

**Town of Swansboro**  
**Board of Commissioners**  
**April 23, 2024, Regular Meeting Minutes**

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

\*\*\*\*\*

**Call to Order/Opening Prayer/Pledge**

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

**Public Comment**

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

**Adoption of Agenda and Consent Items**

On a motion by Commissioner Conaway, seconded by Commissioner Eckendorf, the agenda was amended to add discussion on One Harbor Sidewalk requests at Municipal Parks. The amended agenda along with the below consent items were approved unanimously.

- December 15, 2024, Special Meeting Minutes
- December 15, 2023, Closed Session Minutes
- December 19, 2023, Special Meeting Minutes
- December 19, 2023, Closed Session Minutes
- January 8, 2024, Special Meeting Minutes
- January 8, 2024, Closed Session Minutes
- Budget Ordinance Amendment #2024-9
- Tax Refund Requests

**Appointments/Recognitions/Presentations**

*Recognition of Swansboro High School Boys Basketball Team*

Mayor Davis presented the Varsity Boys Basketball team with a proclamation recognizing them for their achievement of Coastal 3-A Conference Champions.

*Administrative Professionals Week & Municipal Clerks Week*

Mayor Davis acknowledged Administrative Professionals Week, April 21st-27th, and Municipal Clerks Week May 5th-11th. Board members expressed their appreciation to Admin Assistant Jackie Stevens, Permit Technician Linda Stegall, Programs & Event Manager Sara Elliott, Admin Assistant Tom Peluso, Deputy Town Clerk Aliette Cuadro, and Town Clerk Alissa Fender.

### *Employee Introduction*

Parks & Rec Director Anna Stanley introduced Sara Elliott, the new Program and Events Supervisor. She shared that Sara joined the department with 8 years' experience having worked for Ohio State University and Onslow County Parks & Recreation.

### *BackPack Friends*

Danielle Abraham the Director for BackPack Friends shared details about the program which started only with a handful of bookbags filled with nonperishable food were disbursed to only a handful of schools, 14 years ago had grown to over 1,000 bags disbursed to 24 schools in 3 different counties. Improvements in test scores, behavior and better communication with parents had been attributed to what this program has done for improvements in the schools it supports. Each week over 100 volunteers gather to pack those bags and then they are all prayed over. Mrs. Abraham shared that the program was working to build a new building for operations.

### *ONWASA Community and Partner Agency Update*

Franky Howard, CEO of ONWASA reviewed an update of the company's operations and plans. His presentation is attached herein with the power point presentation of the meeting. A few key takeaways included:

- ONWASA was 24 years old
- The Board of Directors are comprised of area elected officials, 1 from the County and 1 each from each jurisdiction in Onslow County (Jacksonville, Richlands, Swansboro, Holly Ridge, and North Topsail Beach)
- 2<sup>nd</sup> largest water & sewer authority in the state of North Carolina
- 25 Capital Projects – with cost estimates for these projects at over \$296M in the next 5-10 years
- New revenue stream created by management of timber on 1,790 acres of land
- Provides Mutual aid through NCWaterWarn

Questions from the public were allowed.

Chris Zepata, a member of the Pirates Cove HOA shared that there were road repairs needed in that development as a result of pipes and manholes that were in need of repair.

Mr. Howard advised that he would have this looked into.

The Board took a recess from 6:46 pm to 6:53 pm.

## **Public Hearing**

*Re-zoning Request- 140, 144, 160 Queens Creek Road*

Projects/Planning Coordinator Rebecca Brehmer reviewed that Emerald Coast, Inc., on behalf of themselves and other property owners had submitted a rezoning request for four parcels located on Queens Creek Road from O/I (Office and Institutional) to B-1 (Business). The areas were further identified as 140 Queens Creek Road containing 0.48 acres (tax parcel ID 1313-88), 144 Queens Creek Road containing one acre (tax parcel ID 1313-87), and 160 Queens Creek Road containing 5 acres (tax parcel ID 1313- 85.1). The total acreage requested for rezoning was +/-6.49 acres. Mr. Brehmer shared that the planning board heard the request for all parcels listed here plus the parcel of 150 Queens Creek Road and recommended approval, however since that time the property owner of 150 Queens Creek Road had notified the Town that they did not support the rezoning so that parcel was no longer part of the consideration.

The public hearing was opened at 7:00 pm.

For entry into the official record, Projects/Planning Coordinator Brehmer read 3 letters related to the rezoning request from Stuart Murchinson-Robb, Cecil S. Hargett Jr., and Matthew McNear. *See Attachment A.*

Josh Edmondson of 604 E Cedar Point Blvd, with Tidewater and Associates spoke on behalf of Emerald Coast LLC, and pointed out that the town's CAMA Land Use Plan Update of 2019 reflects in the Urban Suitability map shows that the area was suited for development. Additionally, all parcels surrounding this location were zoned B1.

Patricia Murchinson of 150 Queens Creek Road shared that she was not in support of this rezoning, indicating that she had seen many vehicle wrecks at the high school. She questioned what would happen to the road if the rezoning was approved.

Chris Zepata of 44 Pirates Cove Drive shared that he was against the rezoning stating that there is already a flooding issue at the rear of that property and traffic already makes it difficult for him to get out of the neighborhood. He feared that development of the property is increase traffic and likely increase the flooding issue. A photo was shown to the board of the flooding that was taken around May of 2020.

Junior Freeman, the applicant, owner of Emerald Coast LLC, shared that the flooding issue that was mentioned had been ratified with a swell and ditch that had been installed sometime after May of 2020. He shared the zoning designation of O/I provided more restrictions than allowances and they wanted to be B1 in order to better market the property. With regards to the traffic comments, he shared that the newly installed traffic light at the high school had helped tremendously in his opinion. Additionally, all

developments that happen on Queens Creek Road are beyond his control and contributes to traffic on that road.

The public hearing was closed at 7:31 pm.

In response to inquires from the board, Projects/Planning Coordinator Brehmer and/or Junior Freeman clarified the following:

- 4 rezoning requests have been made for this property to date
- Approximately \$10,000 had been spent by the applicant on this process

After discussion, on a motion by Commissioner Eckendorf, seconded by Commissioner Brown, Ordinance 2024-O6 to rezone the four parcels identified along Queens Creek Road from O/I (Office Institutional) to B-1 (Business), along with the consistency statement was approved. The motion carried 3:2.

Ayes: Eckendorf, Brown, Justice

No: Conaway, Turner

Board members shared appreciation of Mr. Freeman for projects he handled in the town over the years, stating many properties are better now than they were before, specifically the Bamboo restaurant.

*Text Amendment to Section § 152.179 Table of Permitted/Special Uses and § 152.212 Use Standards to enable Food, Beverage & Craft Processing and Production with Retail Sales*  
Town Planner Andrea Correll reviewed that the purpose of this text amendment was to enable food, beverage, and craft processing and production with retail sales in the B2HDO and MI zoning districts. Processing and production shall be limited to less than 50% of the subject property in the B2HDO zoning district. Retail sales in the MI zoning district shall occupy no more than 50% of the total square footage devoted to the operation. This use standard was intended for a larger brewery with tap room. The created use standards would enable breweries, wineries, and specialty foods such as chocolates.

The use was consistent with the descriptions found in Chapter 5 of the 2019 CAMA Land Use Plan Update and the Planning Board unanimously recommended approval at their April 2, 2024, regular meeting.

The public hearing was opened at 8:06 pm then closed, no comments were offered.

On a motion by Commissioner Conaway, seconded by Commissioner Turner Ordinance 2024-O7 amending section §152.179 Table of Permitted/Special Uses and §152.212 Use Standards to enable Food, Beverage & Craft Processing and Production with Retail Sales was unanimously approved.



The board took a recess from 8:07 pm to 8:13 pm

*Text Amendment to Section §152.009 (E) Maintenance of the Official Zoning Map*  
Town Planner Correll reviewed that the purpose of the text amendment was to amend the time that the official zoning maps were to be changed after rezonings from two weeks to sixty days of notification.

The public hearing was opened at 8:15 pm, then closed, no comments were made.

On a motion by Commissioner Conaway, seconded by Commissioner Eckendorf Ordinance 2024-O8 amending Section §152.009 (E) Maintenance of the Official Zoning Map was unanimously approved.

*Text Amendment to Appendix III Historic District Design Standards, Section 3: Roofs and Section 5: Windows and Doors*

Projects/Planning Coordinator Brehmer reviewed that the Historic Preservation Commission had recommended amendments to Appendix III Historic District Design Standards, Section 3: Roofs and Section 5: Windows and Doors. At the February 20, 2024, Swansboro Historic Preservation Commission meeting, the historic board created a subcommittee consisting of town staff, Elaine Justice, Lauren Brown, and Kim Kingrey to review and draft a text amendment. The draft was reviewed and approved by the historic board and the planning board recommended both recommending approval to the Board of Commissioners. Overall, the amendments to Section 3: Roofs and Section 5: Windows and Doors were to add more standards on the best practices and materials to continue maintaining and preserving the historic roofs, windows, and doors in our historic district as well as ensure new material is historically accurate and consistent. Details about terne or double lock roof forms were added as well as appropriate material and color options for new or replacement roofs. Additionally, a roof expert spoke with the subcommittee and presented at a historic board meeting, and he provided valuable input and technical terminology. The goal was to also to educate homeowners on resources such architectural salvage companies that were available for replacement options, if necessary.

In response to inquires from the board, Projects/Planning Coordinator Brehmer clarified the following:

- Property owners who come to Town Hall before starting projects are well educated by staff
- Staff tried to monitor the area for unpermitted or authorized work, but it was impossible to catch all, as some come and go over a weekend.

The public hearing was opened at 8:25 pm.

The Historic Preservation Commission's Vice Chair Kim Kingrey shared with the board that many people do not understand the importance of a historic district and registry. To prevent the possible loss of a historic designation the board is reviewing many ordinances and there would be more amendments come. Additionally, she shared that she has seen residents to what they want even after they have been educated otherwise.

In response to inquiries from the board the following was clarified by either Ms. Kingrey, Ms. Brehmer or Attorney Rasberry.

- Workshops have been offered but there is not much participation
- Educational techniques that have been utilized have been workshops as mentioned, newsletters, and flyers
- Requiring material be supplied at closing is beyond the town's legal authority
- Options and examples are provided in the UDO for the historic district

The public hearing was closed at 8:45 pm.

On a motion by Commissioner Conaway, seconded by Commissioner Eckendorf Ordinance 2024-O9 amending Appendix III Historic District Design Standards, Section 3: Roofs and Section 5: Windows and Doors was unanimously approved.

### **Business Non-Consent**

#### *Request to Proceed with Cost-Recovery Program*

Fire Chief Jacob Randall reviewed that the cost of emergency services was continuously increasing. After evaluating the service users, non-residents of Swansboro or Onslow County, further exploration of cost-recovery revenue programs was initiated. Further administrative support and changes are required before officially starting the cost-recovery process.

Chief Randall shared that in order to initiate the process of establishing a cost recovery program, a resolution must be adopted. The resolution was consistent with the direction provided to staff on February 27, 2024, by the Board of Commissioners to only bill non-Swansboro or Onslow County residents' insurance. No individual will receive a bill. The ability to begin cost recovery will take effect approximately thirty days (30) after executing this resolution and agreement with Fire Recovery USA.

On a motion by Commissioner Eckendorf, seconded by Commissioner Conaway Resolution 2024-R6, outlining the establishment of a cost-recovery program and providing the ability to the Town Manager or their designee to enter into an agreement with Fire Recovery USA, LLC to perform the collections was unanimously approved.

### *Digital Sign Discussion*

Town Clerk Alissa Fender reviewed that after the digital sign located at Town Hall became inoperable, at its April 9, 2024, Regular Meeting, staff was directed to obtain additional quotes, and return for further consideration. 3 quotes were already obtained, and 3 more companies were contacted for quotes and either they did not offer the same sign specifies or did not respond to the request at all. Direction was requested for replacement of the sign during the current FY 23-24, requiring a budget amendment or to add for consideration in the next FY 24-25 budget.

By consensus staff was directed to submit for consideration in FY 24-25 budget.

### *Monthly Financial Report as of March 31, 2024*

Finance Director Johnson reviewed details from the monthly financial report, attached herein with the power point presentation of the meeting.

Mayor Davis inquired about what was being done to address the legal budget being high which was at 91.6% of budget. Finance Director Johnson shared that the board has just approved a Budget Amendment in the consent items for this meeting.

### *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 addressed:

- Budget discussion added to the May 14, 2024, meeting
- Consider ordinance amendment to boat storage as a result of the recent Board of Adjustment appeal of an administrative hearing
- Improvement to pickleball courts was to be added to the budget considerations for FY24/25

### *One Harbor Church Sidewalk Connection to Municipal Park*

On February 13, 2024, Interim Manager Barlow shared with the board that One Harbor Church was requesting an easement to connect sidewalks to the Municipal Park sidewalks. At that time Mr. Barlow was provided with direction to researching to ensure that the allowance of sidewalks would not jeopardize any grants provided for future funding. At this time One Harbor Church was agreeing to cover all costs associated with the installation and it was noted that these sidewalks also provide an additional parking area for access to the park.

On a motion by Mayor Pro Tem Justice, seconded by Commissioner Eckendorf, the Interim Manager and Interim Town Attorney were authorized to proceed with moving forward with executing an easement and a hold harmless clause to complete the sidewalks. The motion was unanimously approved.

### **Public Comment**

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

### **Manager's Comments**

Interim Manager Barlow did not have any additional details to add to his report, however he did want to mention that at this point in the fiscal year, incoming revenues had likely all been received.

### **Board Comments**

Board members thanked staff and shared their appreciation for the successful Touch-a-truck event.

Mayor Davis shared that he had been working with the Interim Town Manager on the following items.

- Resolutions
  - o Supporting paving of Main Street Extension by NCDOT
  - o Opposition of a median on Highway 24, per the Superstreet preliminary plan
- Letter to Onslow County conveying his discontent with a meeting held at Queens Creek Elementary School on matters that should be relayed to the Town
- \$500,000 for Sidewalks in the FY 24/25 budget
- Adding Funds for getting more Christmas lights on Highway 24 and downtown

Additionally, Mayor Davis thanked the Fire department for their response to the Pizza Forno restaurant fire.

### **Adjournment**

On a motion by Commissioner Turner, seconded by Commissioner Conaway, the meeting adjourned at 9:16 pm.

**Rebecca Brehmer**

---

**From:** Stuart Murchison <stuart.rob11@gmail.com>  
**Sent:** Tuesday, April 23, 2024 5:32 PM  
**To:** Rebecca Brehmer  
**Subject:** Rezoning of 150 Queens Creek

Hello,

Hi my name is Stuart Murchison-Robb, I am the owner of 150/154 queens creek road. This email is in regards to us not wanting to rezone.  
Please contact me at (916) 280-5021 if there are further questions.

Thank you.

**Rebecca Brehmer**

---

**From:** Cshargettjr <cshargettjr@gmail.com>  
**Sent:** Tuesday, April 16, 2024 9:31 AM  
**To:** Rebecca Brehmer  
**Subject:** Rezoning notice

I am the owner of 140 Queens Creek Rd., and I am 100% in favor of the request to rezone those parcels in question to B-1 (Business). I serve on the Board of JOEMC, and we have a meeting the night of April 23, which will prevent me from attending the public hearing in Swansboro.  
Please record a notice of my approval, long overdue, of this request for a rezoning to B-1 (Business).  
Respectfully, Cecil S. Hargett, Jr.

Sent from my iPhone

**Rebecca Brehmer**

---

**From:** Matthew McNear <mmcnear@hotmail.com>  
**Sent:** Tuesday, April 23, 2024 1:11 AM  
**To:** Rebecca Brehmer  
**Subject:** Emerald Coast, Inc. Rezoning Request

Ms. Rebecca Brehmer,

I recently received a letter from you regarding the Emerald Coast, Inc. request for a rezoning of ~7.83 acres of land at 140 Queens Creek Road.

I was called out of town and cannot attend the meeting on Tuesday, April 23rd, but wanted to express my objection to this rezoning.

The current open space is very nice for those who reside near by. However, my biggest objection is related to the rezoning for anything but residential purposes. We have a lot of under-developed land on 24 as well as land and structures that should be redeveloped to make our community more appealing. Based on property values and the lack of affordable rental housing, there is clearly a shortage of housing in the Swansboro area. Add to this the fact that the growth of Hubert has created quite a traffic situation at the light between 24 and Queens Creek Road, and this makes this space unnecessary for rezoning at this time.

I'm not certain if this objection will be heard or simply noted in the Board of Commissioners meeting tomorrow, but I appreciate your time and attention.

Sincerely,

Matthew McNear  
93 Century Court  
Swansboro, NC 28584

# Regular Meeting April 23, 2024



1

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 4 public hearings scheduled for this meeting.

2

# PUBLIC COMMENT

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

3

# AGENDA AND CONSENT ITEMS

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

4

# Recognition Swansboro High School Boys Basketball Team

Presenter: Mayor John Davis

5

# Backpack Friends

Presenter: Danielle Abraham – Backpack Friends Director

6



# ONWASA Community and Partner Agency Update

Presenter: Franky Howard – ONWASA CEO

7

## Community and Partner Agency Update

April 23, 2024  
Swansboro Town Board Update



8



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

## WHO WE ARE

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

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

### MEMBER GOVERNMENTS

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



9

## BOARD OF DIRECTORS



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

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

Current members of the ONWASA Board include:

Mr. Royce Bennett, Chairman (County)  
 Mr. Paul Conner, Vice Chairman (Richlands)  
 Mr. Rick Grant, Secretary/Treasurer (North Topsail Beach)  
 Mr. John Davis (Swansboro)  
 Mr. Jerry Bittner (Jacksonville)  
 Mr. Timothy Foster (County)  
 Mr. Robert Warden (Jacksonville)  
 Mr. Greg Hines (Holly Ridge)



10

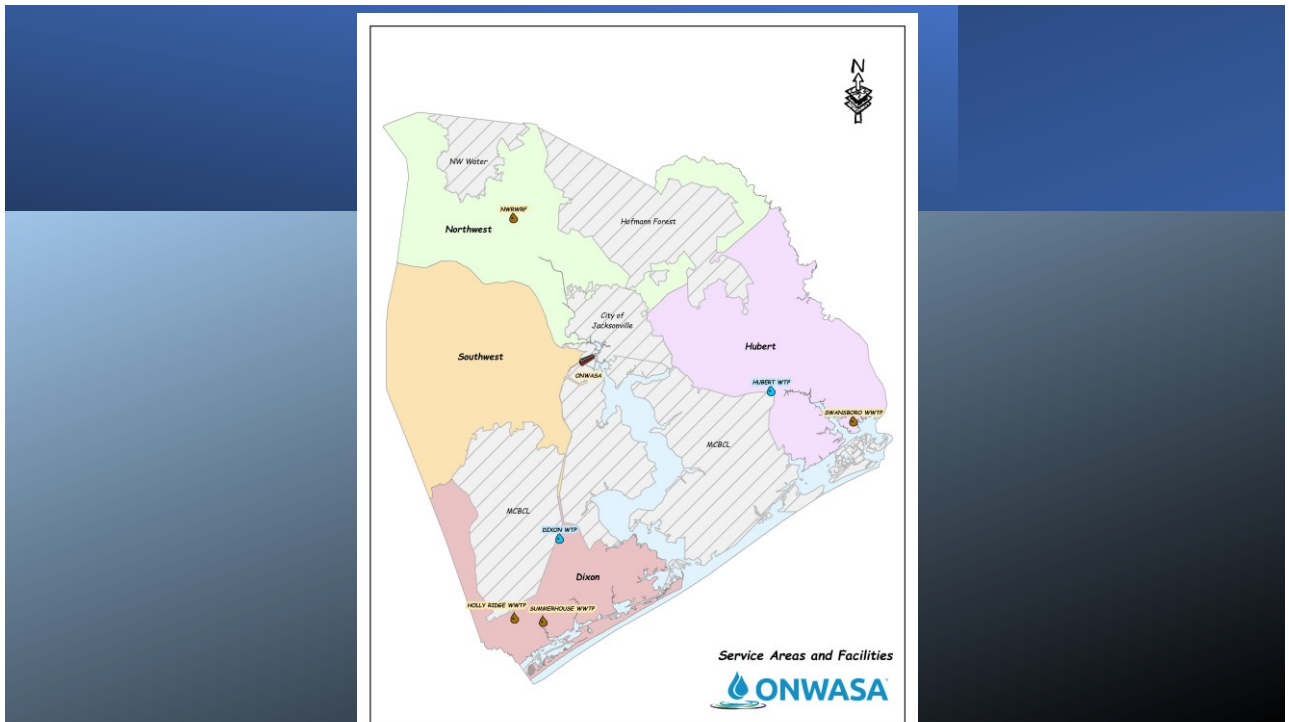


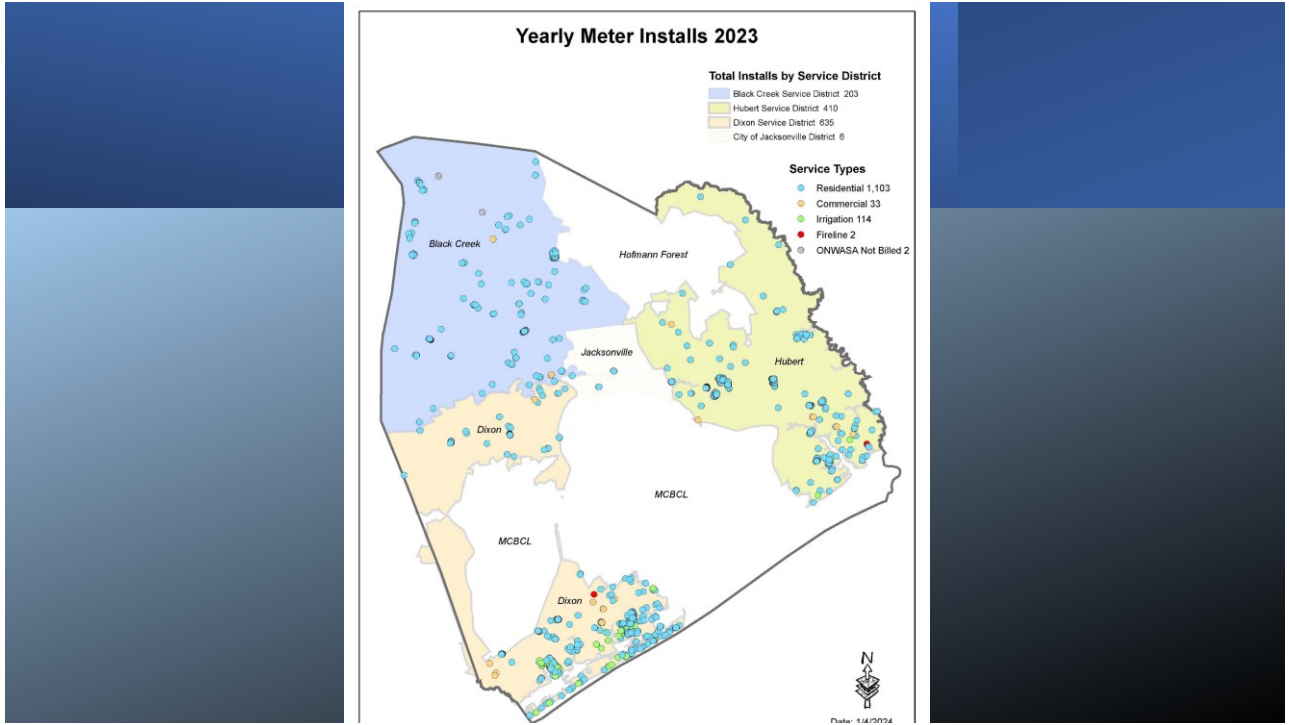
O: 910.937.7532  
 F: 910.347.0793  
 228 Georgetown Rd  
 Jacksonville, NC 28540

# ONWASA BY THE NUMBERS

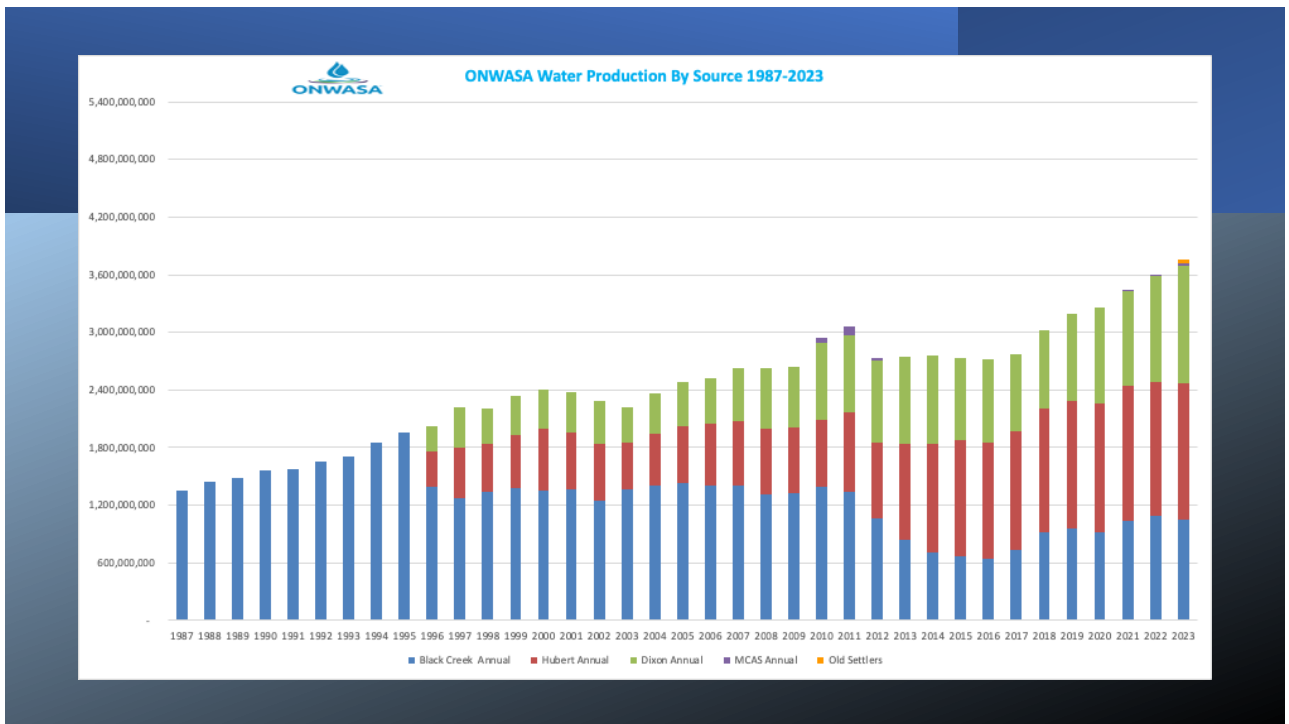
◆ 4,270,500,000 (11.7 MGD*)	Annual Drinking Water Capacity in Gallons **
◆ 3,751,835,863 (10.2 MGD*)	Gallons of Water Pumped Annually
◆ 2,251,320,000 (6.17 MGD*)	Annual Wastewater Treatment Capacity in Gallons**
◆ 605,388,599 (1.66 MGD*)	Gallons of Wastewater Treated Annually
◆ 16,050,000	Gallons of Water Stored in Clear Wells and Tanks
◆ 14,506,640	Gallons of Water Stored in Underground Pipes
◆ 1,005,463	Miles Driven Annually
◆ 683,543	Meter Readings Annually
◆ 245,184	Main Office - Phone Calls Handled Annually
◆ 147,791	Estimated Number of Individual Consumers
◆ 68,783	Lab Analysis Processed Annually
◆ 67,954	Work and Service Orders Processed Annually
◆ 57,806	Number of Water Accounts
◆ 14,543	Number of Sewer Accounts
◆ 1,244	Miles of Water Mains
◆ 445	Square Miles of Service Area
◆ 255	Miles of Wastewater Mains
◆ 247	Facilities to Maintain
◆ 172	Full Time Positions

\* MGD = Million Gallons per Day  
 \*\* All Plants Combined

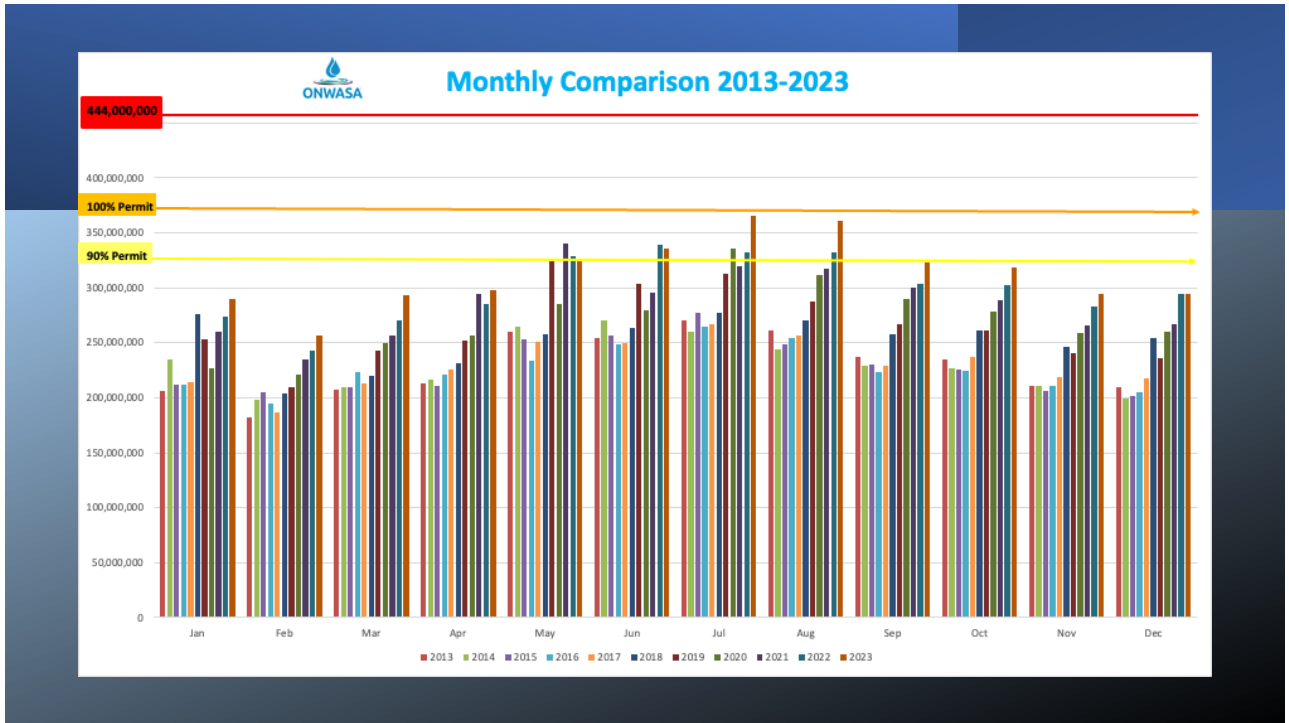




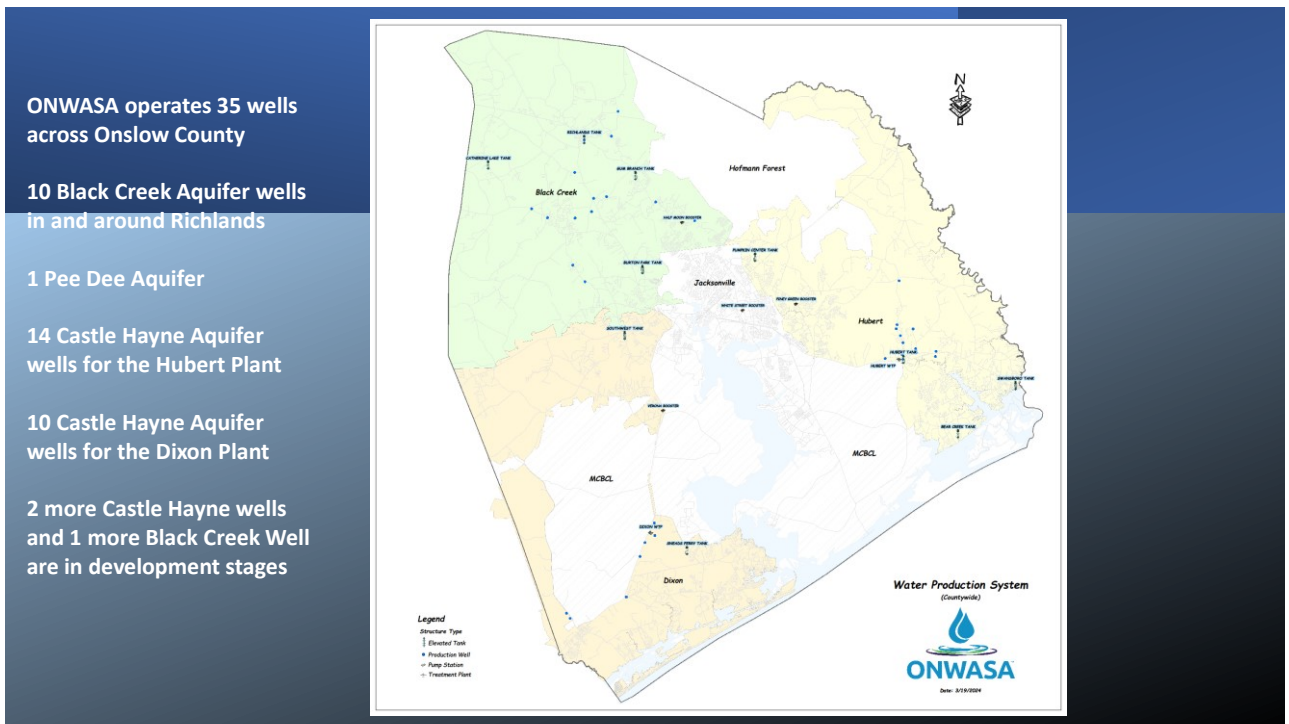
13



14



15



16

**Black Creek Well Field  
(No Plant treatment required)**

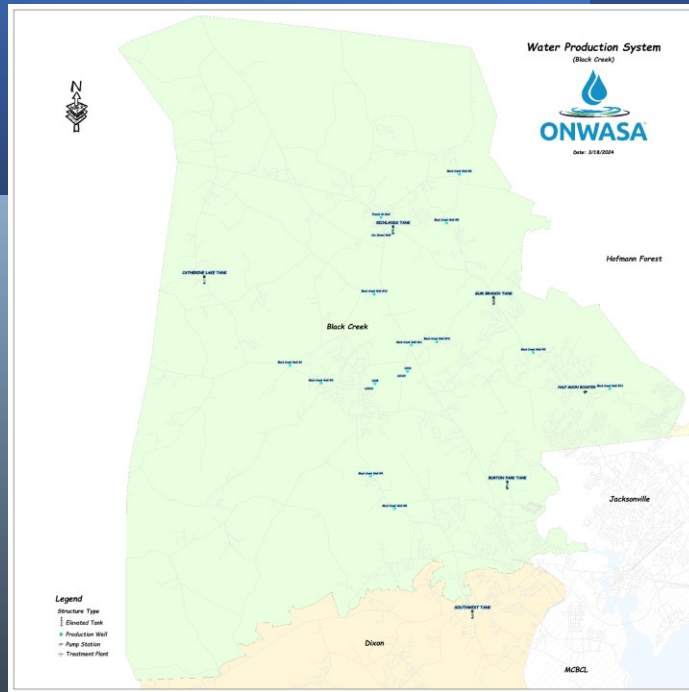
**10 Black Creek Aquifer Wells**

These are currently limited to 25% pumping capacity as set by the State in the Central Coastal Plain Capacity Use Area rule.

We are seeking state approval to go back to 50% or higher. (We have been pumping them at 50% due to our banked capacity credits with the State. We will use those up in 7 years.)

Currently these represent 1.44 MGD Capacity of our total 11.7 MGD system.

1 Pee Dee Aquifer Well that represents 0.298 MGD



17

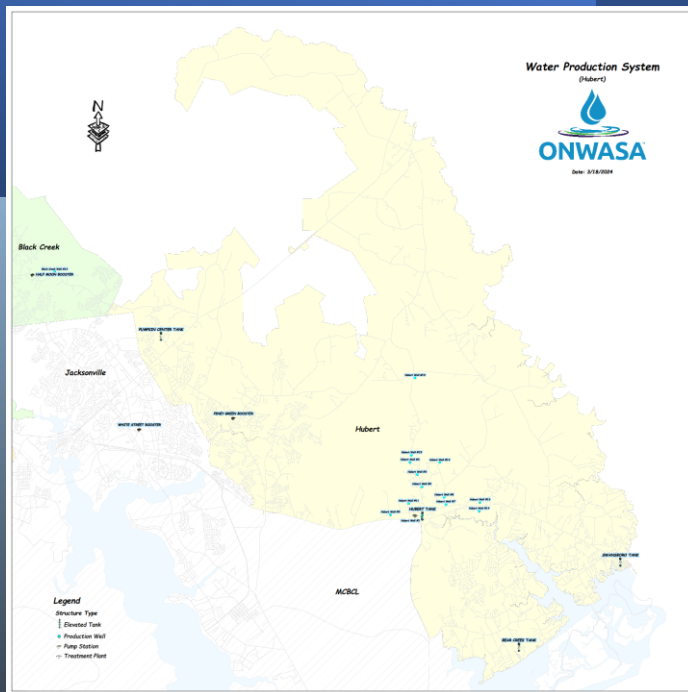
**14 Castle Hayne Aquifer wells  
for the Hubert Plant**

This represents 6 MGD of our total 11.7 MGD Capacity.

Through our Piney Green and Half Moon Booster stations we are able to move Hubert Water towards Richlands to reduce the Black Creek usage.

The Hubert Plant can be seen from Hwy 24 but is on Hubert Boulevard.

We have a new 18" water line being designed to help move Hubert Water towards Piney Green.



18

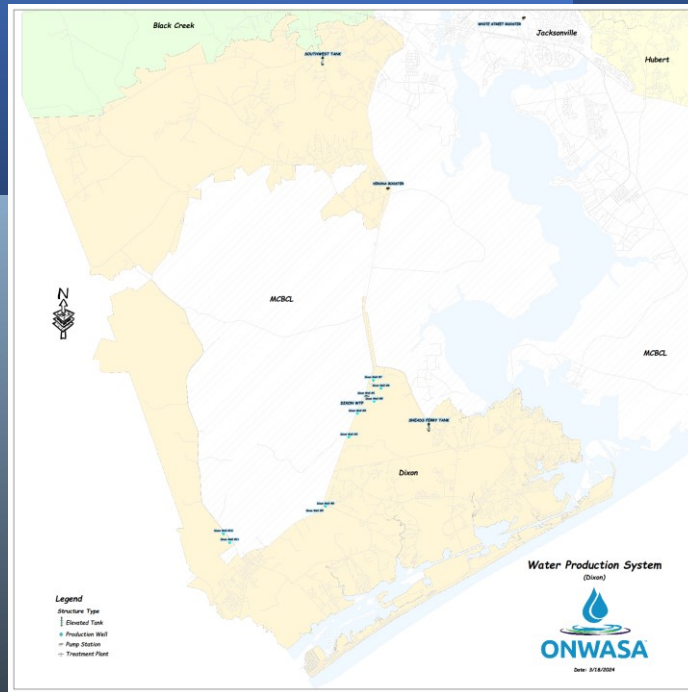
**Dixon Well Field and Plant**

**10 Castle Hayne Aquifer wells for the Dixon Plant**

This represents 4 MGD of capacity. We are actively working to expand this plant to 6 MGD to match Hubert.

We do have the ability to run a portion of this capacity through a reverse osmosis treatment membrane system. We can also send this water towards Southwest through our Verona Booster station to cut back on the Black Creek Wells.

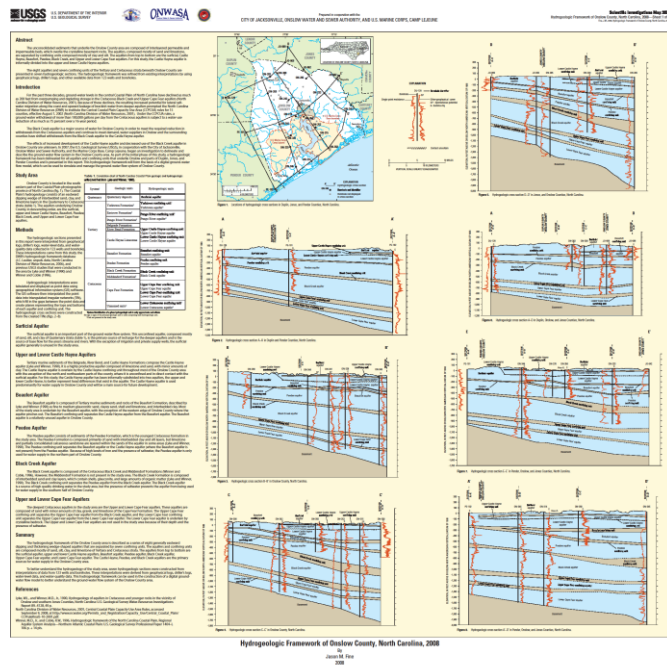
2 more Castle Hayne wells and 1 more Black Creek Well are in development stages.



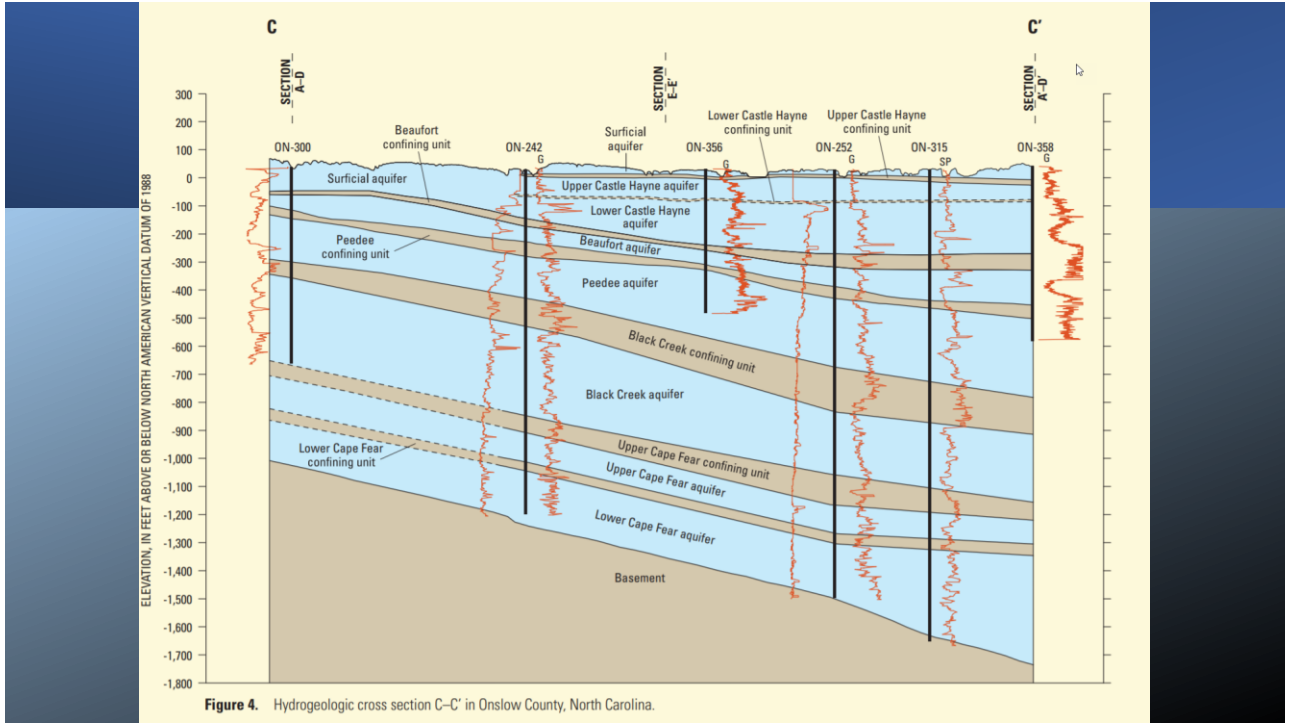
Source: <https://pubs.usgs.gov/sim/3055/>

**Hydrogeologic Framework of Onslow County, North Carolina, 2008**

Joint project with the United States Geological Survey (USGS) and ONWASA, City of Jacksonville and MCBCL.







21



22



### Onslow County Locate Ticket Stats: (Jan-March) YTD

2023 ---- 8551 Tickets  
2024 ---- 8676 Tickets ( 1.5% increase)  
That is an average of 140 tickets per day.

Onslow County is 4th in total locate request called in for the 35 Counties east of I-95:

- Top 4 counties are as follows
- Brunswick
- New Hanover
- Cumberland
- Onslow

ONWASA has a dedicated crew to just complete locate request (Crew of 4)



### Utility Markings

Facility members will mark their lines in either water soluble paint or flags. Please stay at least 24 inches outside the exterior sides of any markings. If you must dig within the 24 inches please hand dig with caution.



23



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

## CAPITAL IMPROVEMENT PLAN

We have over 25 Capital Projects in various stages of development over a multi-year plan.

The cost estimates for these projects is over **\$296M** in the next 5-10 years. These cost are funded through our rate and fee schedule and system development fees.

We do not receive any local tax dollars to operate or fund capital projects. We do occasionally seek and receive grants for specific projects.



24

No.	Project Description	Type	Service Area	YEARS 1-5 CAPITAL IMPROVEMENT NEEDS					YEARS 6 - 10	Project Total
				FY23	FY24	FY25	FY26	FY27	FY28-32	
<b>Buildings/Misc. Operational Projects</b>										
CIP-002A	Laboratory Addition (C only)	R	Central Office	300,000						300,000
CIP-002B	Parts and Equipment Warehouse (C only)	R	Central Office	50,000						50,000
CIP-035	Water & Sewer Operational Improvements (D+C)	R	Various	600,000	1,500,000		1,500,000		4,500,000	8,100,000
N/A	Disaster Recovery Response Contracts (C only)	R	Various		1,000,000		1,000,000		3,000,000	5,000,000
CIP-001	Building Roof Replacements (D+C)	R	Various		\$357,157	\$250,000	\$250,000	\$250,000	\$500,000	\$1,607,157
CIP-011	Emergency Power Systems Upgrades (D+C)	R	Various		982,911	1,482,911	500,000	500,000	1,500,000	4,965,822
<b>WATER SYSTEM</b>										
<b>Raw Water and Monitoring Wells</b>										
CIP-010	ORWRG Aquifer Study Monitoring Wells (D+C)	R	Various			175,000		150,000	300,000	625,000
<b>Union Chapel WTP</b>										
CIP-025A	Union Chapel WTP Feasibility and New Well Sites (D+C)	E	Southwest	206,815	75,000	1,000,000	1,500,000	3,000,000	11,250,000	17,031,815
CIP-025B	Union Chapel Water Treatment Facility (D+C)	E	Southwest					36,000,000	96,000,000	132,000,000
<b>Water Distribution System - Renovation</b>										
CIP-032	Topsail Island Booster Pumping Station (D+C)	R	Stump Sound	50,000	1,683,180					1,733,180
CIP-017	Highway 24 Regional Trunk Water Main (D+C)	R	Swansboro	50,000	1,500,000	10,250,000	10,250,000			22,050,000
CIP-003	Water Main Interconnections, Phases 3 - 7 (D+C)	R	Various		300,000		500,000		1,500,000	2,300,000
CIP-037	Water Main Aerial Crossing Replacements, Phase 1 (D+C)	R	Various			1,238,741				1,238,741
CIP-004	SW Service Area Upgrades, Project 2 - Hwy 17 Trunk Main (D+C)	R	Southwest			250,000	500,000	5,100,000	16,200,000	22,050,000
CIP-018	Queens Creek Road Water Main Upgrades (D+C)	R	Swansboro						5,400,000	5,400,000
CIP-019	Rocky Run Road Water Main Upgrades (D+C)	R	White Oak						6,500,000	6,500,000
<b>WASTEWATER SYSTEM</b>										
<b>Northwest Regional Water Reclamation Facility</b>										
N/A	Hurricane Florence Recovery (C only)	R	Richlands		1,963,807					1,963,807
<b>Southeast Regional WWTPs</b>										
CIP-005	Summerhouse Interim Capacity Improvements (D+C)	R	Stump Sound	8,200	3,082,900					3,091,100
CIP-028	Capacity Improvements (Project To Be Determined)	E	Stump Sound							0
<b>Swansboro WWTP</b>										
CIP-006A	Hwy 24 Utility Improvements - Wastewater Force Main (D+C)	E	Swansboro	300,000	8,000,000	18,000,000	4,130,000			30,430,000

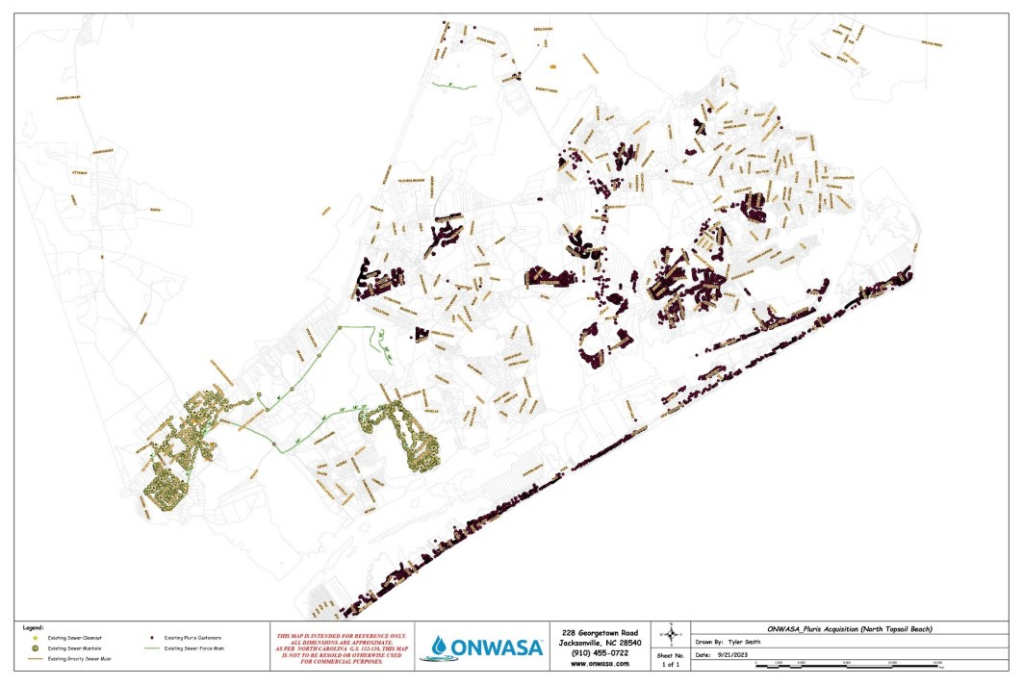
25

No.	Project Description	Type	Service Area	YEARS 1-5 CAPITAL IMPROVEMENT NEEDS					YEARS 6 - 10	Project Total
				FY23	FY24	FY25	FY26	FY27	FY28-32	
<b>WASTEWATER SYSTEM (cont.)</b>										
<b>Wastewater Collection System - Renovation</b>										
CIP-007	Heather Loop Road Gravity Sewer Improvements (C only)	R	White Oak	226,104						226,104
CIP-016	Pumping Station Assessments/Rehabilitation (D+C)	R	Various	132,200	500,000		1,000,000		3,000,000	4,632,200
CIP-033	Hargett Street & Shore Drive Pump Stations Rehabilitation (D+C)	R	Various		500,000	500,000				1,000,000
CIP-034	Piney Green Sewer Phase 2 - Hickory Grove Closure (C only)	R	White Oak		227,927					227,927
CIP-036	Mount Pleasant Road Pump Station Relocation (D+C)	R	Swansboro		178,080	1,000,000				1,178,080
<b>Wastewater Collection System - Expansion</b>										
CIP-008	NW Plant - Kenwood/Bishops Ridge Service Extension (D+C)	E	Southwest						5,800,000	5,800,000
CIP-020	NW Plant - Liberty Park Road Service Extension (D+C)	E	Southwest						2,700,000	2,700,000
CIP-021	NW Plant - Hill Farms Service Extension (D+C)	E	Richlands						4,600,000	4,600,000
CIP-022	NW Plant - Denise Dr/Greystone Dr Service Extension (D+C)	E	Southwest						4,000,000	4,000,000
CIP-029	NW Plant - Plum Point Sewer Extension (D+C)	E	Southwest						4,400,000	4,400,000
CIP-030	Piney Green FM - Birchwood Park Service Extension (D+C)	E	White Oak						1,400,000	1,400,000
<b>Totals</b>				\$1,923,319	\$21,850,912	\$34,146,652	\$21,130,000	\$45,000,000	\$172,550,000	\$296,600,883
							<b>Total: Years 1-5</b>		\$124,050,883	

Notes:  
 Chart does not reflect active projects funded in previous budget years.  
 All cost estimates are based on project information available at the time this report was prepared.  
 Actual costs for individual projects will not be final until contracts are awarded; estimated costs are for planning purposes only.  
 Type Codes: E - System Expansion Project R - Repair/Rehabilitation Project  
 D - Design, C - Construction

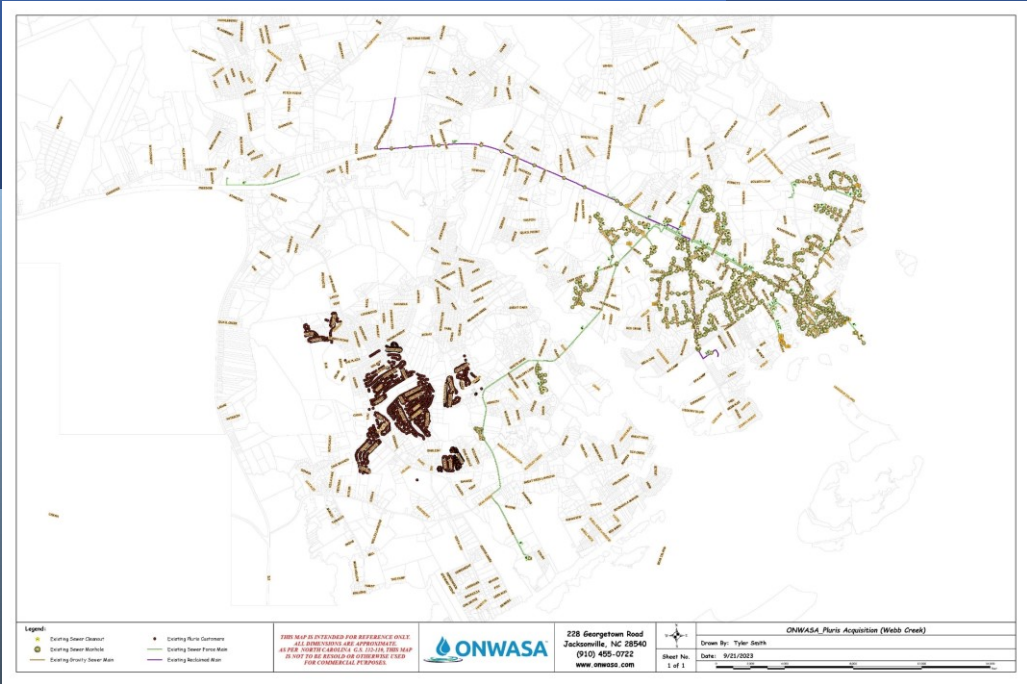
26

New sewer customers and service area with the Pluris Acquisition. (North Topsail, Sneads Ferry)



27

New sewer customers and service area with the Pluris Acquisition. (Webb Creek)



28



**ONWASA MAIN OFFICE FACILITY  
WATER CHEMISTRY LABORATORY**

- 4,000 SF BUILDING ADDITION WITH FULL LAB, ADMINISTRATIVE OFFICES AND SUPPORT FACILITIES
- COMPLETED IN DECEMBER 2022
- CONSTRUCTION COST \$2.2 M



29



30



31



32

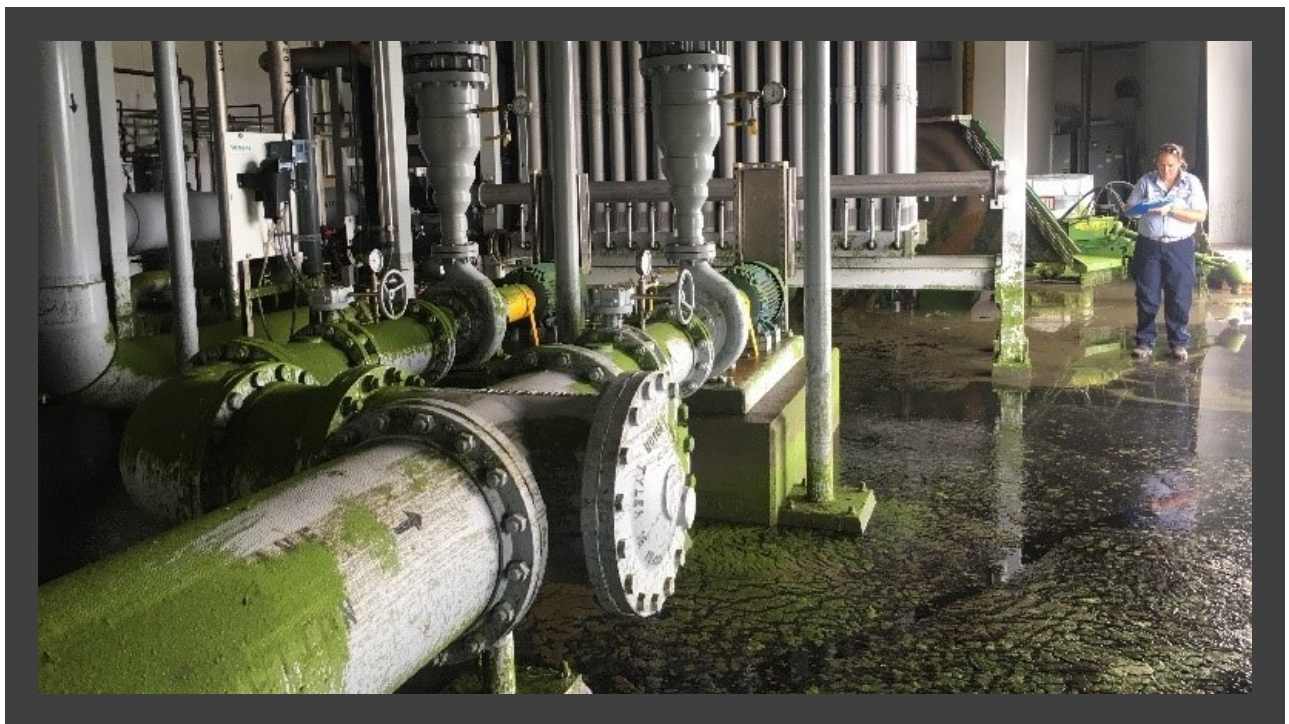


**NORTHWEST REGIONAL WATER  
RECLAMATION FACILITY  
HURRICANE FLORENCE RECOVERY**

- ELECTRICAL SYSTEMS REPAIR AND CRITICAL COMPONENT FLOODPROOFING TO PROTECT ABOVE 500-YEAR FLOOD EVENT
- CONSTRUCTION 75% COMPLETE
- ESTIMATED FINAL COMPLETION JULY 2023
- CONSTRUCTION COST \$6.6 M



33



34



35



36





37



38





**SBR Building**

39



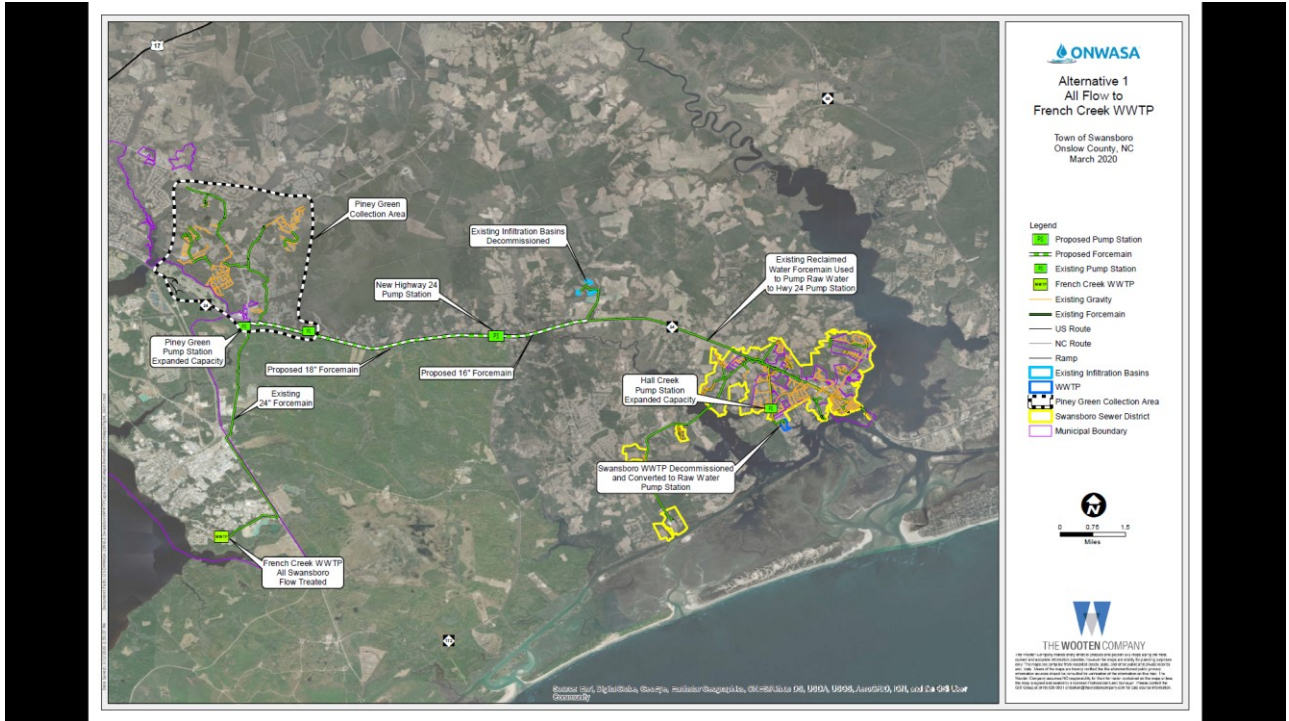
## SUMMERHOUSE WASTEWATER INTERIM CAPACITY IMPROVEMENTS PROJECT

- PHASE I-INSTALL ONWASA PROVIDED UV EQUIPMENT, FINE SCREENS, AND MBR TANKS, PUMPS, BLOWERS, AND APPURTENANCES TO MAINTAIN PERMITTED CAPACITY OF 0.180 MGD
- CONSTRUCTION DOCUMENTS BID MARCH 11, 2024, ANTICIPATE AWARD APRIL 2024
- ESTIMATED COMPLETION SEPTEMBER-OCTOBER 2024
- ESTIMATED CONSTRUCTION COST \$2.4M

40



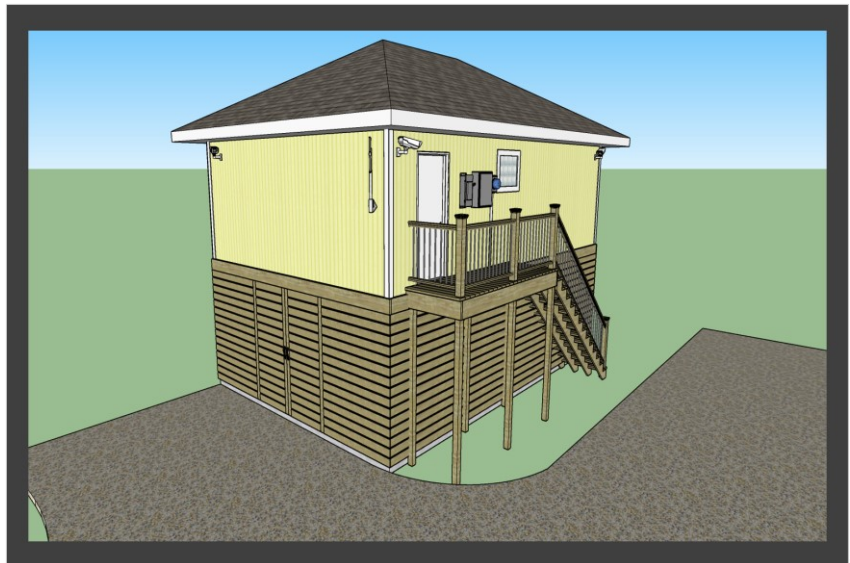




43

**TOPSAIL ISLAND  
BOOSTER PUMPING STATION**

- NEW POTABLE WATER PUMPING STATION, PROPOSED LOCATION NTB TOWN HALL
- UNDER CONSTRUCTION
- ESTIMATED FINAL COMPLETION OCTOBER 2024
- ESTIMATED TOTAL COST \$3.4 M



44



46



47



# New Revenue Stream for ONWASA



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

ONWASA hired Pines State Forestry, a Timber Management company in 2022 to provide a comprehensive Timber Management Plan for over 1790 acres.

Just in the last two years ONWASA was able to bring in over **\$850,000** in new revenues from timber sales, with an addition **\$360,000** expected from active contracts. That's over **\$1.2M** in revenues in just two years across only 595 acres.

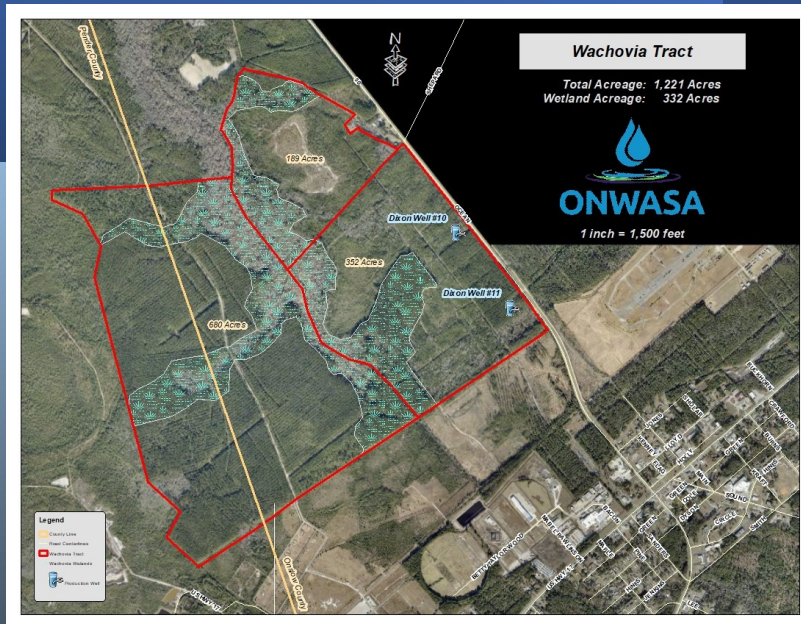
The plan is to reforest these acres to establish a sustainable revenue source for ONWASA for years to come. We have also become NC Tree Farm certified.

We also were awarded two State grants and two State Budget Earmarks for an additional **\$15.5M** to help with upcoming capital projects.

**\*\*\*ONWASA is funded by Rate Payer Revenue only No Local Tax Dollars\*\*\***



**NORTH CAROLINA  
 TREE FARM PROGRAM**





50

## ONWASA EMPLOYEES "CARE"



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

ONWASA has a program we call ONWASA CARES that allows employees to take up to 16 hours annually and volunteer for Community Organizations and events.

Just this past year we had employees help with the Christmas Cheer Program and food drives for the Jacksonville Rotary Club and local Onslow Outreach programs.

ONWASA Employees donated over \$4000 worth of toys to Christmas Cheer in 2023



51



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

## MUTUAL AID WITH NCWaterWARN

ONWASA is a member of NCWaterWARN, a water and wastewater agency response network (WARN) group of utilities committed to helping each other conduct response and recovery operations.

In 2017 ONWASA along with the City of Jacksonville sent teams and equipment to the Florida Keys to help with their recovery from Hurricane Irma and in 2018 five teams arrived from the City of Raleigh, City of Wilson, and Greenville Utilities to answer our call for help with the aftermath left by Hurricane Florence.

We also have emergency water interconnections with Pender County, Jacksonville, MCAS New River, Surf City, and NW Water.



## STRONGER TOGETHER



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





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

## IS YOUR CONTACT INFORMATION UP TO DATE?

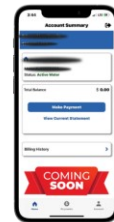
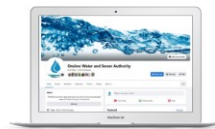
ONWASA sends important account reminders and alerts by phone, text, and email. Please keep us updated with current contact information by either emailing us at [updateinfo@onwasa.com](mailto:updateinfo@onwasa.com), phone us at (910) 455-0722, or by accessing the customer portal on our website at [www.onwasa.com](http://www.onwasa.com).



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

## DOING BUSINESS WITH ONWASA

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







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

## Questions?

Contact me at:  
Franky J. Howard  
O:910.937.7532  
[Fhoward@onwasa.com](mailto:Fhoward@onwasa.com)



56

# Employee Introduction

Presenter: Anna Stanley – Parks & Rec Director

57

# Administrative Professionals Week

Presenter: Mayor John Davis

58

# Municipal Clerks Week

Presenter: Mayor John Davis

59

# PUBLIC HEARING

## Re-zoning Request- 140, 144, 160 Queens Creek Road

Emerald Coast, Inc., on behalf of themselves and other property owners have submitted a rezoning request for four parcels located on Queens Creek Road from O/I (Office and Institutional) to B-1 (Business). The areas are further identified as 140 Queens Creek Road containing 0.48 acres (tax parcel ID 1313-88), 144 Queens Creek Road containing one acre (tax parcel ID 1313-87), and 160 Queens Creek Road containing 5 acres (tax parcel ID 1313-85.1). The total acreage requested for rezoning is +/-6.49 acres.

### **Recommended Action:**

1. Hold a public hearing
2. Motion to approve or deny Ordinance 2024-06 to rezone the four parcels identified along Queens Creek Road from O/I (Office Institutional) to B-1 (Business).

**Presenter: Rebecca Brehmer– Projects/ Planning Coordinator CFM, CZO**

60

## Re-zoning Request

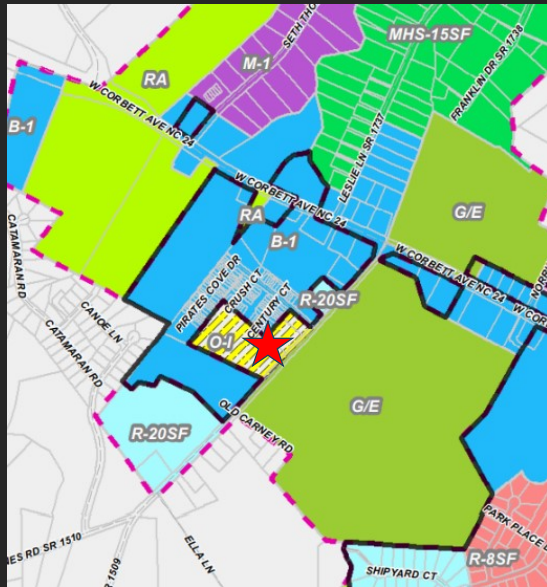
140, 144, 160  
Queens Creek Road

Presenter: Rebecca Brehmer,  
Projects/Planning Coordinator, CFM, CZO

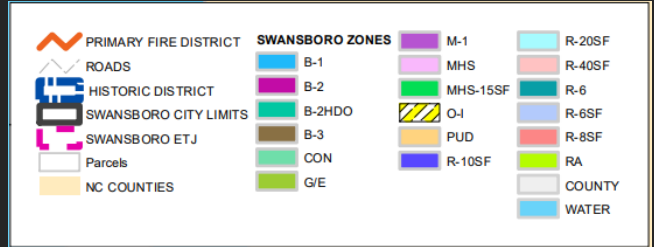


61

# RE-ZONING REQUEST

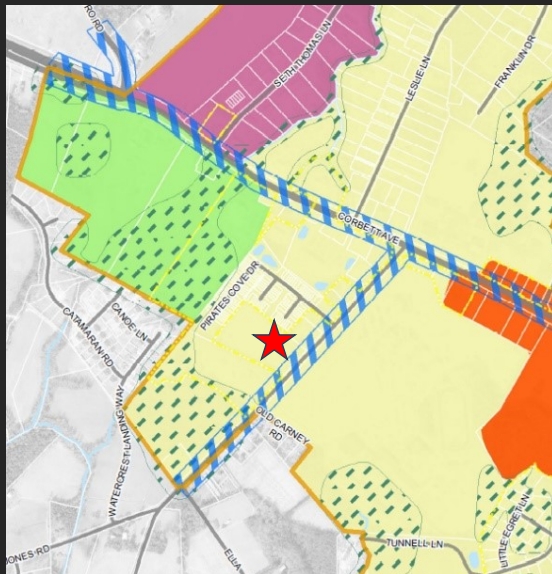


Town Limits Map



62

# RE-ZONING REQUEST



Future Land Use Map



63

## RE-ZONING REQUEST



### GATEWAY CORRIDOR (GC)

*The area around and encompassing NC 24 is the foyer of the community: a place that welcomes travelers and residents alike. For some people, it may be the only part of Swansboro that they see, and the impression it leaves should be reflective of the community's values: welcoming friendliness, coastal charm, and beauty. The appearance and function of this corridor are in need of attention, and updated and enhanced regulation were identified as important to the community. The Gateway Corridor is all lots within 100' of and visible from, or with frontage on NC 24.*

#### CHARACTER

The Gateway Corridor is a new designation intended to enhance the function and appearance of the NC 24 corridor, as well as other main entranceways to the town. Generally, the GC area encompasses properties that are directly adjacent to, visible from, and interact with NC 24, although any regulations developed

64

## RE-ZONING REQUEST

5

### LOW DENSITY / SUBURBAN NEIGHBORHOOD (LDSN)

*This residential neighborhood type generally reflects recent development in Swansboro. Lots are a little larger and although the neighborhood is walkable, most people move into and out of the neighborhood by car. Although some small-scale non-residential or multi-family residential may occur at key intersections or near significant public resources (like parks), this area is primarily single family detached residential homes.*

#### CHARACTER

Almost exclusively single family detached residential, although occasionally more intense development may be allowed near select town infrastructure, such as near large parks. Low intensity, low nuisance nonresidential uses may also be allowed at select crossroads or neighborhood activity centers. Lots are wider and regular.

65

# PUBLIC HEARING

## Text Amendment to Section § 152.179 Table of Permitted/Special Uses and § 152.212 Use Standards to enable Food, Beverage & Craft Processing and Production with Retail Sales

The purpose of this text amendment is to enable food, beverage, and craft processing and production with retail sales in the B2HDO and MI zoning districts.

### ***Recommended Action:***

- 1. Hold a public hearing*
- 2. Motion to approved Ordinance 2024-07 amending section §152.179 Table of Permitted/Special Uses and §152.212 Use Standards to enable Food, Beverage & Craft Processing and Production with Retail Sales.*

**Presenter: Andra Correll– Town Planner AICP**

66

## **Text Amendment to Section § 152.179 Table of Permitted/Special Uses and Section § 152.212 Use Standards**

### **Overview:**

The owners of the Thirsty Mullet located in the Old Post Office want to have the ability to brew craft beer onsite.

Processing and production shall be limited to less than fifty of the subject property in the B2HDO zoning district. Retail sales in the MI zoning district shall occupy no more than 50% of the total square footage devoted to the operation. This use standard is intended for a larger brewery with taproom. These standards would enable breweries, wineries, and specialty foods such as chocolates.

The use is consistent with the descriptions found in Chapter 5 of the 2019 CAMA Land Use Plan Update.

**Presenter: Andrea Correll- Planner AICP**

67



5

Item III - b.

## TRADITIONAL TOWN CENTER (TTC)

*When most people talk about Swansboro, they are talking about the historic district, businesses on Front Street and surrounding "old town" residential neighborhood. Homes and businesses stand side-by-side in a historical development pattern and complement, rather than detract from each other. Many older residential homes have been converted into businesses, with second -story residential, with a working marina directly adjacent. This is an area where uses are mixed both vertically and horizontally.*

*This active, vibrant part of the community is both a window into the past and provides character that defines the community. Using traditional pattern and character to influence future development of small-lot single family homes in other parts of Swansboro, fulfills a strong desire by many in the community to connect people to destinations, especially by non-motorized means.*

68

5

Item III - b.

## EMPLOYMENT / LIGHT INDUSTRIAL (ELI)

*This land use designation primarily occurs off of NC 24 on the western end of Swansboro, including the existing development on Seth Thomas Lane. The light industrial uses involve automotive or vehicular work, storage of goods, and limited manufacturing, which occurs entirely indoors and not likely to be nuisance to neighbors. The expansion of this district provides a prime location for economic development opportunities that could also include warehousing, distribution, office, research and development, tech-flex. The ELI district is distinguished by the look and feel of an industrial park with circulation for*

69

**Text Amendment to Section § 152.179 Table of Permitted/Special Uses and Section § 152.212 Use Standards to enable Food, Beverage & Craft Processing and Production with Retail Sales**

70

## **PUBLIC HEARING**

**Text Amendment to Section §152.009 (E) Maintenance of the Official Zoning Map**

The purpose of text amendment is to enable the time that official zoning maps are to be changed from two weeks to sixty days of notification.

***Recommended Action:***

- 1. Hold a public hearing*
- 2. Motion to approve Ordinance 2024-08 amending Section §152.009 (E) Maintenance of the Official Zoning Map*

**Presenter: Andrea Correll– Town Planner AICP**

71



# PUBLIC HEARING

## Text Amendment to Appendix III Historic District Design Standards, Section 3: Roofs and Section 5: Windows and Doors

The Historic Preservation Commission has recommended amendments to Appendix III Historic District Design Standards, Section 3: Roofs and Section 5: Windows and Doors.

### ***Recommended Action:***

1. *Hold a public hearing*
2. *Motion to approve Ordinance 2024-O9 amending Appendix III Historic District Design Standards, Section 3: Roofs and Section 5: Windows and Doors.*

**Presenter: Rebecca Brehmer – Projects/Planning Coordinator CFM, CZO**

72

# NEW BUSINESS/NON-CONSENT

## Request to Proceed with Cost-Recovery Program

The cost of emergency services is continuously increasing. After evaluating the service users, not residents of Swansboro or Onslow County, further exploration of cost-recovery revenue programs was initiated. Further administrative support and changes are required before officially starting the cost-recovery process.

### ***Recommended Action:***

1. *Approval of Resolution 2024-R6, outlining the establishment of a cost-recovery program.*
2. *Provide the ability to the Town Manager or their designee to enter into an agreement with Fire Recovery USA, LLC to perform the collections.*

**Presenter: Jacob Randall– Fire Chief**

73

# NEW BUSINESS/NON-CONSENT

## Digital Sign Discussion

Discussion and direction on replacement of the digital sign.

### ***Recommended Action:***

*Discuss and direct staff on replacing the digital sign during FY 23-24 budget or submit for consideration in FY 24-25 budget.*

**Presenter: Alissa Fender– Town Clerk**

74

# NEW BUSINESS/NON-CONSENT

## Financial Report

**Presenter: Sonia Johnson – Finance Director**

75

**TOWN OF SWANSBORO  
FINANCIAL REPORT  
(AS OF MARCH 31, 2024)**

REVENUES

EXPENDITURES

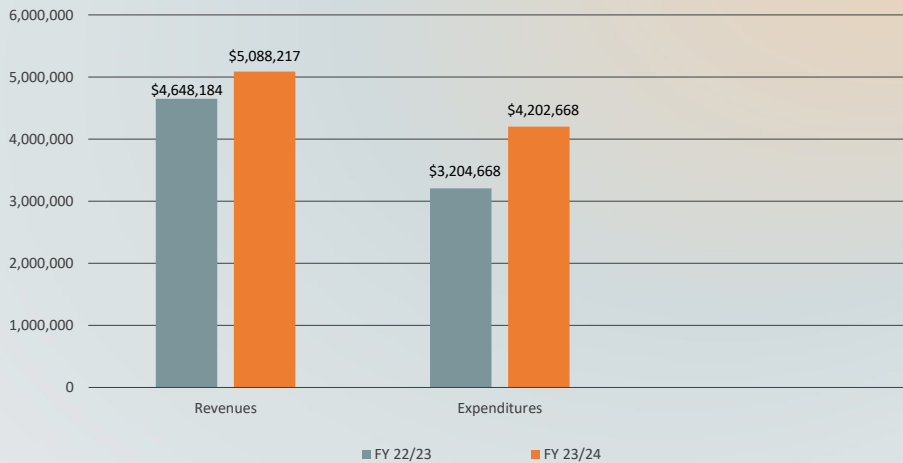
LOAN PAYMENTS

INVESTMENTS

76

**TOWN OF SWANSBORO  
REVENUES/EXPENDITURES  
TWO YEAR COMPARISON  
(AS OF MARCH 31, 2024)**

**GENERAL FUND**



**ENCUMBRANCES INCLUDED**

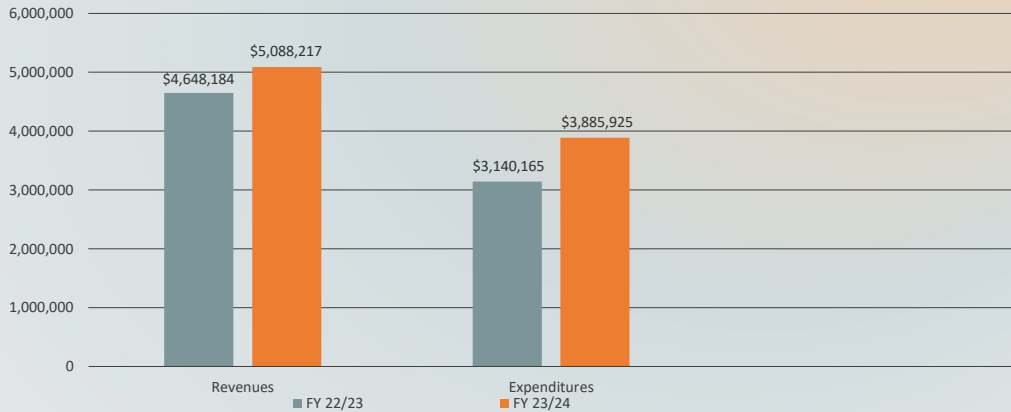
Total Excess of Revenues Over Expenditures **\$885,549**

77

**TOWN OF SWANSBORO  
REVENUES/EXPENDITURES  
TWO YEAR COMPARISON  
(AS OF MARCH 31, 2024)**

**(ACTUAL)**

**GENERAL FUND**



(ENCUMBRANCES NOT INCLUDED)

Total Excess of Revenues Over Expenditures **\$1,202,292**

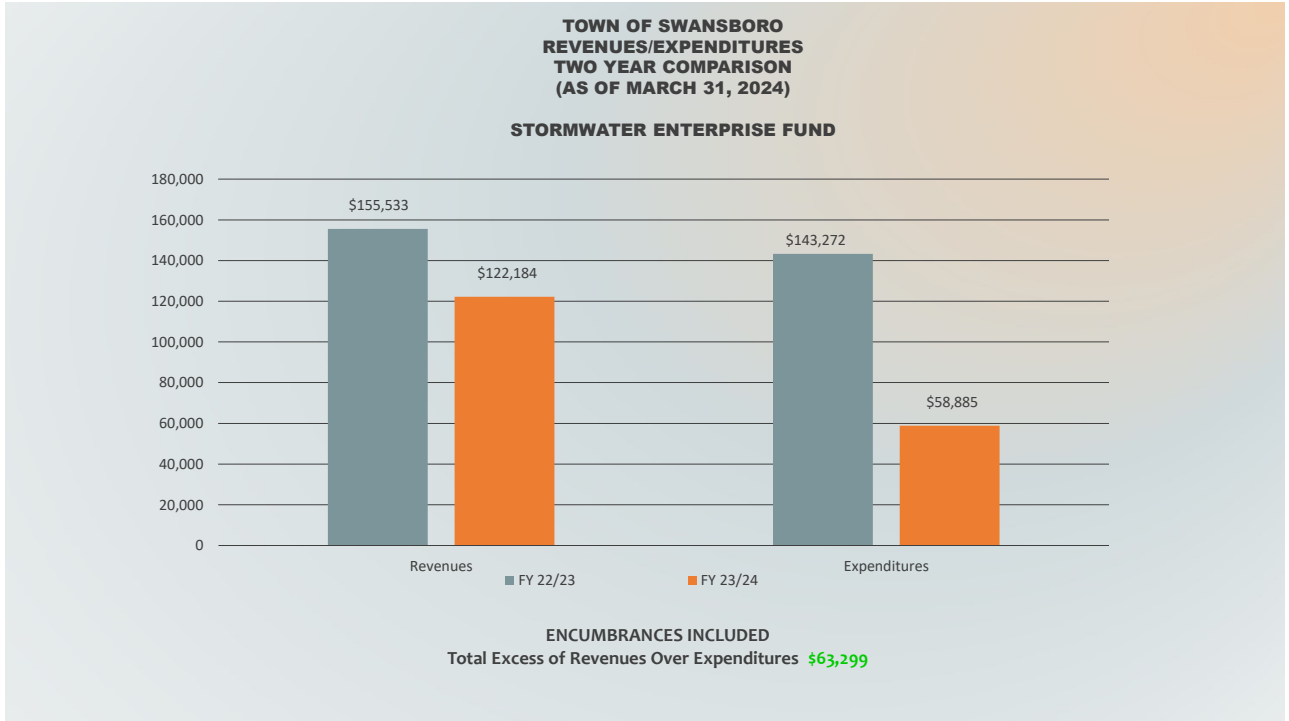
78

DEPT.	BUDGET	YTD ACTUAL	(PURCHASE ORDERS) ENCUMBERED BALANCE	SPENT % March 31, 2024
GOVERNING BODY	43,476	27,764	242	64.4%
ADMIN SERVICES	427,686	312,654	472	73.2%
FINANCE	289,345	211,721	423	73.3%
LEGAL	43,000	39,405	-	91.6%
PUBLIC BUILDINGS	393,435	281,039	2,571	72.1%
FIRE	1,387,639	1,021,719	8,715	74.3%
PERMITTING	389,692	258,837	-	66.4%
POLICE	1,256,251	778,330	25,307	64.0%
PUBLIC WORKS-STREETS	562,648	181,036	248,910	76.4%
POWELL BILL-STREETS	110,094	4,243	489	4.3%
PARKS & RECREATION	359,232	219,808	22,232	67.4%
CHURCH STREET DOCK/VISITOE CENTER	176,327	42,943	3,299	26.2%
EMERGENCY MANAGEMENT	44,306	19,919	620	46.4%
FESTIVALS & EVENTS	124,653	100,850	3,464	83.7%
NON DEPARTMENTAL	583,580	385,657	-	66.1%
<b>TOTAL</b>	<b>6,191,364</b>	<b>3,885,925</b>	<b>316,743</b>	<b>67.88%</b>

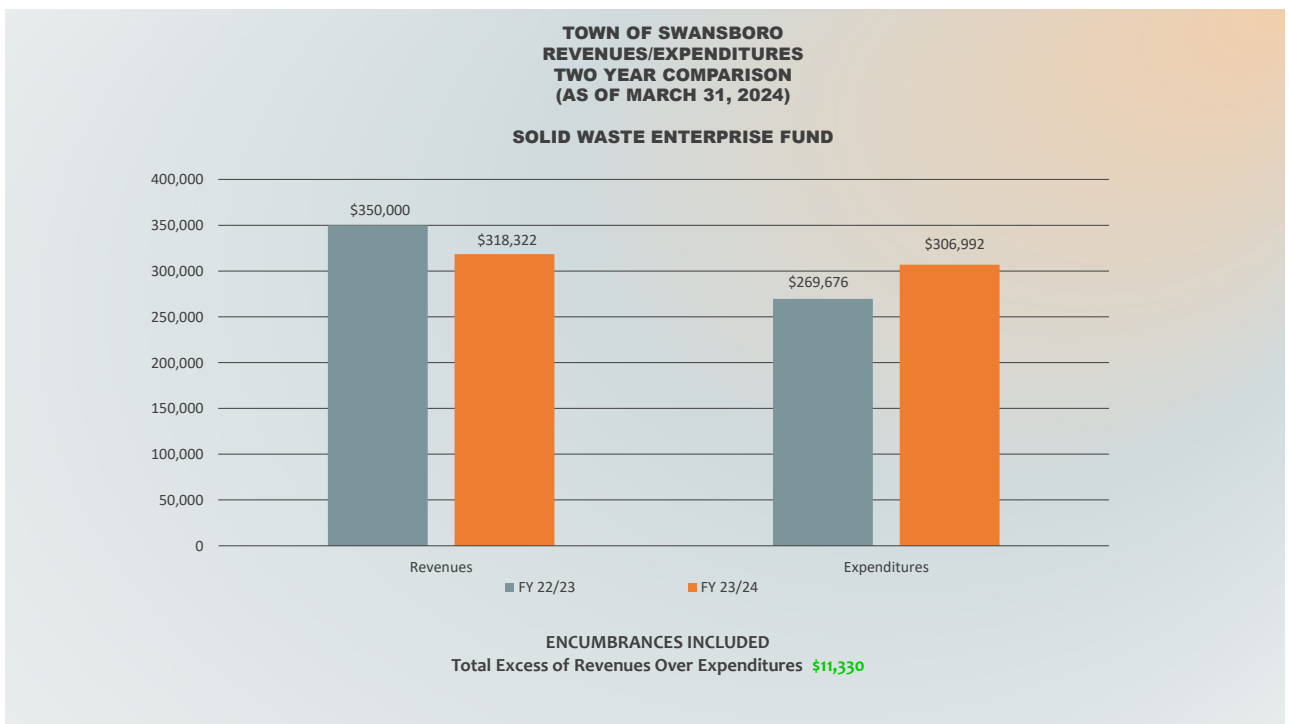
\*\*

79





80



81

**TOWN OF SWANSBORO  
LOAN REPORT  
(AS OF MARCH 31, 2024)**

<b>Item</b>	<b>Principal Balance</b>	<b>Interest Rate</b>	<b>End Date</b>	<b>Annual Debt Service</b>
<b>Town Hall/Tanker</b>	\$317,275	2.69	03/21/2028	\$84,724
<b>Public Safety Facility</b>	\$40,000	2.58	12/22/2024	\$42,064
<b>Fire Truck</b>	\$136,806	2.08	11/01/2026	\$47,512
<b>Sleeping Quarters</b>	\$75,000	2.43	12/14/2026	\$28,038
<b>Grapple Truck/Town Hall Generator</b>	\$93,416	1.72	6/25/2025	\$47,917
<b>Vehicles(Police &amp; Fire Department) &amp; Software</b>	\$67,627	1.84	7/15/2026	\$23,377
<b>Total Debt</b>	\$730,124			\$273,632

82

**TOWN OF SWANSBORO  
CASH & INVESTMENTS REPORT  
(AS OF MARCH 31, 2024)**

**CASH & INVESTMENTS**

<b>BANK</b>	<b>BALANCE</b>	<b>INTEREST RATE</b>
<b>First Citizens Bank</b>	\$175,685	.05%
<b>NC CMT-General</b>	\$6,332,547	5.24%
<b>TD Bank (SCIF Funds for EOC &amp; Sidewalks)</b>	\$6,181,022	5.26%

83

## GRANT UPDATE

	Budget	YTD Expenditures	Encumbrances	Unencumbered
American Rescue Plan Act Fund	\$1,102,599	\$955,329	\$30,874	\$116,396
Swansboro Bicentennial Park Boardwalk Extension	\$277,800	\$140,673	\$0	\$137,127
Emergency Operation Center	\$6,079,782	\$19,543	\$0	\$6,060,239
Emmertton School Repairs	\$424,000	\$17,500	\$18,125	\$388,375
Stormwater Master Plan	\$400,000	\$11,256	\$0	\$388,744
Total Outstanding Grants	\$8,284,181	\$1,144,301	\$48,999	\$7,090,881

84

*Any Questions*

?

85

# 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 and provide any guidance.*

**Presenter: Alissa Fender – Town Clerk**

86

# PUBLIC COMMENT

Citizen opportunity to address the Board.

87



**MANAGER'S COMMENTS**  
Interim Town Manager  
Jon Barlow

88

**BOARD COMMENTS**  
Mayor John Davis  
Mayor Pro William Justice  
Commissioner Jeffrey Conaway  
Commissioner Douglas Eckendorf  
Commissioner Joseph Brown  
Commissioner Patrica Turner

89

ADJOURN