Future Agenda Topics

Future agenda items were shared for visibility and comment. In addition, an opportunity was provided for the Board to introduce items of interest and subsequent direction for placement on future agendas. The following items were added for future review.

- Social District Consideration to be discussed again at a future board meeting for festivals and concerts with a different map for the area that the one originally proposed previously.

Public Comment

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

Board Comments

Commissioners thanked the staff, EOC committee, and consultants for all their work with the feasibility study.

Mayor Davis shared that the July 3 Celebration was outstanding and thanked the staff. One concern was a crosswalk and would like to have one for future festivals and events possible at Baptist church and fire station. Regarding the duck situation, Mayor Davis would like to get the wildlife involved to help the town. Tank shared details he discovered with wildlife habitat. They will be contacting him to come together with a plan and assist the town on what our options were.

In response to an inquiry from the board, Fire Chief Randall shared that a mock stand-up of the EOC at the United Methodist Church was planned in the coming weeks.

Closed Session

On a motion by Commissioner Turner, seconded by Commissioner Philpott the board enter closed session at 7:58 pm pursuant to NCGS 143-318.11 (a) (3) to allow the Town Attorney to provide updates on legal matters under the attorney-client privilege and (5) regarding property acquisition.

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

Adjournment

On a motion by Commissioner Pugliese, seconded by Commissioner Turner, the meeting adjourned at 9:03 pm.

Regular Meeting July 10, 2023



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1. Please turn cell phones to “off” or “vibrate”.

2. The Board offers the public three opportunities to speak during the meeting:

A comment period is offered at the beginning and end of the meeting. Please note that a separate opportunity is provided for those items requiring a public hearing.

Public Hearing(s) – There are no public hearings scheduled for this meeting.

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PUBLIC COMMENT

Citizen opportunity to address the Board for items listed on the agenda.

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AGENDA AND CONSENT ITEMS

Action Needed: Motion to Adopt the Agenda as prepared (or amended) and approval of the Consent Items

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Employee Introduction

Presenter: Alissa Fender – Town Clerk

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Employee Recognitions

Presenter: Dwayne Taylor – Police Chief

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Parks & Recreation Month Proclamation

Presenter: Mayor John Davis

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Waterfront Plan Presentation

Presenter: Commissioner Philpott

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SWANSBORO

WATERFRONT ACCESS AND DEVELOPMENT PLAN

SPRING 2012



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Project Origin



- ✦ A Master Plan was last developed in 1993.
- ✦ The 2010 Downtown Renaissance Committee reported a need for more waterfront access.
- ✦ The Board of Commissioners' goals for FY12 included an updated waterfront plan.
- ✦ The Board of Commissioners appointed an 11-member committee to formulate recommendations.

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Committee Duties and Planning Process



- ☀️ Identify key issues and concerns that affect development.
- ☀️ Discuss concepts used in other communities.
- ☀️ Provide opportunities for public comment and input.
- ☀️ Develop a future vision.
- ☀️ Identify factors that would help implement the vision.
- ☀️ Submit recommendations to the Board of Commissioners.

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Development History



Completed Projects

- ☀️ Bicentennial Park
- ☀️ Ward's Shore Park
- ☀️ Town Dinghy Dock
- ☀️ Riverview Park Phases I and II
- ☀️ Two waterfront properties from NCDOT
- ☀️ Olde Towne Square



Proposed Projects

- ☀️ 2009 CRFL Grant effort for a boat landing facility
- ☀️ 2010 CAMA Grant effort to build docking facilities at Bicentennial Park
- ☀️ Moore Street dock is in progress
- ☀️ A Port O Swansborough docking facility is being considered

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Waterfront Models

- ✦ Charleston, SC
- ✦ Oriental
- ✦ Southport
- ✦ Beaufort – North and South Carolina
- ✦ Wrightsville Beach
- ✦ Murrells Inlet, SC



Oriental, NC

Committee members observed that few communities had to traverse as many small parcels as Swansboro.



Beaufort, SC



Southport, NC

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Waterfront Regulations

- ✦ Riparian Rights
- ✦ Coastal Management Rules
- ✦ Urban Waterfront Designation
- ✦ Federal Channel Issues
- ✦ Flood Zone Restrictions



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Waterfront Analysis



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Strengths



Restaurants and End Streets



Visitor Center



Historic District and Merchants



Commercial Marina and Charter Boats

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Weaknesses



Lack of Public Boat Docks



Limited Access to Shoreline



Underused End Streets (Elm St.)



Marginal Parking for Visitors

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Opportunities



Pedestrian Route Designation



End Street Development



Formal Connection of Waterfront Features



Front Street and Historic District

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Challenges



Linear Dock-walk Concept



Maintaining Village Atmosphere



Facilitating Boaters



Parking and Pedestrian Crosswalks

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Conclusions

Waterfront Access Needs:

- ✦ For pedestrians and boaters
- ✦ Parking to support merchants and pedestrian waterfront access

Plan Needs to:

- ✦ Guide waterfront development
- ✦ Help qualify the Town for grants

Public Comment:

- ✦ Public comment suggests a *continuous* public dock-walk is not feasible
- ✦ At best, limited sections of waterfront walkways may be achievable

Riparian Rights:

- ✦ Any substantial waterfront improvement will require riparian rights

Funding

- ✦ Little local funding has been set aside for waterfront property acquisition and grant sources have become more limited.

Street Ends:

- ✦ Provide basic public access, but the potential for structural improvements is limited

Pier Head Line:

- ✦ The Town has the ability to adopt a municipal pier head line

Urban Waterfront:

- ✦ The existing urban waterfront designation can be extended to the causeway area

Federal Channel:

- ✦ De-authorization could be a lengthy process, but would not change the existence of a strong tidal current

Amenities:

- ✦ Downtown has an array of conveniences for tourists, shoppers, local boaters, and transient boaters

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Concerns

- ⦿ **Parking limitations**
- ⦿ **Scarce public docking**
- ⦿ **State and Federal regulations**
- ⦿ **Lack of awareness by beach visitors**
- ⦿ **Appearance issues**
- ⦿ **Resistance to public waterfront improvements**
- ⦿ **Funding Improvements**

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Vision and Recommendations

The vision for the Swansboro downtown waterfront should be to create a continuous waterfront trail from Riverview Park to Ward Shore Park – consisting of segments that are either on the water, adjacent to the water, or near the water – and to create multiple significant points of interest and access to the waterfront, for both pedestrians and boaters, along the waterfront trail.

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Waterfront Trail

Continuous Route

- Use a combination of existing dock walks, sidewalks, and publicly-owned properties to create a designated pedestrian route from Riverview Park to Ward Shore Park.

Improvements

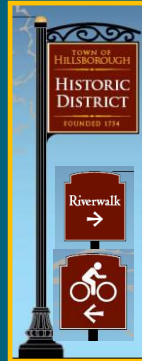
- Should seek easements, construct dock walks or waterside walks where feasible.
- Construct sidewalks along Water Street if feasible.
- Install lighting underneath the Corbett Ave. bridge.

Wayfinding

- Should devise a way-finding system to clearly designate the trail and its features.



Wayfinding Concepts



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Funding



Riparian Rights

- Set aside and seek funds for acquisition of waterfront properties and/or riparian easements.

Local Funding

- Establish a capital reserve for waterfront property rights acquisition.

Grants

- Seek grants to help fund waterfront property and riparian rights acquisition.

Tourism Funding

- Work with the Swansboro Tourism Development Authority to identify projects for tourism-related funding.

County Funding

- Pursue County tourism funding to help construct facility improvements.

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Partnerships

The Town should work to develop cooperative projects with private property owners. Examples of possible partnerships are:

Boat Dock

- ✦ Negotiate an agreement with the Port O Swansborough to construct a transient boat docking facility.



Port O Swansborough

Riverside Walkway

- ✦ Work with the owner of the White Oak Bistro to acquire a public walkway easement.
- ✦ A related consideration is to acquire the Valente property. It would provide additional downtown parking, and an alternate site for a public boat dock and/or kayak launch.
- ✦ The two actions would provide a shoreline connection at the end of Elm Street to the public sidewalk near Trattoria Restaurant and Bicentennial Park.



White Oak Bistro

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Facilities Improvements

Riverview Dock Walk Extension:

- ✦ A dock walk connection should be constructed from the large covered deck at Riverview Park back up towards and connecting to the Corbett Avenue sidewalk.



Riverview Dock Walk

Bicentennial Park Pier, Dock, and Kayak Launch:

- ✦ Construct an additional (non-fishing) pier, small boat dock and kayak launch at Bicentennial Park. Other potential kayak launch sites could also be explored.



Bicentennial Park and Front Street

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Facilities Improvements

Boat Docking Facility

- ✦ Work with the property owners at the Port O Swansborough to construct an extension from their existing dock facility.
- ✦ Facility could also provide a docking facility, in the heart of the downtown waterfront, for tour and cruise boats.



Port O Swansborough

Sidewalk Extensions

- ✦ Construct sidewalks along the southeast side of Water Street to provide a continuous wayfinding connection, from Church Street and the Visitor Center to Ward Shore Park, forming the southwestern section of the Trail.
- ✦ Explore the potential for a wayfinding sidewalk on the north side of Moore and Main Streets, from Front St. to the water.



Water Street

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Supporting Amenities

- ✦ *Additional public parking*
- ✦ *No Wake Zone*
- ✦ *Shade Shelters at end streets*
- ✦ *Benches along walks and end streets*
- ✦ *Decks/Kayak Launches at end streets*
- ✦ *Building Maintenance*
- ✦ *Museum*
- ✦ *Historic Info & Wayfinding Kiosks*
- ✦ *Marketing*
- ✦ *Access Signage*



End Street and Kiosk Concepts



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Swansboro Waterfront Trail



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Policy Action



- ✦ **Urban Waterfront Designation:** The Town should extend its urban waterfront area designation to include the causeway business area.
- ✦ **CBRA Zone:** The Town should remain vigilant regarding efforts to extend Coastal Barrier Resource Areas into the Swansboro harbor area.
- ✦ **Pier Head Line:** The Town should, if it appears necessary to accomplish access facility projects, adopt a municipal pier head line that maximizes the potential lengths of piers.
- ✦ **Federal Channel De-Authorization:** The Town should initiate a process to seek de-authorization of that portion of the federal channel and turning basin that is adjacent to the Swansboro waterfront.
- ✦ **Fishing Areas:** The Town should designate specific areas for fishing and should limit fishing in other areas of municipally-controlled waterfront access.
- ✦ **Plan Coordination** Waterfront-area improvements should keep in mind and be consistent with the recommendations of the Downtown Renaissance Report.

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Summary

- ✦ The proposed linear concept incorporating end streets would *formally* link waterfront parks, restaurants, retail shops, overnight accommodations, public access areas and public/commercial docking facilities.
- ✦ In an effort to attract more boaters, the committee recommends constructing a dock for small boats and a kayak launch at Bicentennial Park; and identified the Port of Swansborough as the best location for expanding public dock facilities along Front Street.
- ✦ The committee recommends implementing a consistent Swansboro themed design scheme that would not detract from the town's historic seaside character, but showcase it.
- ✦ Intended for the enjoyment of its local citizens and as a tourist attraction, the "walk" could easily be promoted as The White Oak River Walk of Swansboro, or some other unique tag line.
- ✦ With the exception of Port O Swansborough, the concept does not require the use of any private property.

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Swansboro Waterfront Advisory Committee

Larry Philpott, Chair, Town Commissioner
 Junior Freeman, Vice-Chair, Town Commissioner
 W. T. Casper, Waterfront property owner
 Hal Silver, Waterfront property owner
 Kathy Zuccarelli, Downtown business operator
 Jerry Stevenson, Downtown property owner
 Cirilla Cothran, Real estate broker
 Lee Manning, Waterfront property owner
 Joe Rhue, Waterfront property owner
 John Freshwater, Hawkins Creek property owner

Town Staff:

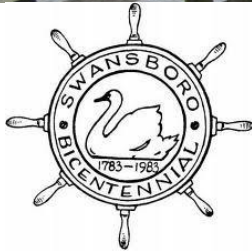
Patrick Thomas, Former Town Manager
 Jennifer Holland, Town Planner

Consultants:

Kathy Vinson, Coastal Planning Services, Inc.
 Joann Carter, Coastal Carolina Comm. College



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Swansboro's Waterfront

Swansboro, NC

Monday, September 16, 2013

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Landscape Architecture, PLLC

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Agenda

- Creating a Great Place
- Implementing the Waterfront Access and Development Plan
 - Current waterfront plan
 - Other planning efforts
 - Look for connections
 - Existing Palette
 - Unified Palette
 - Concepts for four Waterfront Access Points
- Discussion



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Creating a Great Place

Focus on Placemaking

- Connectivity
- Framed views
- Public and green space
- Wayfinding
- Detail – fences, pots, paving, etc.
- Delight and whimsy
- Geometry, texture, color, pattern, scale
- Unified palette of site amenities and materials



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Our Project Focus

Investigate Current Waterfront Plans and other planning efforts

- Waterfront Access and Development Plan
- Swansboro Bike Plan
- Historic Walking Trail

Investigate potential pedestrian route from parking areas

- Church Street and Main Street
- Crossing busy HWY 24
- Pedestrian attractions
- Tight ROW



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Waterfront Access and Development Plan

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Making Connections

Connections: physical, visual, or cultural

- Pedestrian routes
- Bike routes, bike rentals
- Paddle trails, kayak rentals
- Shopping
- Festivals
- Restaurants
- Churches
- Historic buildings, Town history
- Boat docks and ship building
- Parks and Recreation



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Making Connections

Different users are looking for different experiences

“Trail” can be enjoyed by pedestrians, bicyclists, and somewhat by vehicles

Self guided tour of unique and special historic buildings, parks, cemeteries, docks, and shops

Repeat an iconic symbol located along the trail that is instantly recognizable that “connects” important sites

Audio tour podcasts and downloadable information on smart phones can inform visitors

Capitalize on the beautiful and scenic corridors

Emphasize the special qualities of the environmental resources – the river, streams, creeks, and wetlands

Economic development is improved with streetscape improvements

Tap into new technology – GPS triggered audio tours, podcasts, and other innovations



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Making Connections

- Sign panels
- Brochures
- Maps
- Kiosks
- Public art
- Paving
- Site amenities
- Rubbings & etchings
- Geocaching/letterboxing
- QR Codes
- Possible interpretive themes:
 - Historic Properties
 - Riparian ecosystem of the White Oak River
 - Huggins Island Fort
 - Shipbuilding history
 - Sustainability



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Making Connections



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Pedestrian to Parking Link - Church Street

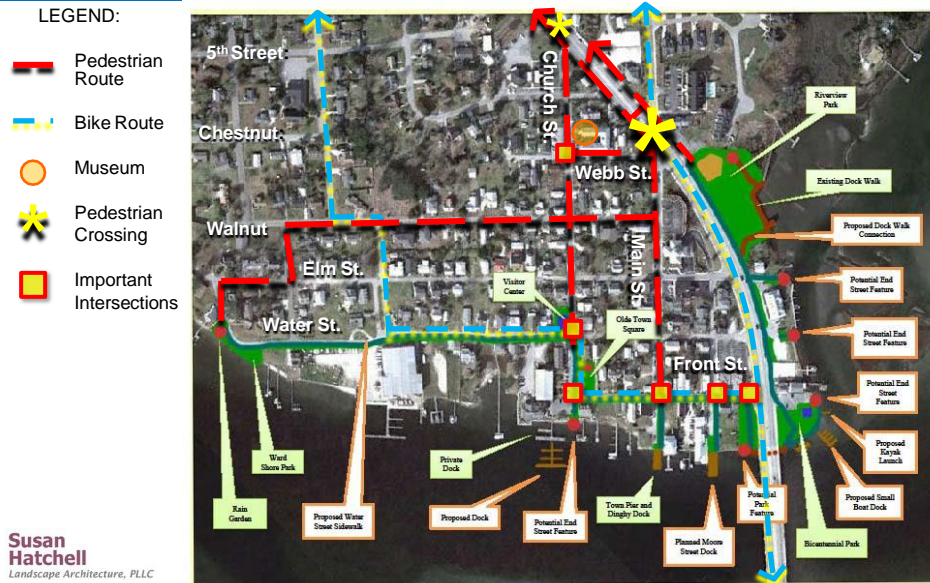
- Pedestrian crossing at HWY 24 can be difficult (no light)
- Tight right of way along street
- Historic buildings, Visitor Center and Museum connections
- Primarily residential neighborhood
- Direct link to the waterfront at Church Street



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Making Connections



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Pedestrian to Parking link - Main Street

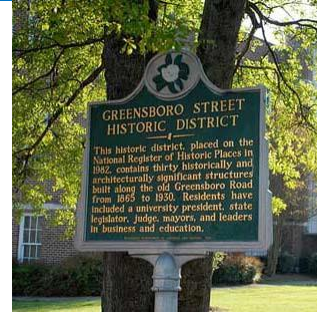
- Pedestrians could cross at light at HWY 24 with an improved intersection
- Along current bike route
- Historic structures
- Residential/commercial mix
- Opportunity to team with business owners to improve streetscape?
- Direct link to the Town Dinghy Dock



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Streetscape Improvements

- New pedestrian pavement, lighting and bollards – visual clues
- Improved intersection(s) at HWY 24
- Seating and other site amenities where room exists – work with neighbors
- Signage at historic district gateways
- Directional signage to waterfront, cemetery, parks, shopping and parking
- Public art along route – gates, seats, lights, planters and pots, pavement can all incorporate public art
- Bike racks, bike parking
- Historic route, fitness route, “treasure hunt”



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Streetscape Improvements

- Historic routes
- Fitness route
- “Treasure Hunt” - letterboxing
- Art Walks



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Existing Palette

- Seating/Tables
- Trash/recycling receptacles
- Lighting
- Paving
- Banners
- Signs



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Creating a Unified Palette

- Shade Structures
- Paving
- Lighting
- Seating and other amenities
- Flags and banners
- Public art
- Signs/wayfinding



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Shade Structures



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Shade Structures



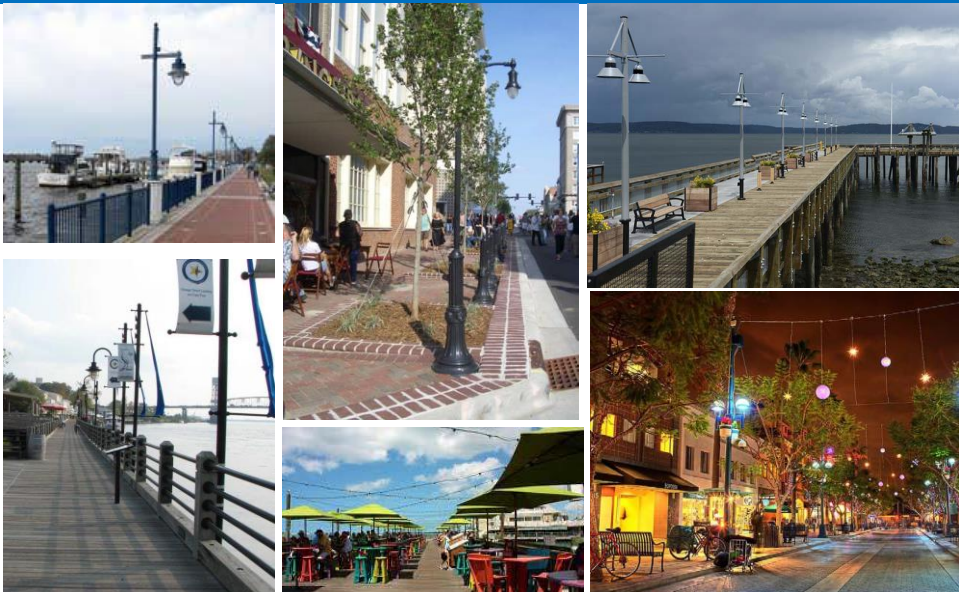
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Paving



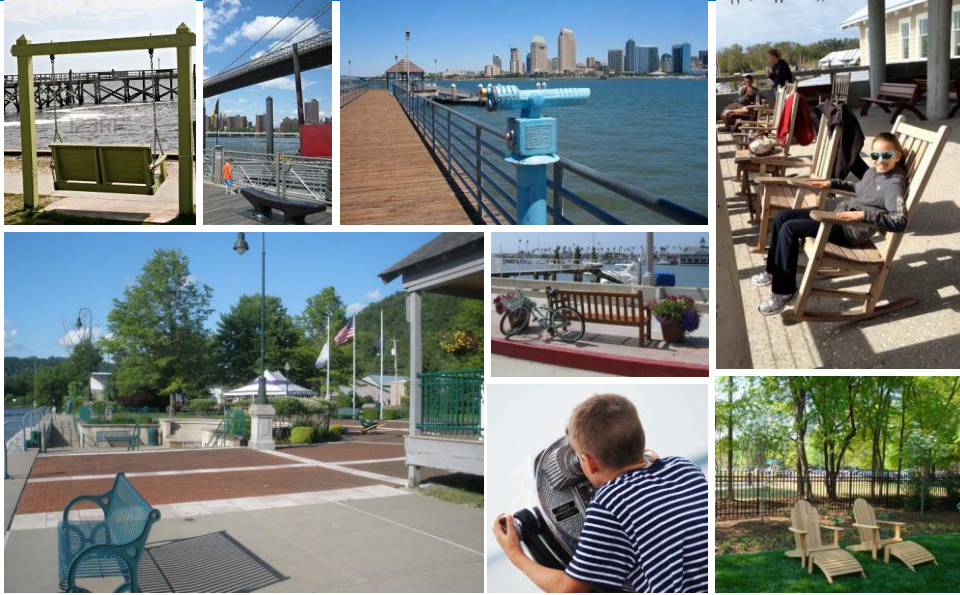
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Lighting



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Seating and Other Amenities



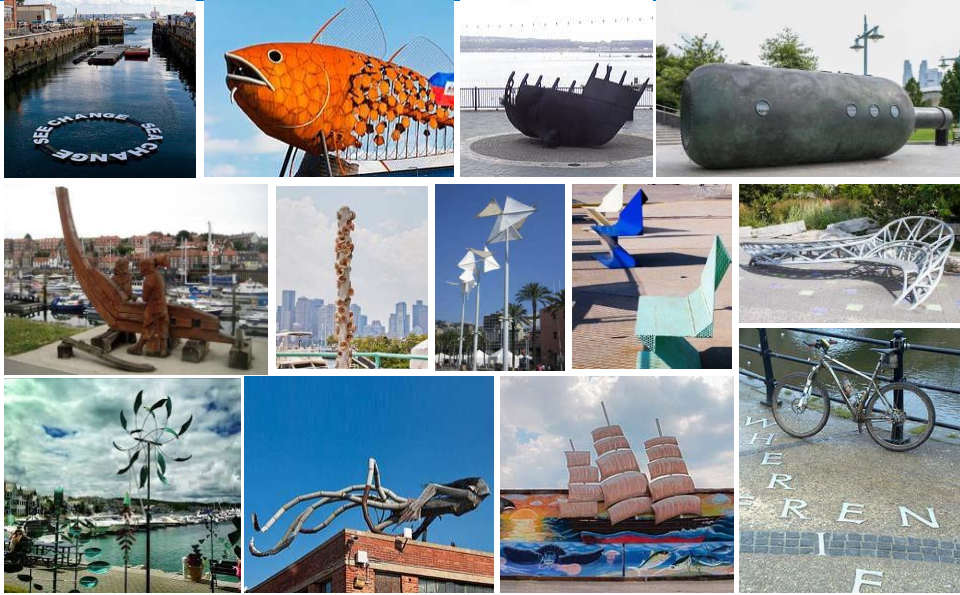
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Flags and Banners



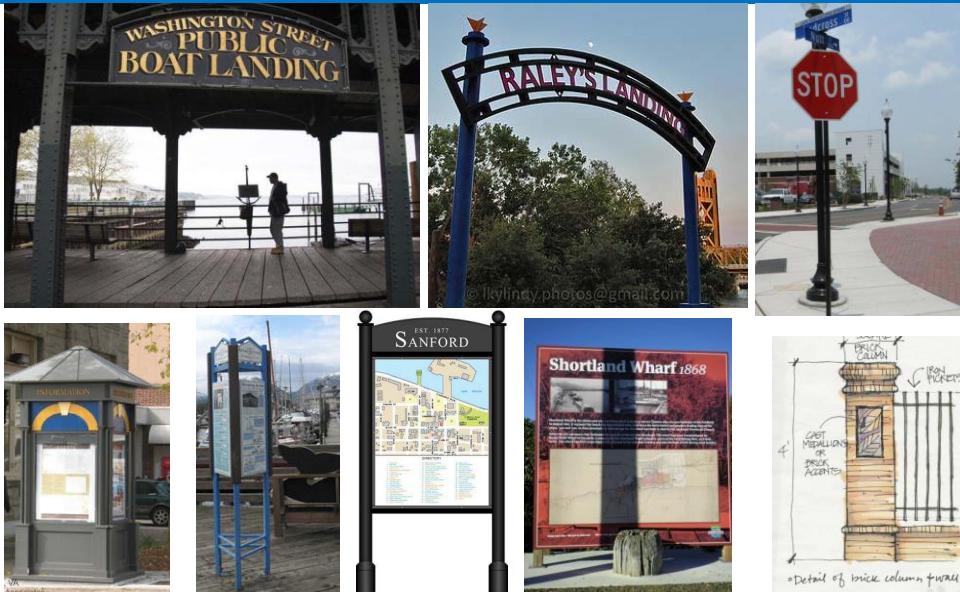
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Public Art



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Signs/Wayfinding



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Waterfront Access Points

Conceptual plans for:

1. Church Street
2. Main Street Town Pier and Dinghy Dock
3. Moore Street Dock
4. West Bicentennial Park



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Church Street – Existing Conditions

Terminus of Church Street
Great existing connection to Olde Town Square
“Fulcrum” of two important streets
Adjacent to shopping, restaurants and residential
Parking configuration is somewhat confusing
Narrow space available for pedestrian walk
Nice vegetation on either side of access

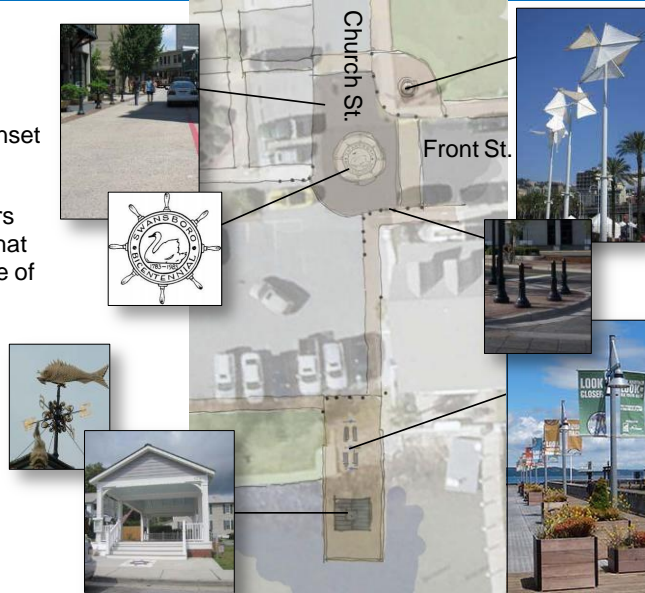


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Church Street Concept

- Olde Towne Square
- Waterfront
- Pedestrian crossings
- Special paving, bollards, inset logo
- Public art
- Seating, lights and banners
- Gazebo/shade structure that mimics the architecture of the existing structure
- Cupola and weathervane



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Main Street - Existing Conditions

- Terminus of Main Street
- Great potential for historic interpretation
- Location of Town Dinghy Dock
- Important gateway into Town for boaters
- Existing concrete sidewalk
- Very sunny, little shade provided

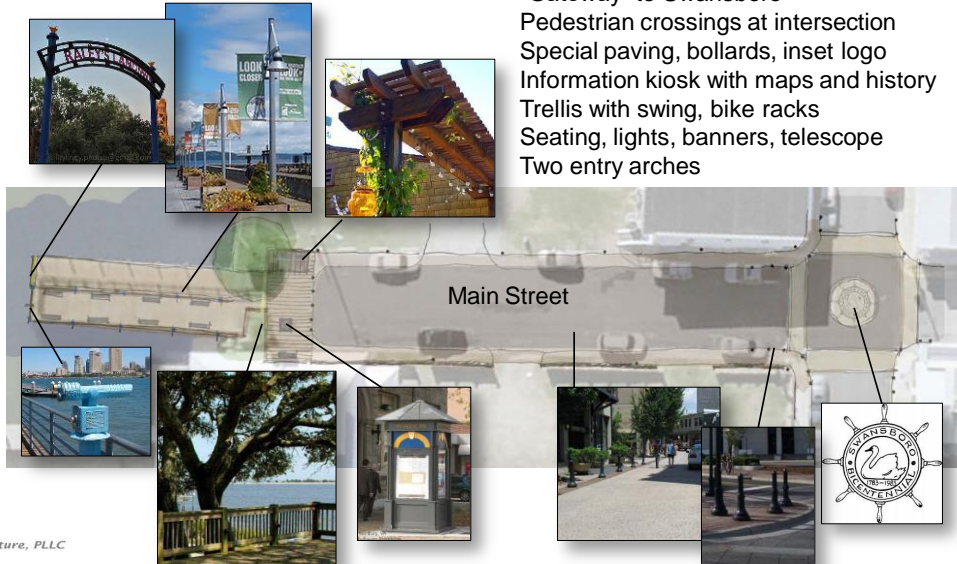


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Main Street Landing Concept

- “Gateway” to Swansboro
- Pedestrian crossings at intersection
- Special paving, bollards, inset logo
- Information kiosk with maps and history
- Trellis with swing, bike racks
- Seating, lights, banners, telescope
- Two entry arches



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Moore Street - Existing Conditions

- Terminus of Moore Street
- New dock and observation area
- Busy location next to the Ice House
- Utility poles and manholes
- Great views of the causeway

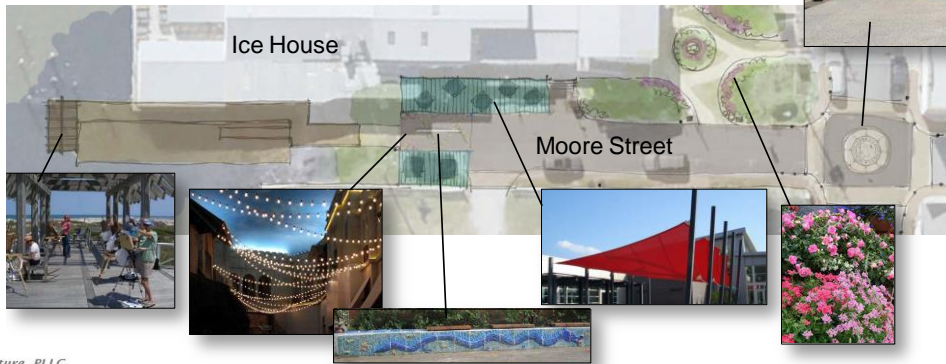


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Moore Street Concept

- Pedestrian crossings at intersection
- Special paving, bollards, inset logo
- Garden entrance for the restaurant
- Vibrant waterfront access with shade structures and picnicking
- Outdoor seating area for restaurant with strung lights and mosaic seat wall, bike racks
- Wood shade structure at end of pier



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West Bicentennial Park - Existing Conditions

- Bisected by HWY 24 ROW
- Great existing connection to Bicentennial Park
- Entrance/Gateway to Front Street/downtown area
- Very visible from the causeway
- Some utility poles, drainage structures

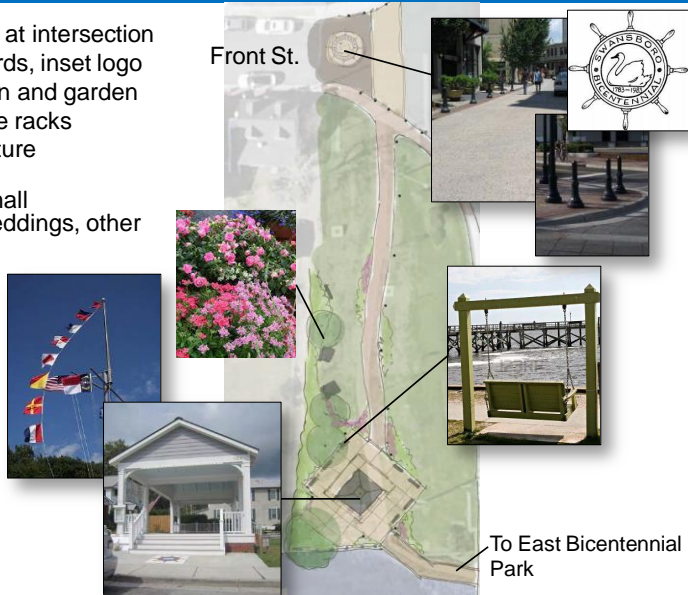


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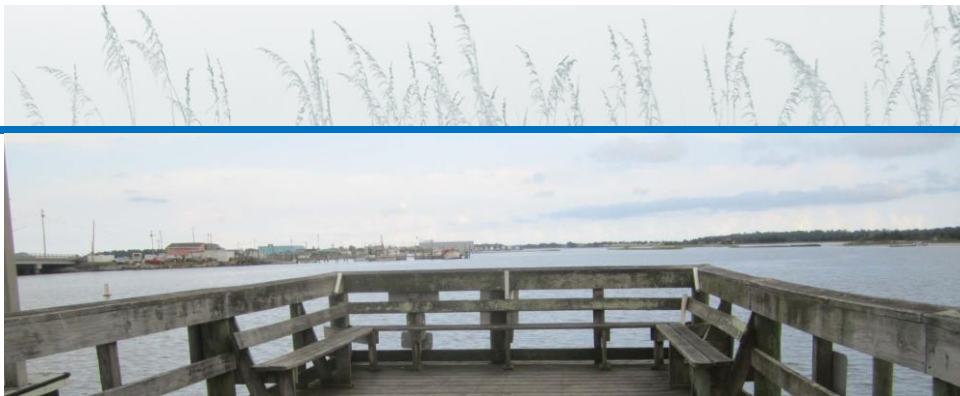
West Bicentennial Park Concept

- Pedestrian crossings at intersection
- Special paving, bollards, inset logo
- Pathway through lawn and garden
- Picnicking areas, bike racks
- Gazebo/Shade structure overlooking water
- Could be used for small performances, weddings, other gatherings
- Flags and banners
- Swings

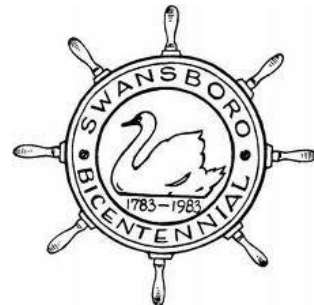


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Discussion...



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NEW BUSINESS/NON-CONSENT

EOC/PSB Feasibility Report

The final draft feasibility study was presented to the Emergency Operations Center Committee on June 21, 2023. The Committee made some suggested clarification points that Becker Morgan incorporated. The study includes four options that capture the space needs in differing ways. In all options the EOC will be designed as a highly secure and hardened facility capable of resisting Category 4 hurricane conditions.

Recommended Action: Receive report and provide further guidance.

Presenter: Ernie Olds and Brice Reid with Becker Morgan

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The slide features a background image of a waterfront town at dusk. In the top left corner, there is a blue logo for 'BECKER MORGAN GROUP' with 'ARCHITECTURE ENGINEERING' written below it. To the right of this logo is the Town of Swansboro seal, which is a circular emblem with a swan in the center, surrounded by the text 'SWANSBORO' at the top and 'ESTABLISHED 1783' at the bottom. The main title 'TOWN OF SWANSBORO' is displayed in large white letters across the middle, with 'PSB/ EOC' and 'FEASIBILITY STUDY' below it. The date '07.10.2023' is located in the bottom right corner.

BECKER MORGAN GROUP
ARCHITECTURE
ENGINEERING

TOWN OF SWANSBORO
PSB/ EOC
FEASIBILITY STUDY

07.10.2023

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**BECKER
MORGAN**
GROUP

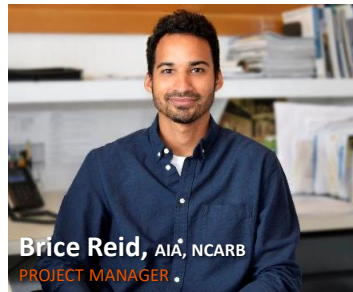


ARCHITECTURE
ENGINEERING

INTRODUCTION AND ROLES

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MEET OUR TEAM



With Your Project from Start to Completion

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RESPONSIBILITIES

The goal of the Feasibility Study phase is to define the scope of the project in terms of operations and physical construction to support the determination of a budget.

A. Data Acquisition – for up to 3 sites

- Review applicable regulations, building and zoning codes, and operational standards.
- Surveys – personnel / equipment space needs both current and future.
- Investigate site permits in place and any known site limitations.
- Determine availability of utilities (water, sewer, power, communications, etc.).
- Acquire available documentation/drawings for building existing conditions.

B. Analysis/Documentation

- Program of spaces, relationships within public safety network.
- Initial cost estimates / phased implementation / schedules.
- Diagrammatic options for each physical location.
- Summary, review, revision, confirmation.

C. Deliverables – Production of Feasibility Study Report to include:

- Physical Assessment of structure and systems relative to codes and standards.
- Space Needs spreadsheet.
- Operational Evaluation from physical, security, and efficiency perspectives.
- Cost Estimates for site, building and systems construction.
- Phase Schedule as appropriate to recommended plan or plans.



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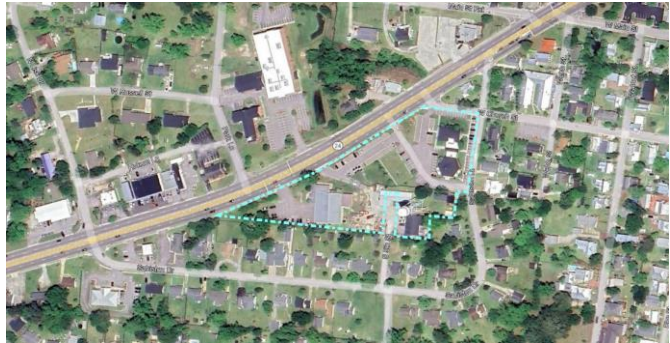


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PUBLIC SAFETY BUILDING BACKGROUND

Existing Town Site

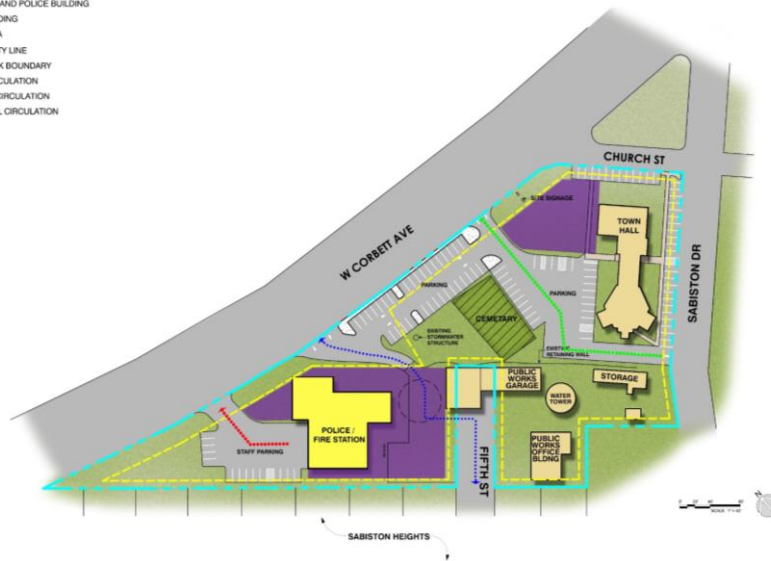
- Subject facility = 10,946 ground sf
- 55 parking spaces
- is approximately 3.98 acres
- within B-2 (General Business) zoning
- FIRM map X-zone, low flood risk
- Setbacks
 - Front – 25 feet
 - Rear – 10 feet
 - Side (West Corbett Ave.) – 0 feet
 - Side (Sabiston Heights) – 10 feet
- Right-of-way for South Fifth Street, located off Sabiston Drive, intrudes into the overall town parcel
- Specific site features include:
 - Generator / HVAC equipment / Rain barrel /
 - Underground propane tank / overhead power /
 - Antenna / flagpole



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PUBLIC SAFETY BUILDING BACKGROUND

- LEGEND**
- EXISTING FIRE AND POLICE BUILDING
 - EXISTING BUILDING
 - BUILDING AREA
 - PROPERTY LINE
 - SET BACK BOUNDARY
 - FIRE CIRCULATION
 - POLICE CIRCULATION
 - GENERAL CIRCULATION



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PUBLIC SAFETY BUILDING BACKGROUND

Original Construction Date

- 1989

Construction Type

- Pre-engineered metal building

Additions

- Later wood framed additions were built in 2014 and 2016 to accommodate police activities and fire bunks rooms.

Existing Square Footage (10,520 usf)

- Fire Department = 7,568 usf
- Police Department = 1,654 usf
- Two Departments share = 1,298 usf

The fire and police chiefs have reported certain space inadequacies and insufficiencies they believed needed to be addressed.



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EXISTING FLOOR PLAN



Police Staffing

- Chief Dwayne Taylor
- 13 full-time officers
- 4 reserve officers
- 12-hour shifts of 2 patrol officers and 1 supervisor

Fire Staffing

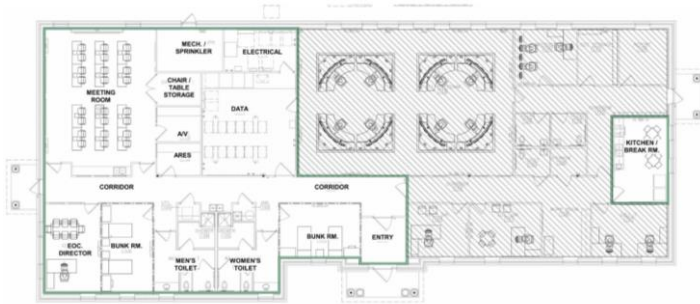
- Chief Jacob Randall
- Assistant Chief William Stanley
- 38 sworn and volunteer members
- multiple shifts of 3 firefighters working 48-hours on / 96-hours off



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EMERGENCY OPERATIONS CENTER



Requirements

- Operations / Meeting Space – 25 p
 - Double as Training Space
- Office for Manager
- Small Meeting Room
- Kitchen
- Bunks
- Showers/Toilets
- Secure mechanical, electrical and data
- Storage
 - Extra food, water, hygiene supplies
 - Community resources



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The cover features a background image of a waterfront town at dusk. In the top left corner, the Becker Morgan Group logo is displayed, including the text 'BECKER MORGAN GROUP' and 'ARCHITECTURE ENGINEERING'. To the right of the logo is a circular emblem with a swan and the text 'SWANSBORG ESTABLISHED 1783'. At the bottom, the title 'FEASIBILITY STUDY PROCESS AND RESULTS' is written in large, white, bold letters.

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SHORTCOMINGS

Police Department

- Proper and secure handling of detainees
- Evidence handling and storage
- Weapons and munition storage
- Duty gear storage
- Space for charging devices and equipment

Common

- Lockers / toilet / showers are not adequate nor address gender concerns
- Limited meeting space
- Fitness Space located in Hot Zone
- Operational security imbalances
- Moisture Damage due to envelop voids
- Structural inadequacies at mezzanine
- Existing facility does not meet NC Building Code 2018 Level IV essential facilities.



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SUMMARY OF NEEDS

Question

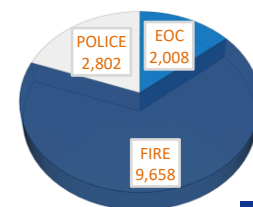
- Can we integrate Fire, Police and EOC?
- Should integration prove not efficient, what space would be required to provide a completely new facility as a replacement for the current facility or on a 'green field' site?

Summary

- **EOC** requires 2,008 usf
- **Police Department** requires 2,802 usf (69% increase)
- **Fire Department** needs 9,658 usf (28% increase)
- Compared with the current facility, the need represents a 4,368 usf (42% increase) in usable, or net area.
- **In summary, a facility of 14,788 sf of usable area will be required to satisfy the space requirements of all three departments.**



SQUARE FOOTAGE INCREASE



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SUMMARY OF NEEDS

Question

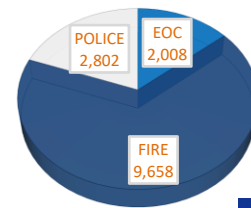
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SQUARE FOOTAGE INCREASE



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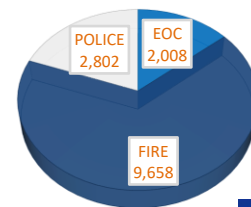
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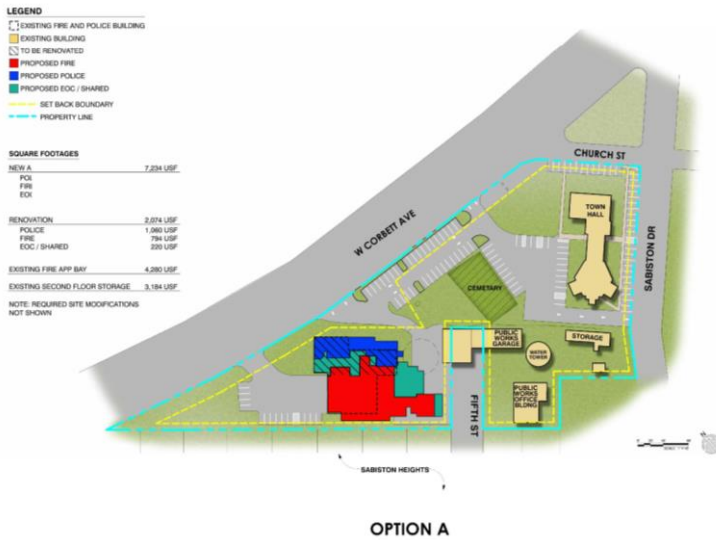


SQUARE FOOTAGE INCREASE



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OPTION A – RENOVATION AND ADDITION



OPTION A (renovation/addition)

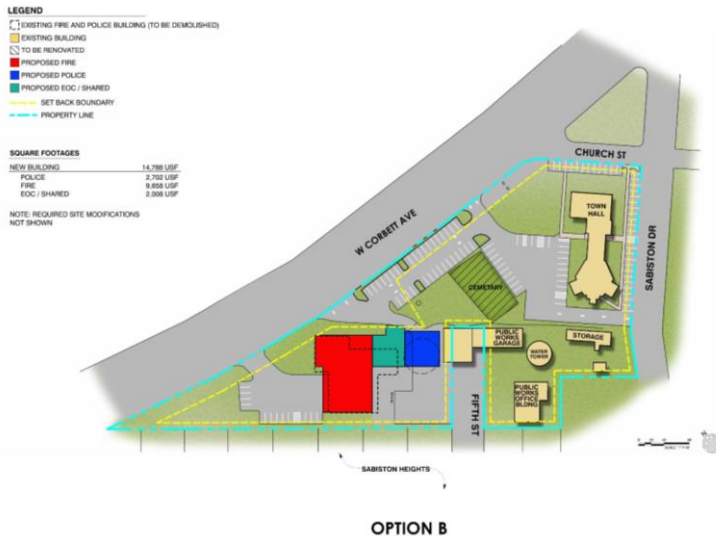
Description	Qty	Units	Unit Cost	Sub Total	Total
Construction					
Existing Bldg - Renovated	2,244	2,558	sf	\$200	\$511,632
New Building	7,134	8,918	sf	\$475	\$4,235,813
Existing Bldg - Unrenovated	4,280	4,280	sf	\$0	\$0
*structural improvements	1	ea	\$100,000	\$100,000	
Existing Demolition (limited)	1	ea	\$50,000	\$50,000	
Relocation / 6 mos			\$7.50	\$10,520	\$78,900
Site Development	1.00	ac	\$500,000	\$500,000	
Emergency Generator	1	ea	\$100,000	\$100,000	
Furnishings & Equipment	1	ea	\$94,949	\$94,949	
subtotal	13,658	15,756			\$5,671,293
Communications					
Radio, Security, IT, Comms	1	ea	\$100,000	\$100,000	
subtotal					\$100,000
Soft Costs					
Professional Fees	9	%		\$510,416	
Permits / Survey / Services	5	ea	\$5,000	\$25,000	
subtotal					\$535,416
Total Project Costs					\$6,306,710
Summaries			+15%	0%	-15%
Total				\$7,252,716	\$6,306,710



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OPTION B – NEW BUILDING, EXISTING SITE



OPTION B (new building, existing site)

Description	Qty	Units	Unit Cost	Sub Total	Total
Construction					
New Building	14,788	18,485	sf	\$475	\$8,780,375
Existing Demolition	1	ea	\$100,000	\$100,000	
Relocation / 12 mos			\$15.00	\$10,520	\$157,800
Site Development	1.00	ac	\$500,000	\$500,000	
Emergency Generator	1	ea	\$100,000	\$100,000	
Furnishings & Equipment	1	ea	\$175,608	\$175,608	
subtotal	14,788	18,485			\$9,813,783
Communications					
Radio, Security, IT, Comms	1	ea	\$100,000	\$100,000	
subtotal					\$100,000
Soft Costs					
Professional Fees	9	%		\$883,240	
Permits / Survey / Services	5	ea	\$5,000	\$25,000	
subtotal					\$908,240
Total Project Costs					\$10,822,023
Summaries			+15%	0%	-15%
Total				\$12,445,326	\$10,822,023



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OPTION C – NEW BUILDING, NEW LOCATION ON EXG. SITE

LEGEND

- EXISTING FIRE AND POLICE BUILDING (TO BE DEMOLISHED)
- EXISTING BUILDING
- TO BE RENOVATED
- PROPOSED FIRE
- PROPOSED POLICE
- PROPOSED EDC / SHARED
- SET BACK BOUNDARY
- PROPERTY LINE

SQUARE FOOTAGES

- NEW BUILDING 14,788 USF
- POLICE 2,702 USF
- FIRE 9,808 USF
- EDC / SHARED 2,088 USF

NOTE: REQUIRED SITE MODIFICATIONS NOT SHOWN



OPTION C

OPTION C (new building, new location on existing site)

Description	Qty	Units	Unit Cost	Sub Total	Total
Construction					
		USF	GSF		
New Building	14,788	18,485	sf	\$475	\$8,780,375
Existing Demolition	1	ea	\$100,000	\$100,000	
Relocation / 12 mos		sf	-	\$0	
Site Development	1.00	ac	\$750,000	\$750,000	
Emergency Generator	1	ea	\$100,000	\$100,000	
Furnishings & Equipment	1	ea	\$175,608	\$175,608	
subtotal	14,788	18,485			\$9,905,983
Communications					
Radio, Security, IT, Comms	1	ea	\$100,000	\$100,000	
subtotal					\$100,000
Soft Costs					
Professional Fees	9	%		\$891,538	
Permits / Survey / Services	5	ea	\$5,000	\$25,000	
subtotal					\$916,538
Total Project Costs					\$10,922,521
Summaries			+15%	0%	-15%
Total				\$12,560,899	\$10,922,521
					\$9,284,143



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OPTION C – NEW BUILDING, NEW LOCATION

LEGEND

- EXISTING FIRE AND POLICE BUILDING
- EXISTING BUILDING
- TO BE RENOVATED
- PROPOSED FIRE
- PROPOSED POLICE
- PROPOSED EDC / SHARED
- SET BACK BOUNDARY
- PROPERTY LINE
- SEWER LINE
- WATER LINE
- POWER LINE
- DATA LINE

SQUARE FOOTAGES

- NEW BUILDING 14,788 USF
- POLICE 2,702 USF
- FIRE 9,808 USF
- EDC / SHARED 2,088 USF



OPTION D

OPTION D (new building, new site)

Description	Qty	Units	Unit Cost	Sub Total	Total
Construction					
		USF	GSF		
New Building	14,788	18,485	sf	\$475	\$8,780,375
Land Acquisition		0		\$0	unknown
Existing Demolition	0	ea	\$100,000	\$0	
Relocation / 12 mos		sf	0	\$0	
Site Development	2.00	ac	\$750,000	\$1,500,000	
Emergency Generator	1	ea	\$100,000	\$100,000	
Furnishings & Equipment	1	ea	\$175,608	\$175,608	
subtotal	14,788	18,485			\$10,555,983
Communications					
Radio, Security, IT, Comms	1	ea	\$100,000	\$100,000	
subtotal					\$100,000
Soft Costs					
Professional Fees	9	%		\$90,038	
Permits / Survey / Services	6	ea	\$10,000	\$60,000	
subtotal					\$1,010,038
Total Project Costs					\$11,666,021
Summaries			+15%	0%	-15%
Total				\$13,415,924	\$11,666,021
					\$9,916,118



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RECOMMENDATION

- Each of the four options provided address many of the needs for each department, however there are both advantages and disadvantages.
- **Option A** is the most budget conscious decision although it doesn't allow the entire facility to be brought up to current standards or code, exposing the Town to greater risk (failure in service) during a major storm event.
- **Option B** offers a middle ground solution that provides a new public safety facility on the already town-owned campus. For both Options A and B relocation measures will have to be considered.
- **Option C** will address all needs of each department however, Town Hall and the new Public Safety Facility expansion would be impacted.
- **Option D** is the costliest option but does not impact day-to-day operations during construction, although there are a multitude of unknowns associated with a new site.

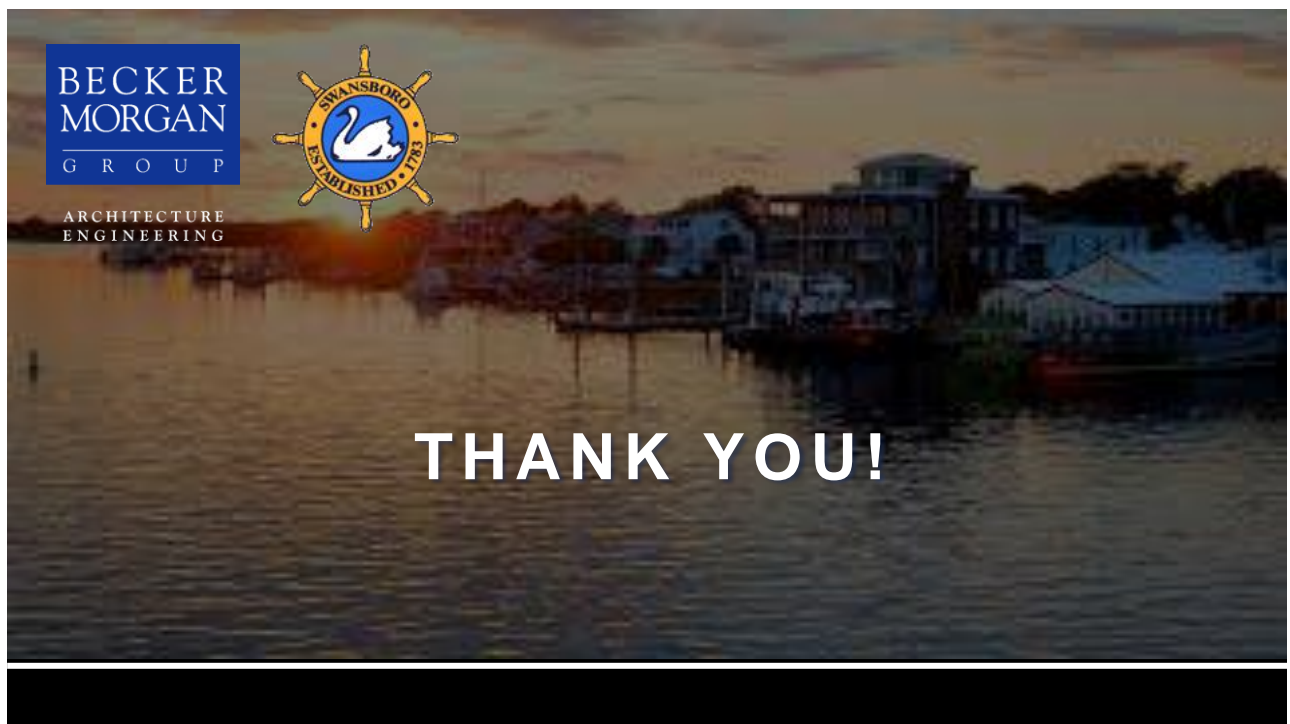


“Option B - Recommended”



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NEW BUSINESS/NON-CONSENT

Future Agenda Items

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.

***Action Needed:** Discuss provide any guidance.*

Presenter: Alissa Fender – Town Clerk

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PUBLIC COMMENT

Citizen opportunity to address the Board.

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MANAGER'S COMMENTS

Paula Webb, Town Manager

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BOARD COMMENTS

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

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CLOSED SESSION

Recommended Action: Motion to enter closed session pursuant to NCGS 143-318.11 (a) (3) to allow the Town Attorney to provide updates on legal matters under the attorney-client privilege.

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ADJOURN

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