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BOARD OF COMMISSIONERS MEETING AGENDA

Town of Swansboro

Monday, May 23, 2022

Board Members

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

I. Call to Order/Opening Prayer/Pledge

Mayor John Davis

II. Public Comment

Citizens have an opportunity to address the Board for no more than three minutes per speaker regarding items listed on the agenda.

There is a second opportunity at the end of the agenda for the public to address the Board on items not listed on the agenda.

III. Adoption of Agenda and Consent Items

Board of Commissioners

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

Consent Items:

a. Meeting Minutes

March 2, 2022, Planning Retreat

March 14, 2022, Regular Meeting

March 14, 2022, Closed Session

March 28, 2022, Regular Meeting

March 28, 2022, Closed Session

{Note: All Closed Session minutes are sealed upon adoption unless otherwise stated within the motion or as required by state statutes.}

IV. Appointments/Recognitions/Presentations

a. Recognition of Tristan Alvis for his admission to the US Naval Academy

Mayor John Davis

b. Resilient Coastal Communities Program Final Report

Beth Smyre, Dewberry

V. Public Hearing

a. Temporary Sign Allowances

Jennifer Ansell
Planner

At the February 10, 2020, joint workshop meeting of the Planning Board and Board of Commissioners, further direction on temporary sign allowances was provided. Key takeaways included:

- 1) Feather flags are undesirable;
- 2) The 45-day per year allowance for temporary business signs is preferred;
- 3) It is not desirable to allow temporary signs for businesses in shopping centers on undeveloped outparcels;
- 4) An allowance for temporary real estate signs (open house) is desirable;
- 5) The number of temporary signs allowed should be restricted;
- 6) There should be different allowances in the Historic District and these requirements should be vetted by the SHPC; and
- 7) The ordinance needs to be practical and enforceable.

Staff also discovered that there are some inconsistencies with the naming conventions used throughout the ordinance and in the zoning districts shown in the table of permitted signs, so those issues are proposed to be corrected as well. There are also several references to sign types with no regulations, so those are proposed to be deleted. The requirements for political signs have been moved so as not to require a permit, and the regulations modified to be more consistent with the State law.

*Recommended Action: 1) Hold a Public Hearing;
2) Motion to approve, deny or table Ordinance 2022-O4 and adopt a statement of consistency.*

b. Political Sign Requirements

Jennifer Ansell
Planner

An amendment is proposed to clarify the allowances for political signs in order to:

- 1) Align the ordinance regulations with NC GS § 136-32, Regulation of signs;
- 2) Remove the requirement for a sign permit making enforcement more manageable;
- 3) Clarify the penalties for placement of signs which do not meet

these criteria;

4) Clarify the types of signage allowed under this section; and

5) Clarify the size limitations for signage under this section.

Recommended Action: 1) Hold a Public Hearing;

2) Motion to approve, deny or table Ordinance 2022-O5 and adopt a statement of consistency.

VI. Business Non-Consent

a. Financial Report - April 30, 2022

Sonia Johnson

Finance Director

b. Future Agenda Items

Alissa Fender

Town Clerk

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

Recommended Action: Discuss and provide any guidance.

VII. Items Moved from Consent

VIII. Public Comment

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

IX. Manager's Comments

Project Report

April Department Report

Paula Webb

Town Manager

X. Board Comments

Board of Commissioners

XI. Closed Session

Board of Commissioners

Recommended Action: Motion to enter closed session pursuant to NCGS 143.318-11 (a) (6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.

XII. Adjournment

Board of Commissioners

SWANSBORO BOARD OF COMMISSIONERS RETREAT

Hampton Inn, 215 Old Hammock Rd, Swansboro, NC 28584

Wednesday, March 2, 2022 – 8:30 am-4:00 pm

Retreat notes prepared by Facilitator Lydian Altman

INVENTORY OF ACCOMPLISHMENTS FROM THE LAST YEAR	
3	Hiring of new manager (Paula); support of the Board of Commissioners; Paula's plans and accomplishments; transparency of the process
	One-way streets downtown to improve safety and traffic flow
	This Board brings varied backgrounds, many talents, and respect for others
	Adaptability of the Town during Covid re: meetings public events, staff performance, support to the elected body, and transparency of these changes to the public
	Demonstration by Board that they value and the staff (thru hires and resource allocation)
	Actions taken to adopt and support policies that position the Town for resiliency regarding climate change. We can showcase our work to other similarly positioned Towns
	Successful obtained grants to further our work
	State legislators know the Town and our needs
	Newly elected commissioners feel welcomes and embraced by the group; ready to contribute
	Parks, Sidewalks, and Public Safety improvements

SETTING CONTEXT: <i>What are the big changes getting ready to happen that will impact your community (external) and your organization (internal)?</i>		
Area	Change	Implication
POLITICAL	President	
	Pandemic	
	DOT, FEMA, CAMA	Rules
	Historic Area	Regulations
	If we ever went to partisan municipal elections	Not currently under exploration. Could lose contributions of individuals
	Board turnover	Improved group dynamics; learning curve [opportunity to learn and network at NCLM]; refocusing on priorities
	Improved relationship with business community	More responsive government

ENVIRONMENTAL	Coastal community: Stormwater, shoreline, eco system, infrastructure, community education	All takes limited resources (dollars and staff). Challenges are bigger than we are.
	Hurricanes, Severe weather	Costs, planning, recovery
	Sea level rise	Ongoing work means we're better prepared for more frequent storms and higher tides/flooding
SOCIAL	More involvement of advisory boards; Inclusive community; Focus on entire town to participate and engage; Educate residents	Time and effort for staff and Board Additional training needed
	Population growth and resident expectations of different populations	More responsive government (plus above)
	Diversity	Adapting to new/different ideas
	Traffic Out of direct control (thoroughfare, bases, major cities)	Congestion management Impacting sense of place, relationships
	Informed residents	Challenge decisions
TECHNOLOGY	Need upgrades on everything- software and hardware	\$\$ Better prepared and connected
	Attract and retain qualified employees	\$\$
	Future broadband and Wi-Fi availability	Resident Connectivity
	Televised Meetings	Higher expectations
LEGAL	Revaluation by County will increase personal [property taxes	Not affordable; will there be another market drop (like 2008)?
	3 legal cases	Liability; \$\$
	ADA	Ongoing challenge for public facilities: legal challenges, \$\$, planning/staffing
	Risk management	Continuous review and preventive measures
ECONOMIC	Rise in housing valuation	Ability to Increase tax base is restricted when growth is outside jurisdictional boundaries with an ability to annex or offer water and sewer incentives
	Economic Development Strategic plan	No unity on how to implement or what priorities are
	If/when hotel comes,	

	If/when tenants come to Industrial Park or adjacent property,	do we have plans and staff to accommodate?
	I-74 extension	
	Commercial recruitment & Incentives	What could impact be to tax base?
	Offshore Wind	Potential manufacturing opportunities b/c of MHC port

What are our short-term goals and actions for the next 12-18 months?

A. Historic District Preservation:

1. Committee's clarity of purpose and function:
 - Education of resident and Board of Commissioners (BOC) about historic district
 - Authority lies within overlay district
 - Maintain district as integral to the Town's success
 - Develop a long-term plan of action for the district
 - Request budget from BOC to fund strategies
 - Potentially review and award grants
 - Make recommendations to BOC for how money is spent for repairs within the district.
 - Develop guidelines for distributing any grants directly to homeowners.
- Town's Authority
 - Enforcement of ordinances [related to District] by Town Staff
 - Can't earmark funds for repairs
 - Can use general funds to educate about rules and responsibilities within historic district

ACTIONS:

- ❖ Town will explore whether Tourism Development Authority could allocate funds towards Historic Preservation. Also, what are the options regarding fundraising? IS there any other research needed to inform discussion below.
- ❖ Architectural survey to determine additional homes to be included in historic district.
- ❖ Set up joint meeting between BOC and John Wood, Historic expert with State, to gather first-hand information about the Seven Things Historic District could do"

B. Sidewalks:

Priority 1 (NC24 connections) complete.

Priority 2 (two sections along Old Hammock Rd.) Section 1 is ready for installation. Section 2 – some easement work pending and additional funding needed.

Priority 3 – not funded and no surveying/design work done

- There was support for all 3 priorities and allocating \$100,000 award towards completing Priority #2.

ACTIONS:

- ❖ Get report from DOT for Town's costs on remaining work to be done on Priority #2, Phase 2. Once this is known, consider allocating \$200k in ARP monies towards Priority #2, Phase 2.
- ❖ Establish current cost of completing Priority #3 (if previous estimate was 150-200k).
- ❖ Consider adopting previous policy of setting aside \$100,000 per year in CIP to fund sidewalk priorities.
- ❖ Update the Sidewalk Plan to Include:
 - a. Extend Main Street Extension to connect neighborhoods to downtown to encourage more walking.
 - b. Add a crosswalk. Check with DOT if they do this.
 - c. If church is built, require sidewalks by developer of Harbor Church property.
 - d. Fill in any blank spots along the route.

C. Employee Pay:

Questions & Feedback:

- Don't offer below starting minimum during probationary period.
- Monitor need to align starting pay with the \$15/hour adopted by Federal Government since local market is influenced by that decision.
- Do we need to reassess job titles and descriptions? Are employees doing what's currently written? Is the Scope of Work accurate?
- Too much difference between Recreation Coordinator and top Department positions. Utilize Parks and Recreation resources at NCSU.
- Some felt Fire and Police Chiefs need more compensation for their level of responsibilities.
- Bring back options at budget time:
 - 2% raise
 - 2%+ (address minimum wage movement)
 - 2%+ (address position concerns)

D. Emergency Operations Center:

\$6 million grant is to Emergency Operations Center (EOC).

- What are total needs, e.g., EOC and public safety, now and into the future (20 years)?
- Who can help determine needs?
- Can one facility serve all needs?
- Are there options for shared space for EOC and Public Safety building?
- How can the Wooten Report concept inform the decision going forward?

ACTIONS:

- ❖ Establish a committee of 8-10 to determine needs, establish elements of a Request for Proposal, and make recommendations to the BOC for moving forward.

- Members could include: Any RFP would be open for public input, too.
 1. Town Manager
 2. Fire Chief
 3. Police Chief
 4. BOC Rep
 5. Planning Board Rep
 6. Community Member with relevant expertiseⁱ and/or interest
 7. Community Member with relevant expertise and/or interest
 8. Community Member with relevant expertise and/or interest
- Committee responsibilities could include:
 - Site visits to other areas to view joint/single operations
 - Seeking expertise for joint operations
 - Evaluating the Wooten plan for elements to include in the RFP
 - Develop projected timeline of activities

E. Economic Development Strategic Plan and Committee:

Summary of report:

- Independent group but affiliated (undefined) with Jacksonville/Onslow Economic Development Commissions [501(C)3 org].
- Regional focus to promote and recruit appropriate industrial development.
- No current bylaws or required number of members, although there is a draft of how members are appointed.
- No existing BOC endorsement of the group (this seems in dispute)
- Funding includes contributions by private businesses.
- Potential areas of cooperation: industrial park, feasibility study, consistency with Land Use Plan

ACTIONS:

- ❖ Request Steering Committee to follow through with “White Paper” document

Creating an Effective Governing Team: How will we get this work done?

Operating Principles: As a governing team, we want to hear people say that we:

- ❖ Demonstrate transparency by making decisions in public meetings and being consistent in how we approach our work.
- ❖ Leverage our strengths and expertise.
- ❖ Accomplish things and get stuff done.
- ❖ Take good care with the public’s money.
- ❖ Listen to each other and value others’ comments.
- ❖ Reach out to staff proactively for research so we are prepared, and our decisions are well-informed.
- ❖ Treat people equitably so all voices have equal weight.

- ❖ Make policy based on what's best for the Town, without personal credit or agenda.

To uphold our Operating Principles, we will take the following ACTIONS:

- ❖ Revisit our Code of Ethics annually, or as needed.
- ❖ Improve meeting efficiency by
 - Closely following our agenda and avoiding tangents. "Call for the Question" when needed.
 - Take actions on the items identified in our agenda
 - Call ahead with questions so that staff can prepare you before the meetings
 - Enforce the adopted 3-minute time limit for public comment and consider setting informal time limits on the amount of discussion by BOC, too
- Refer resident complaints and communications to the Town Manager. This is the appropriate role for the Manager to play as she is responsible for overseeing departments, evaluating performance, and ensuring consistency of service across the organization.

Evaluation of the Day	
What worked well?	What would you do differently?
<ul style="list-style-type: none"> • Food, location • Open and frank talk • Less formal, more personal • Get to know one another • Better understanding of our challenges 	<ul style="list-style-type: none"> • Opportunity for more informal time together

Raised but not discussed:

- What are the expectations of BOC members as liaisons to various advisory boards?
What information is expected to be shared between the two boards?
-

**Town of Swansboro
Board of Commissioners
March 14, 2022, Regular Meeting**

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

Call to Order/Opening Prayer/Pledge of Allegiance

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

Public Comment

Alexander Jackson of 71 Crush Court urged the Board to resolve the Charleston Park Subdivision situation and give the residents the service they deserve.

Adoption of Agenda

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

-Resolutions/Proclamations

State Capital and Infrastructure Fund Directed Grant Appreciation

Business Non-Consent

Future Agenda Items

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.

Mrs. Fender shared that an application for a Special Use Permit has been received and was anticipated to be on the April 25, 2022 meeting.

The following items were addressed:

- Considerations for Swimming Pool discussion to be on a future agenda was denied. Such discussion should proceed through the appropriate process for projects.
- Presentation from Swansboro Area Economic Development would be scheduled for a future meeting

Public Comments

None.

Manager's Report/Comments

In addition to the report provided in the agenda packet, Manager Webb requested date considerations for a Budget Workshop. The Board agreed to hold the workshop on April 4, 2022, starting at 4pm.

Board Comments

Commissioner Philpott shared that at the recent JUMPO meeting details were shared that improvements on Queen Creek Road for a signal at the High School was progressing. In regard to a project for Light Industrial Work in the Seth Thomas area, there was inquiry if a Traffic Study could be conducted, he informed them that the Board had not reviewed/discussed improvements for that area.

Commissioner Pugliese inquired on status of 2 Special Use Permits that were issued and extended. Planner Ansell shared that the Blazing Bird was progressing and close to completion and One Harbor Church has not submitted anything further.

Closed Session

On a motion by Commissioner Turner, seconded by Commissioner Philpott, with unanimous approval, the board entered into 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.

Pursuant to a motion duly made in closed session, the Board returned to open session. It was noted that no action was taken.

Adjournment

On a motion by Mayor Pro Tem Tursi, seconded by Commissioner Conaway, the meeting adjourned at 7:20 pm.

**Town of Swansboro
Board of Commissioners
March 28, 2022, Regular Meeting**

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

Call to Order/Opening Prayer/Pledge of Allegiance

The meeting was called to order at 5:35 pm. Mayor Davis led the Pledge of Allegiance.

Public Comment

Junior Freeman shared that he desired appointment to the Emergency Operations Center Committee and provided the Board with a history of his background experience.

Adoption of Agenda

On a motion by Commissioner Philpott, seconded by Commissioner Turner, the Agenda was amended to add Resolution 2022-R5 Creating the Emergency Operation Center Committee to consent and the below tax refunds were unanimously approved.

Adams, Timothy Leroy & Christa Anna	\$5.81	Tag Surrender
Baldwin, Eric C	\$140.04	Tag Surrender
Urban, Jacob Ryan	\$56.95	Military

Business Non-Consent

Board Appointments

Due to resignations, there were appointments needed for the Board of Adjustment and Historic Preservation Commission.

On a motion by Commissioner Turner seconded by Commissioner Pugliese, Dusty Rhodes was appointment to the Board of Adjustment.

Board members did not make any appointments to the Historic Preservation Commission and requested that those interested in appointment attend the next meeting to provide further details on their experience. In the mean time it was requested to continue to sharing that applications were still being accepted.

Text Amendment/Town Code Chapter 74 Traffic Schedules - IV. Left turns; right turns; and VI. Speed limits

Police Chief Jackson shared that consideration had been requested to review and change the speed limit from 20 mph to 5 mph on Front Street and the portion of Church Street between front Street and Water Street. Presently there were no speed limit signs and two 5 mph signs were requested.

In review of this consideration, additional edits to this chapter were needed to address other changes that have been made over the years but not updated in the Town Code.

In response to inquires from the Board Chief Jackson confirmed that 5 mph was appropriate for the area due to pedestrians coming out from between parked vehicles in addition to crossing at intersections.

On a motion by Mayor Pro Tem Tursi, seconded by Commissioner Conaway, Ordinance 2022-O3 Amending the Town Code Chapter 74 Traffic Schedules - IV. Left turns; right turns; and VI. Speed limits was approved unanimously.

Budget Ordinance Amendment #2022-8

Finance Director Johnson reviewed that the initial concept for the Walnut Street Outfall Retrofit was expected to be a relatively simple underground infiltration practice.

However, following some analyses, it was determined that the infiltration rates of the existing site are not high enough to fully manage the stormwater. A new concept had been proposed by the NC Coast Federation with an engineered media and underdrain system. This would require more fine grading work and new structures along the outfall line. Overall, the scope of work had become more complex and would be better served by hiring a contractor who will be able to devote 100% of their time and energy on the project.

Mayor Pro Tem Tursi requested to be recused from voting because he was on the Advisory Board for the NC Coastal Federation. On a motion by Commissioner Pugliese, seconded by Commissioner Philpott, Mayor Pro Tem Tursi was recused from voting unanimously.

On a motion by Commissioner Pugliese, seconded by Commissioner Conaway, Budget Ordinance Amendment 2022-8 was approved. (4-0)

Adopting a Grant Project Ordinance for an Emergency Operations Center

Finance Director Johnson reviewed that the NC Office of State Budget and Management was administering the State Capital and Infrastructure Fund (SCIF) Directed Grants as appropriated by the North Carolina General Assembly in the Current Operations Appropriations Act of 2021. The Town was awarded \$6,000,000 to build an Emergency Operations Center.

On a motion by Commissioner Philpott seconded by Commissioner Turner, an ordinance to establish a Grant Project Ordinance for the Town of Swansboro State Capital and Infrastructure Funds, and to authorize the Town Manager and Finance Director to take all actions necessary on behalf of the town council to receive the grant funds was approved unanimously.

Financial Report - January 31, 2021 - Finance Director Johnson reviewed details from the monthly financial report, attached herein.

A request was made for the \$6,000,000 State Capital and Infrastructure Funds to be separated out on future reports.

Future Agenda Items

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:

- Schedule a special joint meeting with the Emergency Operation Center Committee

Public Comments

No comments were offered.

Manager's Report/Comments

Manager Webb entertained any questions from the managers brief in the packet. In reference to the brief there were not further inquires.

Board Comments

Board members shared their fondness of Manager Webb's report she emailed.

Closed Session

On a motion by Commissioner Pugliese, seconded by Commissioner Conaway, with unanimous approval, the board entered into closed session pursuant to NCGS 143-318.11 (a) (3, 4, & 5) to allow the Town Attorney to provide updates on legal matters under the attorney-client privilege, discussion related to the industry or other businesses potential to the area, and to instruct the public body's staff on negotiating terms for property acquisition.

Pursuant to a motion duly made in closed session, the Board returned to open session. It was noted that no action was taken.

Adjournment

On a motion by Commissioner Turner, seconded by Commissioner Philpott, the meeting adjourned at 7:06 pm.

NORTH CAROLINA RESILIENT COASTAL COMMUNITIES PROGRAM SWANSBORO

Final Deliverable - Resilience Strategy

MAY 2022



SUBMITTED BY

Dewberry Engineers Inc.
2610 Wycliff Road, Suite 410
Raleigh, NC 27607
919.881.9939

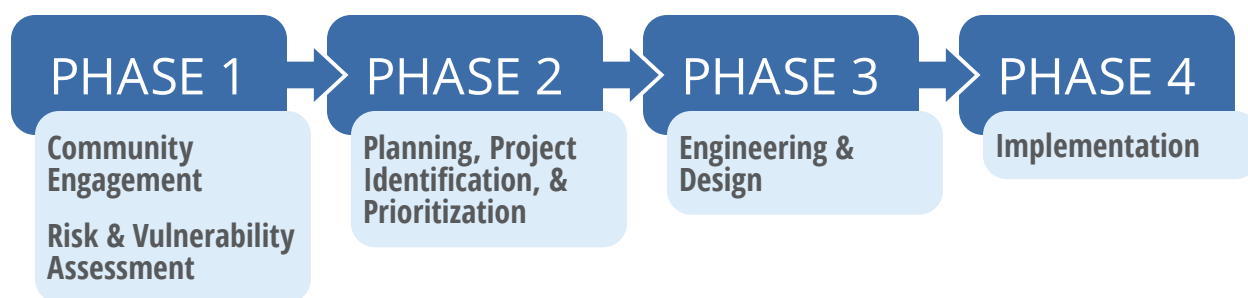
SUBMITTED TO

Town of Swansboro
601 W. Corbett Avenue
Swansboro, NC 28584
910.326.4428

NC Division of Coastal Management
400 Commerce Avenue
Morehead City, NC 28557
252.808.2808

SUMMARY

The Resilient Coastal Communities Program (RCCP) is a grant program administered by the North Carolina Division of Coastal Management (NCDCM). The program objectives are to address barriers to coastal resilience in North Carolina, to assist communities in the preparation of risk and vulnerability assessments and the development of projects to address community risks, to advance coastal resilience projects to construction, and to link communities to funding streams for project implementation. The RCCP emphasizes the identification of, and outreach to, traditionally underserved communities. It also emphasizes the incorporation of natural or nature-based solutions (NNBS) to address community vulnerabilities. As of May 2022, the first two phases of the RCCP are underway, with two additional phases scheduled to begin later in 2022 and subsequent years. The phases of the RCCP are illustrated below.



The Town of Swansboro, North Carolina was selected for Phase 2 of the RCCP in 2021. The Town previously completed a Vulnerability, Consequences, and Adaptation Planning Scenarios (VCAPS) analysis in 2018 that identified critical infrastructure and assessed the Town's risk and vulnerability to coastal hazards. During Phase 2 of the RCCP process, using information from the VCAPS, the recent CAMA Land Use Plan Update, other regional planning efforts, and input from a Community Action Team (CAT), the Town identified and prioritized a series of projects to address coastal hazards.

Project Portfolio Focus

- **Stormwater Mapping**
- **Halls Creek Stream Restoration**
- **Hawkins Creek Stream Restoration**
- **Water Street Rehabilitation**
- **Public Engagement and Education Campaign**

Community input and the CAT identified flooding damage, especially along the waterfront areas, from various storm events as a primary concern. The same input identified a series of roadways and several stream and wetland systems as critical assets of concern. To address the vulnerabilities to these assets, the resulting project portfolio emphasizes stormwater asset mapping and condition assessment as well as targeted stream restoration to improve ecosystem health and water quality. The CAT identified seven projects for the RCCP project portfolio, which may be implemented under later phases of the RCCP or under other federal, state, or local resilience programs. The enclosed report provides a more in-depth look at the RCCP process and the major outcomes of the effort.



I. Vision and Goals

Swansboro is surrounded on three sides by water, bounded by the White Oak River, Queens Creek, Hawkins Bay, and the Intracoastal Waterway. As a result, the Town experiences flooding from coastal storm surge, tidal and riverine flooding, and heavy rainfall events. Based on input from the Community Action Team (CAT), Swansboro's desire is to be prepared for the future – specifically the challenges of rising water levels and climate change – in order to preserve the Town's character and critical assets, including historic downtown Swansboro. To meet this vision, the Town is focused on implementing the 2019 CAMA Land Use Plan, reassessing and updating the results from the VCAPS analysis, addressing stormwater infrastructure needs, and restoring streams and wetlands.

Community Vision

Be prepared for the future - specifically for rising water levels and climate change – in order to preserve the Town's character and critical assets, such as historic downtown Swansboro.



II. Community Action Team (CAT)

The Resilient Coastal Communities Program (RCCP) process requires each community to establish a multi-disciplinary CAT composed of diverse stakeholders to provide input throughout the process and to engage the community. Under-represented communities should be reflected in the CAT and in community engagement efforts. Swansboro's CAT was established through input from Town staff and is listed in **Table 1**.

CAT meetings were held in November 2021 and March 2022; a summary of each meeting is included in **Appendix A**. The CAT membership included Town staff and officials with a range of experience and provided insight on historic hazard planning efforts and infrastructure needs. The CAT noted general community support for resilience efforts and for options that included natural or nature-based solutions (NNBS) where feasible. While the Town had recently completed the Vulnerability, Consequences, and Adaptation Planning Scenarios (VCAPS) process and the 2019 CAMA Land Use Plan, the CAT noted that there were some concerns with the findings in the VCAPS (as it was completed on a limited timeframe) and that further vulnerability analysis was warranted.

TABLE 1: COMMUNITY ACTION TEAM

NAME	POSITION
Frank Tursi	Mayor Pro Tem / Board of Commissioners
Scott Chadwick	Planning Board Chairperson
Christina Ramsey	Planning Board Vice-Chairperson
John Freshwater	Engineer, Flood Management Appeals Board Chairperson
Paula Webb	Town Manager
Alissa Fender	Town Clerk/Admin Services Director
Jennifer Ansell	Planner

In the initial discussion of potential project opportunities, the CAT cited disaster recovery, stormwater management, and hurricane response as primary needs to be addressed. The initial projects recommended for consideration included stormwater system mapping, establishing a pump system similar to other area communities, and relocating utility lines underground.

The CAT recommended a two-pronged approach for public involvement in order to provide multiple participation opportunities during the COVID-19 pandemic. In-person meetings that utilized an open house/drop-in approach were preferred, but an online component was recommended for those who could not attend. A public meeting and corresponding online survey were developed in response to these recommendations; the public engagement effort is detailed in **Section III**.



Following the public meeting, the CAT reviewed the public feedback and refined the proposed project portfolio. As discussed in **Section VI**, community-wide stormwater infrastructure mapping as well as stream restoration along Halls Creek and Hawkins Creek were cited as top community priorities. However, the CAT expressed disappointment over the relatively low participation in the public meeting and corresponding online survey; in response, a recommendation for an ongoing public engagement and education program focused on sea level rise impacts and resilience improvement was included in the project portfolio. In order to address current stormwater management challenges in the historic downtown area, the CAT also recommended the inclusion of the proposed Water Street Rehabilitation project in the portfolio.



III. Stakeholder Engagement Strategy

Public engagement efforts used a combination of an online survey and in-person meeting to reach as much of the community as possible while adhering to safety guidelines due to the COVID-19 pandemic.

The purpose of the public engagement was to capture feedback on the types of hazards that impact the Town of Swansboro and the locations that have experienced impacts. The engagement effort also sought feedback on proposed options to address these hazards and the types of projects that should be implemented.

An online survey was created and vetted with the CAT before being posted on the Town of Swansboro's website. The survey was available from February 8 through March 21, 2022. Additionally, a drop-in meeting was held on February 23, 2022 from 4:00 p.m. – 6:00 p.m. at Town Hall and provided the community an opportunity to learn more about the RCCP, ask questions, and provide input. The public meeting was advertised through the Town's existing constant contact mailing list and official social media sites. A copy of the survey and other public engagement materials is included in **Appendix B**.

During the public engagement period, 96 responses to the survey were received, including 89 online responses and 7 responses at the public meeting. The major findings from the survey, and the input provided at the public meeting, include:

- Flooding is the most prevalent coastal hazard that concerns residents, with storm surge and heavy rainfall events named as the main sources.
- Roadways, utilities, the shoreline, wetlands, and streams were noted as the critical assets most affected by flooding.
- To address concerns to critical assets, the community indicated that upgrading the stormwater facilities (pipes, drainage ditches, culverts), strengthening the power grid, addressing shoreline erosion, and restoring wetlands and streams were areas for the Town to focus potential projects.
- While all of the projects listed in the survey received support, mapping and improving existing stormwater control devices received the most support by a small margin.

Survey participants were also given an opportunity to identify specific locations where improvements are needed and the solution that would best address the problem. Write-in suggestions included stricter zoning requirements to limit impervious surface area, reforestation to address trees lost due to storms, and extending the sewer system to all residents still using a septic system. Full details of the survey results can be found in the **Appendix B**.





IV. Review of Existing Local and Regional Plans

Swansboro has participated in several local and regional planning efforts that were aimed at increasing resiliency for North Carolina's coastal communities. Specifically, the 2019 CAMA Land Use Plan Update, along with the 2018 Vulnerability, Consequences, and Adaptation Planning Scenarios (VCAPS) effort identified Swansboro's critical assets and summarized a risk and vulnerability assessment. **Section V** of this report summarizes these two efforts, and **Table 2** lists previous efforts to identify Swansboro's critical assets and potential options to address coastal hazards.

TABLE 2: EXISTING LOCAL AND REGIONAL PLANS

YEAR	TITLE	DESCRIPTION
2006	Hawkins Creek Watershed Protection and Restoration Planning Study	Facilitate future planning for the Hawkins Creek Drainage Basin to restore the ecosystem.
2015	Hazard Mitigation Plan (Annex 5 to Onslow County Hazard Mitigation Plan)	Document includes hazard identification, vulnerability assessment, and mitigation strategies.
2017	Hurricane Matthew Resilient Redevelopment Plan – Onslow County	Identifies county-wide needs for recovery and redevelopment from Hurricane Matthew.
2017	Swansboro Watershed Restoration Plan	Framework for addressing water quality issues and restoring the watershed to its pre-development hydrology.
2017	Swansboro Watershed Restoration Plan	Plan addresses goals and methods to reduce overall stormwater runoff to improve water quality.
2018	Strategic Economic Development Plan	A 20-year vision to mitigate the effects of growth, while preserving the town's character.
2018	Vulnerability, Consequences, and Adaptation Planning Scenarios (VCAPS)	Outlines potential vulnerabilities and outcomes that could be anticipated from climate related incidents.
2019	CAMA Land Use Plan Update	The document serves as a comprehensive land use plan for the Town and includes plans for preserving historic downtown, addressing traffic congestion, restoring wetlands, and managing growth. It recommends that sea level rise be considered during any new building and that updated building codes be followed.



V. Previous Risk and Vulnerability Assessment Efforts

Swansboro previously participated in the Vulnerability, Consequences, and Adaptation Planning Scenarios (VCAPS) process, an interactive planning process facilitated by the NC Sea Grant. This process aims to identify areas prone to flooding and storm damage.¹ Swansboro completed the VCAPS process between 2018 and 2019 in support of its 2019 CAMA Land Use Plan, which summarizes the Town's resource inventory, discusses resiliency and climate adaptation strategies, and defines planning goals and objectives. As part of the VCAPS process, Swansboro also identified critical assets and analyzed the impact to these assets from multiple hazards to support the plan update. VCAPS represented an important step for Swansboro to begin to assess its resilience; however, the RCCP CAT expressed concerns with the findings of the VCAPS and identified the need for a deeper dive into the Town's vulnerable and at-risk assets.

Through the VCAPS, Swansboro mapped identified assets and overlaid them with available flood datasets to identify the assets most exposed to flooding under specific events and those that may be exposed in the future due to sea level rise. These assets were categorized into built infrastructure (historic downtown, emergency and Town government facilities, utilities, pump stations and schools) and natural infrastructure (wetlands, streams, marshes, pocosins, and estuary habitat).² As expected, low-lying areas with wetlands and sensitive habitat, built infrastructure close to the waterfront, and the historic downtown are especially vulnerable to flooding hazards. One of the goals set by the CAMA Land Use Plan Update for Swansboro was to build community resilience in a changing environment.³



- 1 Stewart, Inc. (2019). CAMA Land Use Plan Update; Pg. 27
- 2 Stewart, Inc. (2019). CAMA Land Use Plan Update; Pg. 27
- 3 Stewart, Inc. (2019). CAMA Land Use Plan Update; Pg. 35



VI. Project Portfolio

Utilizing feedback from the public and input from the CAT, a list of projects to address specific coastal hazards and recommended locations was developed. The Project Portfolio, summarized in **Appendix C**, lists the following information on each project:

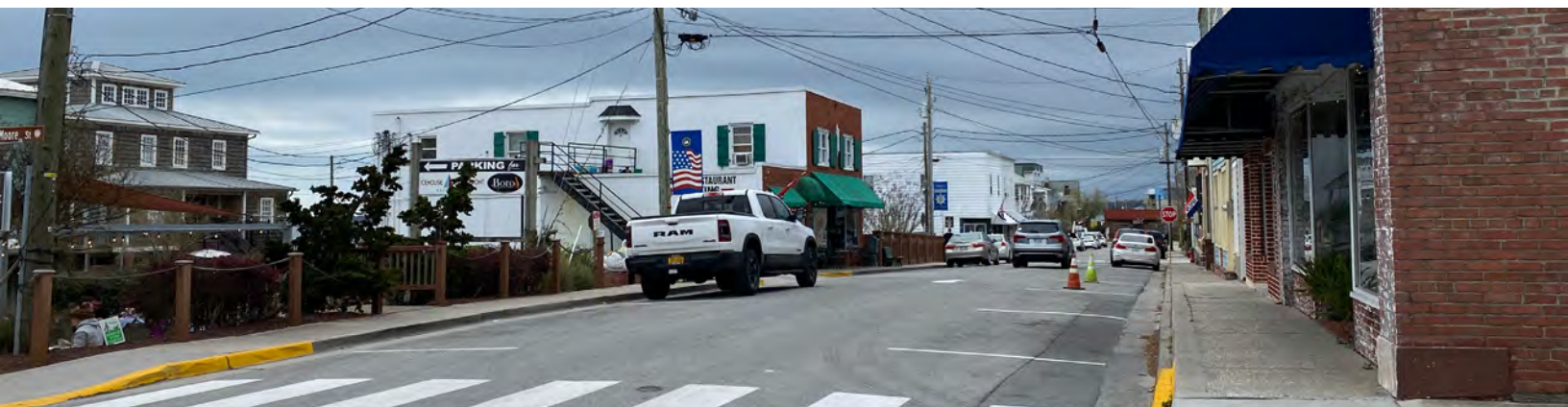
- Project title and description
- Anticipated cost and needs addressed
- Funding status
- Natural or Nature-Based Solution (NNBS) Opportunity
- Project timeline and priority

Factors considered in the development of the Project Portfolio include:

- Inclusion of natural or nature-based solutions (included in the RCCP criteria)
- The need(s) addressed and the scope of the project's benefit
- Project implementation timeline (i.e. an emphasis on shovel-ready projects)
- Other potential funding sources for the project
- Community input and support

Table 3 highlights the top three project priorities included in the Portfolio; the remaining projects are detailed in **Appendix C**.

TABLE 3: PROJECT SUMMARY	
PROJECT	DESCRIPTION
Stormwater Infrastructure Mapping	Map stormwater management and treatment facilities, analyze system needs, incorporating data on sea level rise and future floodplain locations.
Halls Creek Stream Restoration	Implement restoration projects to improve water quality and related ecosystem services along Halls Creek.
Hawkins Creek Stream Restoration	Implement restoration projects to improve water quality and related ecosystem services along Hawkins Creek.





VII. Conclusions and Future Opportunities

Phase 2 of the RCCP provided Swansboro with an opportunity to build upon previous planning efforts and establish a solid Project Portfolio to guide the Town in applying for project funding. Potential funding sources include Phases 3 and 4 of the RCCP, which funds the engineering and construction, respectively, for projects that meet specific identified needs in the community. As not all of the projects identified in this process will be eligible for funding under the RCCP, other potential funding opportunities at the federal, state, and local level have been identified to the extent possible.

Based on the feedback from the public and the CAT, Swansboro's leadership and staff recognize the impacts that coastal hazards, particularly storms, have on Town facilities and residents, and they understand that these impacts are expected to continue and even worsen in the future due to sea level rise and related climate changes. The projects included in the Project Portfolio, including infrastructure mapping, wetland and stream restoration, infrastructure improvements, and community outreach, represent opportunities to identify and address infrastructure needs to meet current and future flooding challenges and to improve ecosystem and water quality throughout the community.

In addition to infrastructure improvements, public education and community outreach was cited as a critical need. The CAT noted the importance of educating community residents and business owners on the challenges to be faced in the future from sea level rise and likely increases in storm-generated flooding. The Town can use the outreach process conducted under the RCCP to develop and implement a broader engagement and education program, focusing on the impacts of climate change and the role resilience planning plays in infrastructure development.

While it provided important background for the development of the Project Portfolio and the overall RCCP effort, Town staff and the CAT noted concerns with the findings of the 2018 VCAPS analysis. A new risk and vulnerability assessment, one that re-examines the potential impacts and vulnerabilities of key community assets, may be valuable in order to sharpen the focus of future resilience projects and identify more detailed infrastructure improvements that can address community needs.

Acknowledgments

We would like to thank the Town of Swansboro for its efforts associated with the development of this report and the Project Portfolio. In particular, we would like to thank Paula Webb, Alissa Fender, Jennifer Ansell, and the rest of the Community Action Team for their honest feedback on the community's needs and the challenges that have been faced historically in addressing these needs. We also thank Mackenzie Todd of the N.C. Division of Coastal Management for the guidance and insight she provided throughout this process.

APPENDIX A COMMUNITY ACTION TEAM MEETINGS

MAY 2022



SWANSBORO CAT MEETING #1 DISCUSSION

DATE: November 17, 2021

TIME: 1:00 p.m.

LOCATION: Swansboro Town Hall

PURPOSE: Swansboro Community Action Team Meeting Discussion Notes

SUMMARY DATE: November 22, 2021

Discussion

1. Resilience Needs/ Projects to Address Needs:

Based on events to date, what do you see as the community's biggest needs? (What keeps you up at night?)

- Disaster recovery: Generator needed at Swansboro High School (local shelter), and concerns about several nursing homes located in community.
 - o May have funds allocated in the new state budget to construct EOC/police/fire department facility; however, construction could still be a few years out.
 - o Special concern for nursing homes within town. Many people were without power after the last storm and had to utilize the local shelter.
 - o Hazard mitigation funding available annually that may cover generator or other needs (have \$19 million annually for next two years). High school is primary shelter, Methodist Church is second shelter.
- Stormwater management: The Town currently charges residents a fee to fund stormwater improvements. The Town is currently reactive as it pertains to stormwater improvements; it needs a plan in place to get ahead of issues. All creeks in Town are impaired. A plan to move stormwater quickly may address local flooding, but doesn't address water quality. Look at creek heads and the stream restoration process. Handle in a way that coincides with the regional watershed management plan; it includes a figure of how much stormwater must be reduced.
 - o Issue with having no say with other permits being issued, or NCDOT projects.
 - o ONWASA has challenges with some of the pump stations, especially when the highway is damaged.
 - o Existing stormwater facilities need to be mapped in order to know what needs to be addressed; this should be a top priority.
- Climate change may not be a "need", as the community's focus is on addressing the consequences of climate change. It impacts everything else on the proposed needs list.
- Change "Hurricane Evacuation" need to "Hurricane Response" to account for those who remain in place, or stay in the area.
- The nearest NOAA tide gauge is at Beaufort Inlet, with data extrapolated. Going to have one at the harbor in town so that community has real-time tide data (local vs. extrapolated).

What projects do you think should be implemented to address the community's needs?

- Need a map of the entire stormwater system, including the underground drains. Don't know how old they are, where they start. This is a primary project need.
- Emerald Isle has an emergency management plan that allows for pumping once water is above 6" is on road; water quality drops out at that water level.

- Referenced Dr. Hunt's presentation based on working with multiple DOT's- trying to come up with more realistic model of what facilities are most vulnerable.
- Power lines need to be relocated underground.
- NC 24, Hammocks Beach Road has washed out several times. NC 24, US 70, US 17 are the typical problem points, especially getting people back in after a storm.
- Last week's king tides had highest water on Cedar Point than previously seen.
- Town is split between Duke Energy Progress and Jones-Onslow power (split down NC 24). Duke services most of the commercial area.
- With final ruling, may be able to use ARP funds for stormwater projects.

Of these projects, which are the most important (or have the most impact) to the overall community?

- Mapping stormwater needs the main priority. (Referenced Hawkins Creek study- could be a project from this.)
- Schools, nursing homes.

Other feedback:

- Definition of resilience: resilience is ensuring that the Town is prepared to meet its future in terms of rising water levels and climate change, preventing storm damage, stormwater issues. No pushback during Land Use Plan development on climate change. However, many developers may not be concerned about climate change, even if they haven't said anything directly.
- Previous VCAPS assessment was an add-on to the Land Use Plan that was done rather quickly, meant to meet the LUP deadline. Not completely satisfied with final product.
- For next CAT meeting, can the stormwater system stakeholder join the group? NCDOT should be on the steering committee.

2. Community Engagement Strategy:

What techniques (in-person meetings, virtual options) have been the most effective at getting feedback?

- Recommend an online survey for those who aren't able to attend.
- The Board of Commissioners is returning to in-person meetings.
- There are almost 600 people on the Town's constant contact mailing list.
- Land Use Plan public engagement was very successful. Participants moved from table to table, and the meeting was held over an afternoon.
- Refine the list of projects based on public input, other community stakeholder input.
- Can we engage those who manage the stormwater system, even NCDOT? Invite NCDOT to participate.

If in-person, are drop-in events or formal presentations preferred?

- Drop in events preferred, allow for more social distancing.

What strategy do you recommend for this effort? Are there upcoming efforts/events that we can partner with on community outreach?

- Most likely, week after New Year's/second week of January will be the best time for a meeting; don't recommend holding events right before Christmas.

Other feedback:

Action Items

ACTION ITEM	ASSIGNED TO	DATE DUE	STATUS
Schedule Public Engagement event/prepare online survey #1	Dewberry	12/3/21	
Provide feedback on Meeting #1 discussion	CAT	12/3/21	

Attendees

Name	✓	Organization	Email
Beth Smyre	✓	Dewberry	esmyre@dewberry.com
Mackenzie Todd	✓	NC Division of Coastal Management	Mackenzie.Todd@ncdenr.gov
Alissa Fender	✓	Town Clerk, Town of Swansboro	afender@ci.swansboro.nc.us
Jennifer Ansell	✓	Planner, Town of Swansboro	jansell@ci.swansboro.nc.us
Paula Webb	✓	Town Manager, Town of Swansboro	pwebb@ci.swansboro.nc.us
Frank Tursi	✓	Mayor Pro Tem, Board of Commissioners	ftursi@ci.swansboro.nc.us
Scott Chadwick	✓	Planning Board Chairperson	mayorsea@gmail.com
Christina Ramsey	✓	Planning Board Vice-chairperson	cr93847@aol.com
John Freshwater	✓	Engineer, Flood Management Appeals Board Chair	johnfh2o@gmail.com
Sarah Spiegler	✓	NC Sea Grant	sespiegl@ncsu.edu



Resilient Coastal Communities Program

Swansboro- Community Action Team Meeting #1

November 17, 2021

1

Agenda

- Welcome and Introductions
- Resilient Coastal Communities Program Overview
- Discussion
- Wrap-up: Action Items, Next Steps

2

Swansboro CAT Meeting #1 November 17, 2021



2

Program Objectives

- Address barriers to coastal resilience in North Carolina at the local level, such as limited capacity, economic constraints, and social inequities;
- Assist communities with risk and vulnerability assessments and developing a portfolio of planned and prioritized projects;
- Advance coastal resilience projects to **shovel-readiness**, or ready for implementation; and
- Link communities to funding streams for project implementation

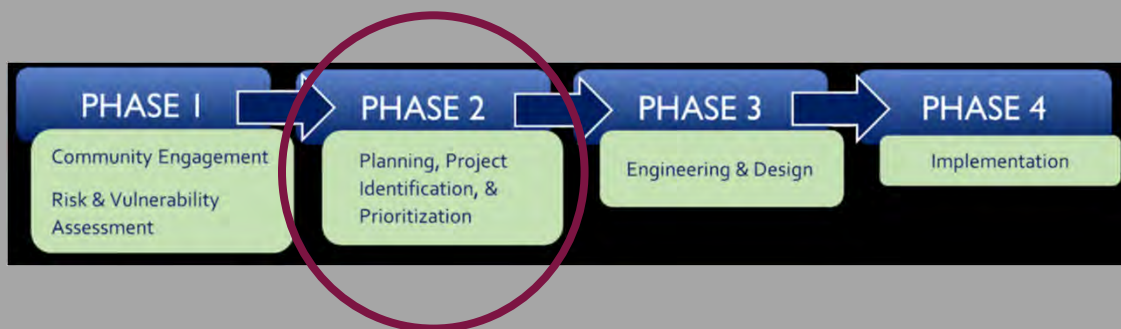
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Swansboro CAT Meeting #1 November 17, 2021



3

Program Overview



4

Swansboro CAT Meeting #1 November 17, 2021



4

Deliverables

- Project Portfolio

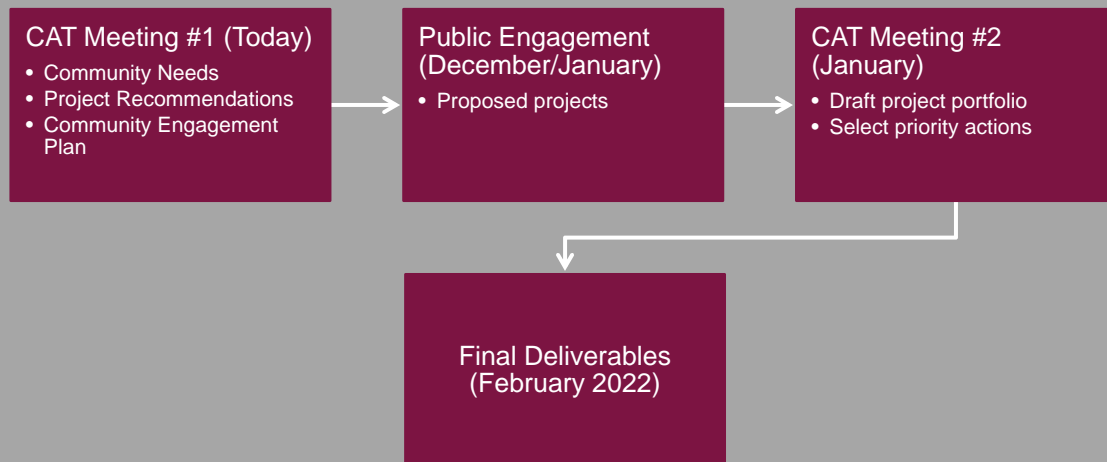
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Swansboro CAT Meeting #1 November 17, 2021



5

Schedule



6

Swansboro CAT Meeting #1 November 17, 2021



6

Discussion

- Community Resilience Needs
- Projects to Address Community Resilience
- Community Engagement Strategy

7

Swansboro CAT Meeting #1 November 17, 2021



7

Community Needs

- Stormwater Management/Flooding
- Disaster Recovery
- Infrastructure Deficiency/Capacity
- Hurricane Evacuation
- Climate Change

8

Swansboro CAT Meeting #1 November 17, 2021



8

Next Steps

- Action Items
 - Dewberry/Swansboro: Schedule Public Engagement event/survey
 - CAT: Provide feedback on today's discussion/proposed projects

9

Swansboro CAT Meeting #1 November 17, 2021



9

Thank you!

Beth Smyre, PE 919-424-3771
esmyre@dewberry.com

10

Swansboro CAT Meeting #1 November 17, 2021



10

SWANSBORO CAT MEETING #2 DISCUSSION

Date: March 21, 2022

Time: 2:30 p.m. – 4:00 p.m.

Location: Swansboro Town Hall

Purpose: Swansboro Community Action Team Meeting – Discuss Project Portfolio for the Resilient Coastal Communities Program

Discussion Topics

1. **Public Engagement Summary - Feedback and Conclusions from February 23 Public Meeting, Online Survey**

- The online survey was available on the town's website from February 8 – March 21, 2022. Received 89 online responses and 6 written responses from in-person, public involvement meeting.
- The main concern expressed was flooding hazards with areas of concern centered on the waterfront downtown. (Water Street, Front Street, Main Street, NC 24 as examples)
- The most popular solutions for addressing flooding were nature-based solutions such as restoring wetlands and streams, and infrastructure solutions, such as upgrading the NC 24 culvert and developing greens streets.
- Each project on the survey list received some level of support, with stormwater mapping and resizing the NC 24 culvert getting the strongest support.
- Write-in project suggestions included restoring Hawkins Creek, limiting impervious cover, warning system notifications, and providing sewer system access for residents still on private septic systems that get flooded.

2. **Draft Project Portfolio Review**

- The CAT discussed and refined the project portfolio list for inclusion in the final report and to guide Phase 3 of the program. Beth reminded the CAT the list of projects could be used to apply for other funding opportunities beyond the RCCP. The discussion centered around the following initiatives:

Stormwater Mapping

- Stormwater mapping would be one of the better projects due to ease of implementation and relatively inexpensive costs.
- Hawkins Creek had been studied previously but could not recall the date. Based on previous experience, the yards in this area flood but not the houses. Some work to improve the drainage was recently completed, but do not believe it was enough to alleviate the issues. This is an example of why stormwater mapping is needed.
- Halls Creek was also mentioned as a trouble area for flooding.
- Could different sea level rise scenarios be mapped to show future flooding for Swansboro? The State Floodplain Mapping Program has completed mapping for future scenarios. However, the suggestion was made to produce more precise local mapping to study flooding on a micro scale instead of a macro scale. This effort would require more detailed surveying of the Town to be completed for use in modeling.

SWANSBORO CAT MEETING #2 DISCUSSION

Culvert Upgrades

- The culverts under Bonita Lane and Oyster Bay Road need to be improved as well as the culvert under NC 24. The drainage system in that area is undersized.
- The CAT noted several areas where culverts and drainage systems were undersized.
- The Town would have to partner with NCDOT to replace the NC 24 culvert.

Wetland and Stream Restoration

- The CAT felt wetland and stream restoration projects were very important but questioned if there was enough information available to determine what areas were most suitable for wetland creation or restoration.
- Currently, the Town does not have a policy or procedure for wetland and stream restoration.
- Wetland and stream restoration could occur on town or county owned land with leadership coordination. Restoration on private property would require purchasing easements or asking for donations of land from property owners. The Town has a policy to preserve wetlands but does not have a mechanism for implementing preservation.
- The CAT requested to add creating a Wetland Restoration Plan to the project list. The plan would guide implementation for wetland and stream restoration and preservation. The plan could include tax incentives for property owners.

Public Education

- The mayor feels that the main goal of this RCCP effort is to educate the public. He was disappointed with the lack of participation at the public involvement meeting and in the online survey. The survey responses submitted represent about a ten percent response rate. Suggested the CAT continue to look for opportunities to engage and educate the public. Previous studies have indicated that this area could experience a one foot sea level rise by the end of the century.
- Based on the above, the CAT added a public education campaign to the projects list.

Shelters

- The locations of emergency shelters are controlled by Onslow County and the evacuation routes are defined by NCDOT. Therefore, Projects #2 (emergency generators for shelters) and #3 (re-evaluate sheltering and evacuation plans, coordinate extra care for nursing homes) are less desirable to move forward. It was also noted that nursing homes are required to provide their own backup generators.
- Onslow County has received \$19 million to upgrade shelters with better generators. Is Swansboro being adequately represented in the decisions on which shelters to upgrade?
- The CAT also discussed the location of the Town's secondary shelter. Currently, the Methodist Church is designated as the secondary shelter. However, the CAT felt that the middle school annex would make a better shelter and that the shelters should be further apart to better serve the Town. Sheltering concerns need to be explored further.

Stream Gauges

- A tidal gauge has recently been installed on public property by a private company. Although the company is gathering information and providing it for a fee, Swansboro has free access to the data. It was noted that the information composed of multiple graphs and is not user friendly.
- Since there is a gauge in place, would adding additional gauges provide additional benefit?

SWANSBORO CAT MEETING #2 DISCUSSION

Warning System Notifications

- Eliminated pursuing warning system notifications since there are several notification systems readily available to all residents.

Other Projects Mentioned

- The CAT eliminated Project #8, construction of a new emergency operations center to house police and fire departments, as it would be expensive. Also eliminated Project #9, establish an Emergency Management Plan to include a system of pumps to remove water once a specified water level above the roads was reached. Given that Swansboro is surrounded on three sides by water, there is no feasible place to pump water and the system would require permanent generators with a reliable power source.

Draft Refined Projects List

1. Stormwater mapping with fine-tuned floodplain mapping
 - a. Halls Creek
 - b. Hawkins Creek
2. Wetland restoration plan
3. Public Engagement Plan
4. NC 24 Culvert – will need to be in coordination with NCDOT.

3. Wrap Up

Final Deliverable Outline

- The overall report will highlight Swansboro's vision and goals, based on CAT meeting discussions, and stakeholder engagement, and the Project Portfolio. It will summarize previous plan efforts and recommendations as needed.
- The CAT was encouraged to continue to review the final list of projects and provide additional input to Beth.
- The goal is for the report to be completed by mid to late April.
- Phase 3 will begin in late March and will accept applications until late May.

Action Items and Next Steps

- Reorder project list and send back for final comment.
- Finalize the report.

Attendees

Name	✓	Organization	Email
Beth Smyre	✓	Dewberry	esmyre@dewberry.com
Mackenzie Todd		NC Division of Coastal Management	Mackenzie.Todd@ncdenr.gov
Alissa Fender	✓	Town Clerk, Town of Swansboro	afender@ci.swansboro.nc.us
Jennifer Ansell	✓	Planner, Town of Swansboro	jansell@ci.swansboro.nc.us



SWANSBORO CAT MEETING #2 DISCUSSION

Paula Webb		Town Manager, Town of Swansboro	pwebb@ci.swansboro.nc.us
Frank Tursi	✓	Mayor Pro Tem, Board of Commissioners	ftursi@ci.swansboro.nc.us
Scott Chadwick		Planning Board Chairperson	mayorsea@gmail.com
Christina Ramsey	✓	Planning Board Vice-chairperson	cr93847@aol.com
John Freshwater	✓	Engineer, Flood Management Appeals Board Chair	johnfh2o@gmail.com



Resilient Coastal Communities Program

Swansboro- Community Action Team Meeting #2

March 21, 2022

1

Agenda

- Welcome and Meeting Objectives
- Public Engagement Summary
- Draft Project Portfolio
- Wrap-up: Final Deliverable Outline, Action Items, Next Steps



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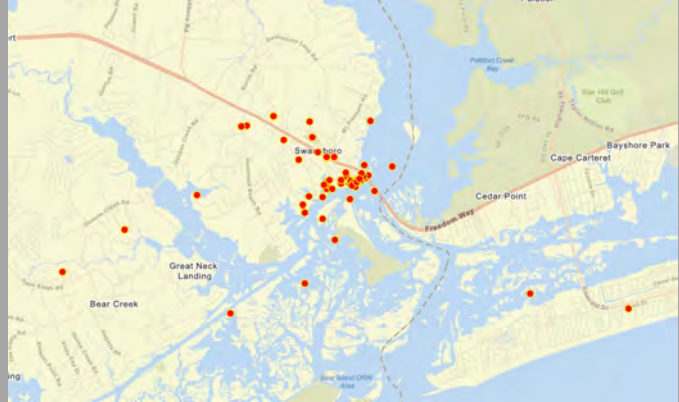
Swansboro CAT Meeting #2 March 21, 2022



2

Public Engagement Summary

- 89 online survey responses (6 hard copy surveys)
- Flooding listed as main concern



3

Swansboro CAT Meeting #2 March 21, 2022



3

Public Engagement Summary

- Project preferences: (all projects received support)
 - stormwater mapping, NC 24 culvert re-sizing
- Write-in project suggestions:
 - Hawkins Creek restoration
 - stream/creek/drainage clean-up (volunteers)
 - limiting impervious cover
 - warning system notifications
 - wetland preservation/restoration
 - sewer system access

4

Swansboro CAT Meeting #2 March 21, 2022



4

Project Portfolio

- Projects listed that should be removed?
- Projects that should be added?
- Project priorities? Candidate for RCCP Phase 3?
- Details on project scope, estimated cost, completion timeline?

5

Swansboro CAT Meeting #2 March 21, 2022



5

Final Deliverable Outline

- Vision and Goals
- Community Action Team
- Stakeholder Engagement Strategy/Summary
- Existing Local/Regional Plans
- Risk and Vulnerability Assessment
- Project Portfolio
- Conclusions/Lessons Learned

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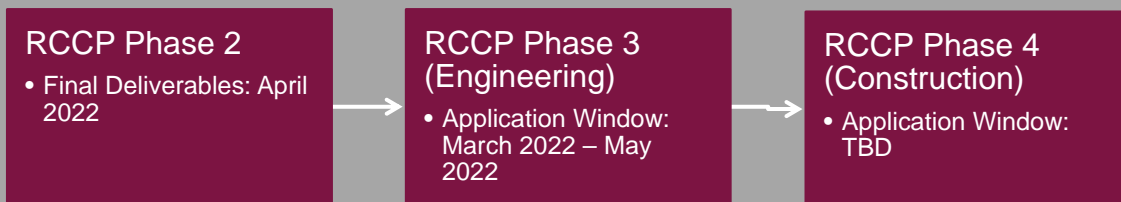
Swansboro CAT Meeting #2 March 21, 2022



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Next Steps

- Action Items
 - CAT: Provide feedback on today's discussion/proposed projects
 - Dewberry: Develop final project portfolio and report for CAT review



7

Swansboro CAT Meeting #2 March 21, 2022



7

Thank you!

Beth Smyre, PE 919-424-3771
esmyre@dewberry.com

8

Swansboro CAT Meeting #2 March 21, 2022



8

APPENDIX B

PUBLIC ENGAGEMENT MATERIALS AND SUMMARY RESULTS

MAY 2022



SWANSBORO PUBLIC MEETING DISCUSSION

DATE: February 23, 2022

TIME: 4:00 p.m.-6:00 p.m.

LOCATION: Swansboro Town Hall

PURPOSE: Swansboro Public Meeting Summary

SUMMARY DATE: March 22, 2022

A Public Meeting for the Resilient Coastal Communities Program (RCCP) was held on February 23, 2022. The purpose of the meeting was to get the community's feedback on the Town's perceived vulnerabilities and the proposed projects to address these concerns.

The meeting had five stations. The first was a sign-in station with a welcome poster that described the purpose of the meeting. The second station used two posters: the first listed project recommendations from previous planning efforts to address coastal hazards, and the second asked for opinions on those recommendations or for additional recommendations.

The third station had a map of the Town and instructions for respondents to use stickers to indicate areas where they have witnessed or knew of flooding or other coastal hazards (wind damage, erosion, etc.). The fourth station had three elements: two posters with eight images (four typical nature-based solutions and four built infrastructure solutions) of potential mitigation measures along with a map of Swansboro. The two posters asked respondents to indicate with a sticker their top four solution preferences for addressing flooding and other coastal hazards. On the map, respondents would use sticky notes to indicate recommended locations for future projects, the need the project would address, and the preferred type of project (nature-based or built infrastructure). Finally, the fifth station had surveys for the respondents to complete or a QR Code they could scan to take the survey online.

Attendance

A total of six people signed into the in-person public meeting and seven hard copy responses were received.

A total of 89 completed online surveys were received. In all, there were 96 responses to the survey.

Interactive Station Results

Locations of concern:

- Flooding at Water and Front Streets
- Flooding at Bicentennial Park
- Flooding at the end of Drudy Lane
- Sewer pump station off Front Street
- Sewer pump station off Shore Drive
- West Shore Drive off Spring Street
- Flooding at Bonita Lane
- Flooding due to runoff at the stream crossing under NC 24 near Hokum Lane
- Stormwater flooding at the corner of the Main Street Extension and Mt Pleasant Road
- Stormwater flooding on Dr. Corbett Road in multiple places
- Flooding on Old Hammocks Road near NC 24
- Flooding at multiple points on Main Street Extension, especially in the neighborhood with Ryan Glenn Drive
- Flooding on Main Street Extension between Swansboro Loop Road and Mt Pleasant Road

- Flooding on Swansboro Loop Road at the intersection with Moss Lane
- Wetland complex to protect near the corner of Hamrick Road and Main Street Extension
- Stormwater flooding at the end of Patriot's Point Lane
- Flooding at the end of Low County Lane
- Flooding from runoff at the end of Fort Sumner Way
- Flooding on Spoonbill Court
- Flooding at the end of Little Egret Lane
- Flooding from Queen's Creek in the area between Pine Bluff Road and Bluff View Lane
- Flooding near the intersection of Old Hammocks Road and Westwood Court
- Flooding on Hammock's Beach Road near Sand Grove Drive

Preferred Project Types:

Emergency Sheltering Improvements	I
Installation of Green Street Designs	IIII
Resizing of Culverts to prevent roadway flooding	III
Raising or Acquiring Homes	
Upgrade to the Power Grid	II
Stream Restoration	II
Shellfish Reefs/Oyster Restoration	
Living Shoreline	IIII
Forest Restoration, Enhancement or Creation	
Wetland Restoration, Enhancement, or Creation	IIII

Locations and ideas for projects:

- Road/stream improvements where NC 24 goes over the creek near Lisk Drive
- Living shoreline along causeway
- Green Street Designs in the downtown area near the water
- Larger culvert under Hammocks Beach Road near Sand Grove Drive
- Protect what is left of the wetlands off of Main Street Extension, behind the neighborhood on Ryan Glenn Drive
- Limit land disturbance in the ETJ area between Swansboro Loop Road and Mt. Pleasant Road
- General incorporation of LID into land development ordinances to reduce stormwater volume

Write-in project ideas:

- Maintain retention ponds
- Stricter zoning requirements
- Clean-out and maintenance of ditches
- Stormwater mapping
- Mapping of flooding under different sea level rise conditions
- Upgrade facilities
- Restore streams and wetlands

Survey Results

1. Coastal hazards of concern

What type of coastal or climate hazards concern you the most in your community?

- Flooding, shoreline/beach erosion, extreme heat, hurricanes and tropical storms, wildfires, and severe weather were all noted as concerns.

- Of the hazards listed, hurricanes and tropical storms and flooding are the largest concerns, with 84% and 72% of responses, respectively.
- Responses also included write-in answers such as unchecked development, sunny day flooding, and water pollution from septic tank effluent.

What kind of flooding concerns you most?

- Of the flooding types listed on the survey, respondents were mostly concerned about flooding from storm surge (48%) and stormwater/rainfall (32%).
- All types of flooding were chosen, which indicates that all types of flooding are a concern to the respondents.

2. Property damage

Have you ever witnessed property or infrastructure damage due to coastal or climate hazards in your community?

- Over 90% of respondents answered yes.

What type of damage did you witness?

- The respondents who answered this question indicated that they had seen property damage, utility disruption, injury and/or concern for personal health, damage to transportation systems, and limited access to services.
- The most common responses were property damage (90%), utility disruption (77%), and damage to transportation systems (60%).
- One write-in response indicated that they have witnessed damage to water quality from runoff.

3. Resilience projects to be implemented

Where do you think the Town of Swansboro should implement resilience projects?

- Respondents indicated a desire for stricter guidelines on development within the Town
- Reengineering of Front and Water Streets.
- Town wide electric grid.
- Ditches on Deer Run.
- Two projects for Hawkins Creek were mentioned, one for stream restoration and another to address Highway 24 at the origin of the Creek where erosion of the roadway has polluted it.
- The back of Kelly Circle near the reservoir pond has stormwater drainage issues.
- Erosion in the ditch at the intersection of Hammocks Beach Road and Schooner Drive.
- Larger culvert under Hammocks Beach Road.
- Sinkholes on private property.
- More natural barriers around the Town of Swansboro shoreline
- Restoration of Ward Shore Park
- Halls Creek improvement to not affect property owner rights for those adjacent to the creek.

What are the top five project types that would make your community more resilient to storms?

- Only 15 of the 96 respondents answered this question.
- All of the options listed received the same level of support from the people who responded to the question.
- 14 of 15 respondents indicated that nature-based solutions would make the community more resilient to storms.

The Town of Swansboro is considering several projects to increase resilience. Please rank the top three projects that would generate the greatest benefit to the community.

- All of the listed projects received some level of support.
- Power line upgrades (78%), stormwater mapping (60%), and resizing the culvert under NC 24 (57%) were the most popular projects. A number of write in responses indicated a support for restoration of Hawkins Creek.
- Other write in responses mentioned:
 - o Stream, creek, and drainage cleanups by volunteers.
 - o Limited impervious cover in the Town's watersheds.
 - o Use of early warning system notifications to ensure that the public is aware of upcoming possibly dangerous events.
 - o Plant palm trees.
 - o Wetland preservation and restoration.
 - o Provide sewer to all homes in the Town boundaries to limit septic system overflow during flood events.
 - o Historic preservation
 - o Clean out clogged storm drains
 - o Move powerlines underground

What options would you support for paying for these projects?

- All options were indicated by respondents.
- Nearly 95% of respondents preferred state or federal funding.

The Town of Swansboro is gathering public feedback on proposed options to improve the Town's resilience to coastal hazards. Swansboro received a grant under North Carolina's [Resilient Coastal Communities Program](#) to develop a list of projects to address critical Town infrastructure needs, and public input is a key part of the process to determine what improvements are most important to the community.

Thank you for your feedback!

1. What type of coastal or climate hazards concern you the most in your community? (Select all that apply.)

<input type="checkbox"/>	Flooding	<input type="checkbox"/>	Severe Weather (Thunderstorm Winds, Lightning, & Hail)
<input type="checkbox"/>	Shoreline/Beach Erosion	<input type="checkbox"/>	Wildfires
<input type="checkbox"/>	Extreme Heat	<input type="checkbox"/>	Other:
<input type="checkbox"/>	Hurricanes and Tropical Storms	<input type="checkbox"/>	

2. If you selected flooding, what kind of flooding concerns you the most? Rank these options from **least (1)** to **most (4)** concerning.

<input type="checkbox"/>	Tidal (from king tides, nor'easters, etc.)	<input type="checkbox"/>	Stormwater/Rainfall
<input type="checkbox"/>	Storm surge (from hurricanes, tropical storms, etc.)	<input type="checkbox"/>	Riverine (rising river water levels, etc.)

3. Have you ever witnessed property or infrastructure damage due to coastal or climate hazards in your community? (Circle one: **YES/NO**) If **Yes**, what type of damage did you witness?

<input type="checkbox"/>	Property damage, including homes, businesses, or personal possessions (including vehicles)	<input type="checkbox"/>	Damage or disruption to transportation systems (e.g., flooded roadways, transportation delays)
<input type="checkbox"/>	Utility disruption, including power loss or lack of access to clean drinking water	<input type="checkbox"/>	Limited access to services, such as healthcare, education, or government offices
<input type="checkbox"/>	Injury, illness, and/or concerns for personal health and safety	<input type="checkbox"/>	Other:

4. Where do you think the Town of Swansboro should implement resilience projects to minimize future damage from storms, floods, and other coastal hazards? What type of projects should the Town consider?

Please send your comments to:

Beth Smyre, Dewberry, 2610 Wycliff Road, Suite 410, Raleigh NC 27607
or esmyre@dewberry.com

5. Please select the **top five project types** that you think would make your community more resilient to storms, floods, and other coastal hazards. (Check up to **5** options.)

	Nature-based solutions, such as living shorelines or habitat restoration		Elevations of homes, businesses, and public infrastructure, including roads
	Acquisition and conservation of flood-prone land		Utility upgrades for community facilities, such as increased generator capacity for hospitals
	Increased stormwater drainage capacity		Resilience planning, policies, and development standards
	Structural protection, such as floodwalls or tide gates		Public education and outreach
	Other:		

6. The Town of Swansboro is considering several projects to increase its resilience to coastal and climate hazards. Based on this list, please rank the three projects you think would generate the greatest benefit to the community (1 = greatest benefit).

	Stormwater Mapping: Map all Town stormwater drainage and treatment facilities to determine system improvement needs.		Power Line Upgrades: Work with electric providers to reinforce or upgrade electric lines to mitigate potential damage during storms or other hazard events.
	Emergency Facility Generators: Work with Onslow County to provide additional generators at shelters and emergency facilities.		Halls Creek Stream Restoration: Implement restoration projects to improve water quality and related ecosystem services along Halls Creek.
	Sheltering Needs: Re-evaluate sheltering and evacuation plans to improve hurricane response, and coordinate extra care for nursing homes.		Resize NC 24 Culvert: Work with NCDOT to increase the capacity of the culvert underneath NC 24 and improve roadway drainage facilities.
	NOAA Tidal Gauge: Install a tidal gauge at the local harbor to provide the community with real-time water level data.		


7. What options would you support for paying for these projects? (Select all that apply.)

	Local taxes or levies		Loans
	State or federal funding (grant funds, budget allocations, etc.)		Public-private partnerships
	Local bonds		Other:

Please send your comments to:

Beth Smyre, Dewberry, 2610 Wycliff Road, Suite 410, Raleigh NC 27607
or esmyre@dewberry.com

ONLINE PUBLIC ENGAGEMENT SURVEY SCREENSHOTS



SWANSBORO
FRIENDLY CITY BY THE SEA *North Carolina*

The Town of Swansboro is gathering public feedback on proposed options to improve the Town's resilience to coastal hazards.

Swansboro received a grant under North Carolina's [Resilient Coastal Communities Program](#) to develop a list of projects to address critical Town infrastructure needs. Public input is a key part of the process to determine what improvements are most important to the community.

This survey should take roughly 10 minutes to complete. Thank you for your feedback!

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ONLINE PUBLIC ENGAGEMENT SURVEY SCREENSHOTS

Hazard Perceptions and Experiences

The following section includes questions about which hazards you believe most affect your community and your experiences with hazards in the past.

What type of coastal or climate hazards concern you the most in your community?*

Select all that apply.

☐ Flooding

☐ Shoreline or Beach Erosion

☐ Extreme Heat

☐ Hurricanes and Tropical Storms

☐ Severe Weather (including thunderstorm winds, lightning, & hail)

☐ Wildfires

☐ Other

What kind of flooding concerns you the most?*

Please rank these options from least (1) to most (4) concerning by dragging the boxes in order.

☐ Tidal (from king tides, nor'easters, etc.)

☐ Riverine

☐ Storm Surge (from hurricanes, tropical storms, etc.)

☐ Stormwater or Rainfall

Reset

Have you ever witnessed property or infrastructure damage due to coastal or climate hazards in your community?*

☐ Yes

☐ No

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ONLINE PUBLIC ENGAGEMENT SURVEY SCREENSHOTS

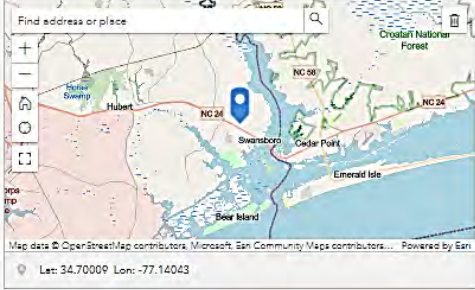
Resilience Project Identification

The following section aims to understand which types of projects you believe would benefit the Town of Swansboro the most.

Optional: Identify a location where you believe the Town of Swansboro should implement a resilience project to minimize future damage from storms, floods, and other coastal hazards.

Place a point on the map by zooming and clicking on the map, or entering an address into the search bar.

Find address or place



Map data © OpenStreetMap contributors, Microsoft, San Community Maps contributors... Powered by San

Lat: 34.70009 Lon: -77.14043

Optional: What hazard affects this location?

<input type="radio"/> Flooding	<input type="radio"/> Shoreline or Beach Erosion	<input type="radio"/> Extreme Heat
<input type="radio"/> Hurricanes and Tropical Storms	<input type="radio"/> Severe Weather (including thunderstorm winds, lightning, & hail)	<input type="radio"/> Wildfires
<input type="radio"/> Other		

Optional: Please provide a description of the project you think this location would benefit from.

ONLINE PUBLIC ENGAGEMENT SURVEY SCREENSHOTS

The Town of Swansboro is considering several projects to increase its resilience to coastal and climate hazards. Based on this list, please select the three projects you think would generate the greatest benefits to the community.*

☐ Stormwater Mapping: Map all Town stormwater drainage and treatment facilities to determine system improvement needs.

☐ Emergency Facility Generators: Work with Onslow County to provide additional generators at shelters and emergency facilities.

☐ Sheltering Needs: Re-evaluate sheltering and evacuation plans to improve hurricane response, and coordinate extra care for nursing homes.

☐ NOAA Tidal Gauge: Install a tidal gauge at the local harbor to provide the community with real-time water level data.

☐ Power Line Upgrades: Work with electric providers to reinforce or upgrade electric lines to mitigate potential damage during storms or other hazard events.

☐ Halls Creek Stream Restoration: Implement restoration projects to improve water quality and related ecosystem services along Halls Creek.

☐ NC 24 Culvert: Work with NCDOT to increase the capacity of culverts underneath NC 24 and improve roadway drainage facilities.

Optional: Do you have concerns with any of the projects previously listed, or other resilience strategies that may be implemented?

Optional: Besides the projects previously listed, are there other resilience strategies the Town of Swansboro should consider?

ONLINE PUBLIC ENGAGEMENT SURVEY SCREENSHOTS

What options would you support for paying for these projects?⁴
Select all that apply.

☐ Local taxes or levies


☒ State or federal funding (grant funds, budget allocations, etc.)

☐ Local bonds

☐ Loans

☐ Public-private partnerships

☐ Other

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ONLINE PUBLIC ENGAGEMENT SURVEY SCREENSHOTS

Residency & Demographics

The following section includes questions about your relationship to the Town of Swansboro, as well as optional demographic questions.

Which best describes you?*

☐ Full-time resident

☒ Part-time resident

☐ Work or own business in the Town of Swansboro

☐ Represent a jurisdiction, agency, or organization with vested interest in the Town of Swansboro

☐ Other

What is your zip code?*

Optional: Select your race or ethnicity.

Select all that apply.

☐ American Indian or Alaska Native

☐ Asian

☐ Black or African American

☐ Native Hawaiian or Pacific Islander

☐ White

☐ Hispanic/Latino

☐ Other

Optional: Select your age bracket.

☐ Under 18

☐ 18 to 39

☐ 40 to 66

☐ Over 66

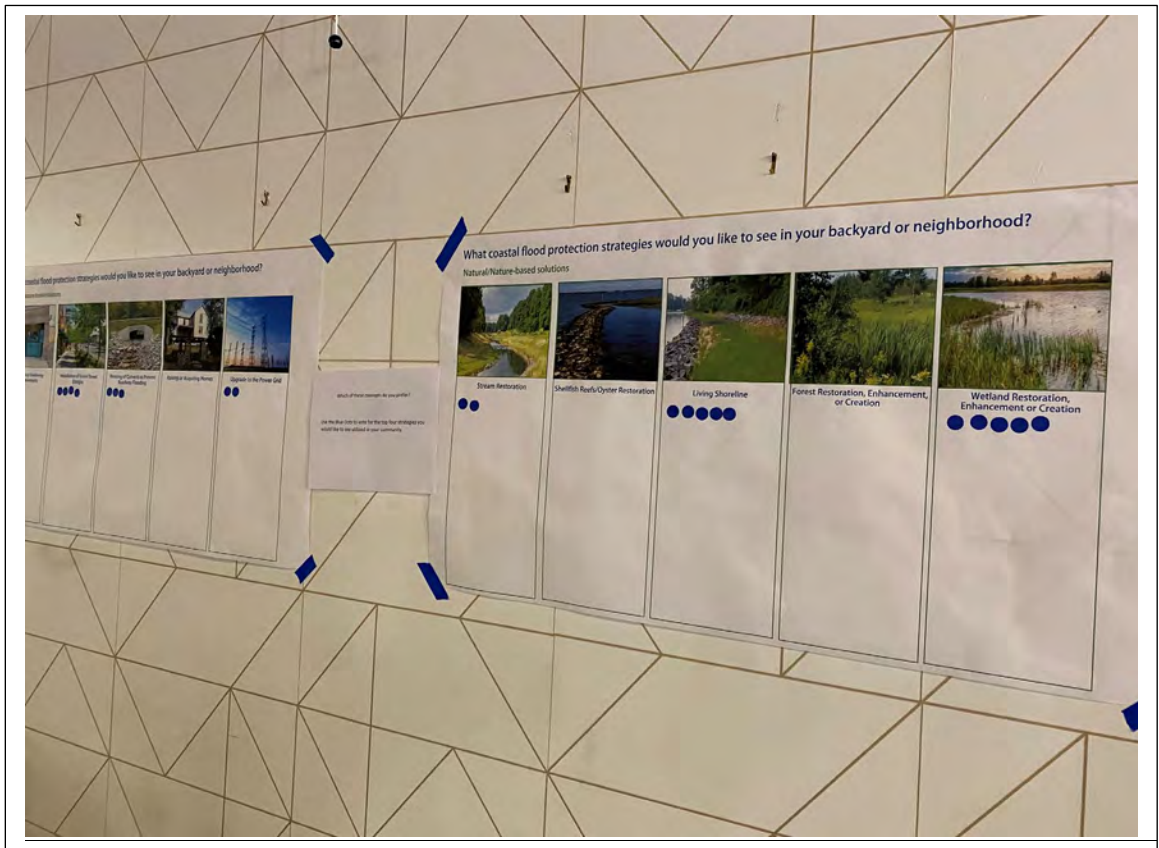
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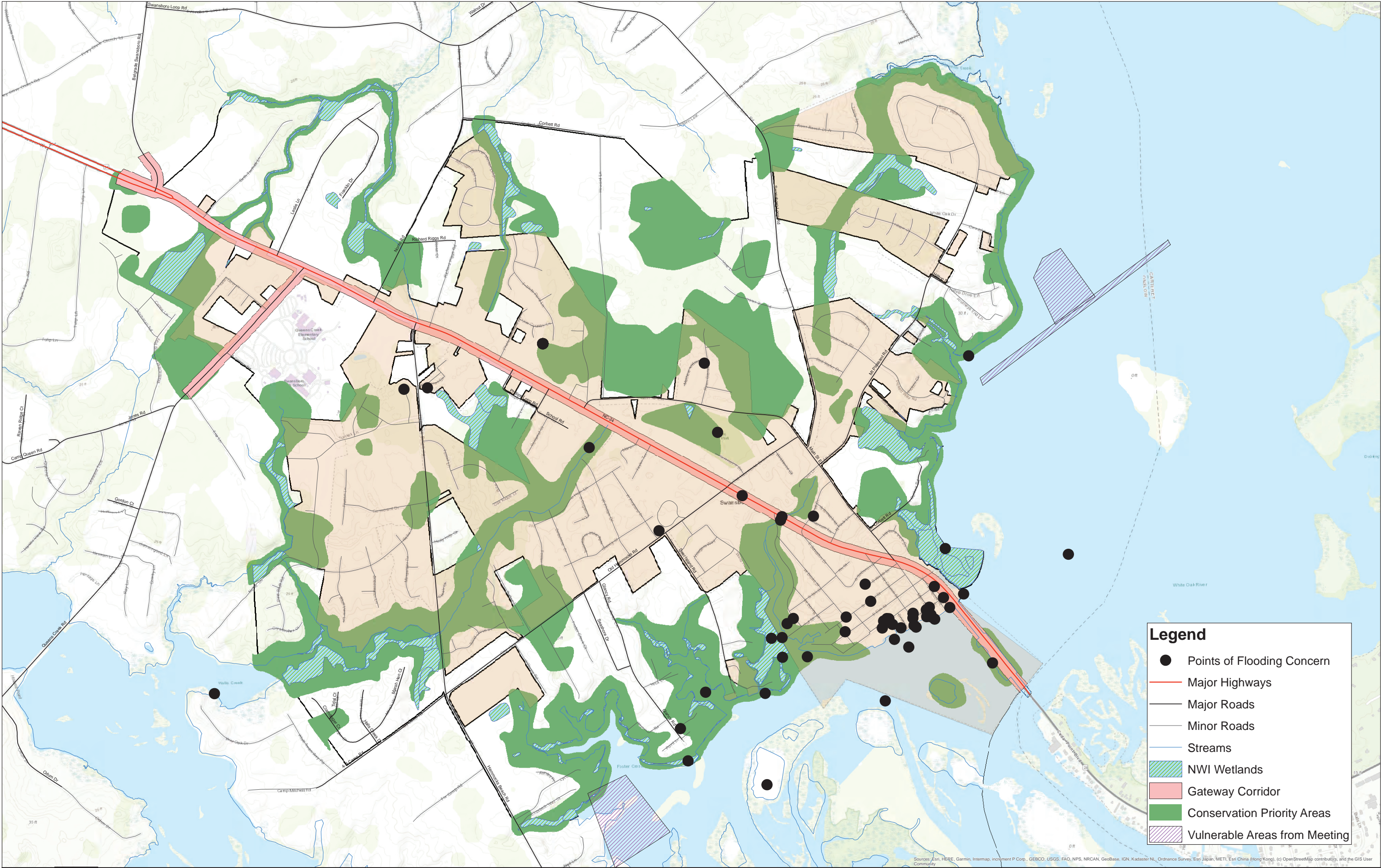
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FEBRUARY 2022 COMMUNITY ENGAGEMENT PHOTOS









APPENDIX C

COMMUNITY PROJECT PORTFOLIO

MAY 2022



COMMUNITY PROJECT PORTFOLIO

A critical component of the Resilient Coastal Communities Program is the identification and prioritization of a series of projects that are intended to address community vulnerabilities to coastal hazards. The enclosed list of projects, which includes infrastructure improvements (structural, non-structural, natural or nature-based solutions, or hybrid options), policy and planning efforts, and asset management actions, has been synthesized from previous local and regional planning efforts, input from the Community Action Team, and feedback from the public.

Included in this Appendix is a summary list of the proposed projects, followed by an individual sheet for each project. Each project sheet summarizes the factors that were considered in the project identification and prioritization process, including:

	LOCATION	The geographic location and scope of the project.
	HAZARD(S) ADDRESSED	A summary of the community-specific coastal hazards that impact the project location. This can include flooding, storm surge, wind damage, or other coastal hazards.
	TYPE OF SOLUTION	<p>A description of whether the project represents infrastructure improvements, policy and planning effort, or an asset management/mapping program.</p> <p> A symbol is used to denote whether the project includes a natural or nature-based solution (NNBS) component.</p>
	PROJECT ESTIMATED COST	A qualitative analysis of the total project cost, including initial engineering and construction as well as future maintenance (as available). Project cost is shown symbolically.
	POTENTIAL FUNDING SOURCES	Recommendations on potential sources to construct or otherwise implement the project, including the Resilient Coastal Communities Program and other federal and state funding sources.
	ESTIMATED PROJECT TIMELINE	An estimated timeline to complete the project, including notes on any expected delays in the timeline.
	PRIORITY RATING	A qualitative ranking of the project's priority in the context of the entire Project Portfolio. Rankings of High , Medium , or Low are provided for each project.

Each project sheet includes a proposed map of the project area and photos of potential sites to be addressed, where available.

Proposed Project Summary

TOWN OF SWANSBORO			RESILIENT COASTAL COMMUNITIES PROGRAM PROJECT PORTFOLIO							UPDATED MAY 2022
Project (Priority #)	Project Title	Description	Location	Anticipated Cost	Funding Status	Needs Addressed	NNBS Opportunity	Source Document	Timeline	Notes/Project Status
1 (Priority 1)	Stormwater Mapping	Map all Town stormwater drainage and treatment facilities, including underground drains. Use this mapping to determine system improvement needs. Mapping effort should incorporate available data on sea level rise scenarios and floodplain locations.	Townwide	Expected to be low cost, depending upon level of survey effort.	Not currently funded	Stormwater Management, Flooding		Swansboro CAT; included in public survey	No proposed timeframe; may take between six months to a year to complete.	Identified as top priority in CAT Meetings. Received most votes in the online public survey.
2 (Priority 1A)	Halls Creek Stream Restoration	Implement restoration projects to improve water quality and related ecosystem services along Halls Creek.	Halls Creek	Dependent upon extent of stream restoration needed.	Not currently funded	Stormwater Management, Flooding	Yes	Swansboro CAT; Included in public survey	Dependent upon the extent and scope of restoration efforts.	Mapping developed in Project #1 needed for this project.
3 (Priority 1B)	Hawkins Creek Stream Restoration	Implement restoration projects to improve water quality and related ecosystem services along Hawkins Creek.	Hawkins Creek	Dependent upon extent of stream restoration needed.	Not currently funded	Stormwater Management, Flooding	Yes	Swansboro CAT; Public input	Dependent upon the extent and scope of restoration efforts.	Included as write-in response to online survey. Mapping developed in Project #1 needed for this project.
4	Water Street Rehabilitation	Repair and replace stormwater infrastructure prior to resurfacing Water Street in downtown Swansboro. Project includes use of permeable pavers to facilitate stormwater runoff.	Water Street from West Broad Street to Church Street	Estimated cost of \$215,000 (2018 estimate).	Planned, but not currently funded	Stormwater Management, loading	Yes	Swansboro staff input	Intended for implementation as soon as funding available; estimated completion within 1 year.	Engineering plans have been prepared for the project.
5	Townwide Wetland Restoration Plan	Develop a town-wide wetland restoration plan, including the identification of critical wetland systems and recommendations on restoration and preservation actions to protect these systems. Include discussion about working with private property owners on wetland restoration projects.	Townwide	Expected to be low-medium cost, dependent upon level of detail to be provided in restoration plan.	Not currently funded	Stormwater Management, Flooding	Yes	Swansboro CAT	No proposed timeframe.	Build upon the 2006 Hawkins Creek Watershed Protection and Restoration Planning Study.
6	Public Engagement and Education Campaign	Engage and educate Town of Swansboro residents and business owners on the impacts of sea level rise and other climate hazards. This would be a continuous program to involve Town residents in the decision-making process for determining future resilience actions.	Townwide	Limited cost, primarily staff time and publication/ distribution of materials.	Not currently funded	Stormwater Management, Flooding, Infrastructure Deficiency or Capacity, Climate Change		Swansboro CAT	Intended as an ongoing program as funding is available.	
7	Resize NC 24 Culvert	Work with NCDOT to increase the capacity of the culvert underneath NC 24 and improve roadway drainage facilities.	NC 24	Higher cost expected, dependent upon culvert sizing and extent of roadway repair required.	Not currently funded	Stormwater Management, Flooding		Included in public survey	No proposed timeframe.	Over half of the respondents to online survey listed this option. Requires NCDOT (owner) participation.

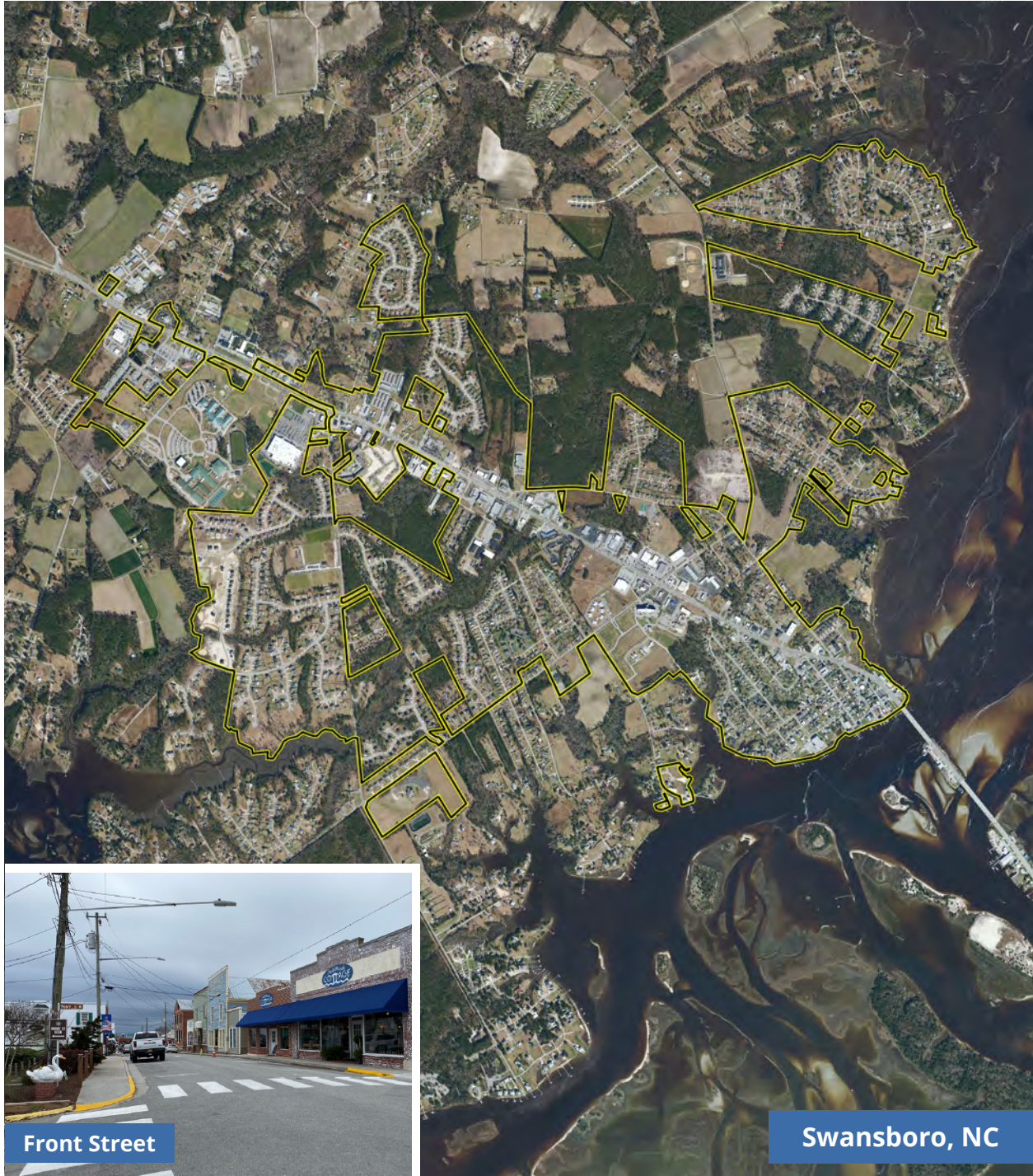
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1	STORMWATER MAPPING	
PROJECT DESCRIPTION	Map all Town stormwater drainage and treatment facilities, including underground drains. Use this mapping to determine system improvement needs. Mapping effort should incorporate available data on sea level rise scenarios and floodplain locations.	
LOCATION	Townwide	
HAZARD(S) ADDRESSED BY PROJECT	Stormwater Management/Flooding, Infrastructure Deficiency/Capacity. The project is intended to identify and address infrastructure deficiency issues and to enable the Town to recover as efficiently as possible from storms and other disasters.	
TYPE OF SOLUTION	Mapping effort that is intended to lead to future infrastructure improvements.	
PROJECT ESTIMATED COST	Mapping effort is expected to be low cost, depending upon the level of survey effort. Cost Level: \$	
POTENTIAL IMPLEMENTATION FUNDING SOURCES	This effort is not currently funded or listed on the Town CIP. Potential funding sources: Federal sources may include FEMA – BRIC, EDA - Investment for Public Works, National Wildlife Federation, and Economic Development Facilities. State sources may include the Rural Grant Programs, NCDEQ Clean Water State Revolving Fund, NCDEQ American Rescue Plan Act (ARPA), NCDEQ Asset Inventory and Assessment Grant Program, and Golden Leaf Foundation Flood Mitigation Program .	
PROJECT ESTIMATED TIMELINE	There is currently no proposed timeframe for this plan, but it has been identified as the Town's top priority, as it will aid in the identification of future infrastructure improvements. This effort is anticipated to take between 3 and 9 months to complete upon receipt of project funding.	
PRIORITY RATING	High. Project has been identified as the top priority under the Resilient Coastal Communities Program Phase 2.	


1

STORMWATER MAPPING



Front Street


Swansboro, NC

2	HALLS CREEK STREAM RESTORATION
PROJECT DESCRIPTION	Implement restoration projects to improve water quality and related ecosystem services along Halls Creek.
LOCATION	Halls Creek: the specific section of Halls Creek to be determined through further analysis.
HAZARD(S) ADDRESSED BY PROJECT	Stormwater Management/ Flooding. The project is intended to address regional flooding impacts and water quality concerns by restoring sections of Halls Creek.
TYPE OF SOLUTION 	Waters of the U.S. restoration project/ecosystem renewal.
PROJECT ESTIMATED COST	Cost dependent upon the stream length to be restored and the scope of the restoration. Cost Level: \$\$
POTENTIAL IMPLEMENTATION FUNDING SOURCES	The project is not currently funded or listed on the County CIP. Project is eligible for funding under Phases 3 and 4 of the Resilient Coastal Communities Program. Potential funding sources: Federal sources may include NOAA - National Coastal Resilience Fund (NCRF), USFWS – National Coastal Resilience Fund, National Wildlife Federation, and DOI National Coastal Wetlands Conservation. State sources may include NCDEQ Clean Water State Revolving Fund, NCDEQ Drinking Water State Revolving Fund, and NCDWR – Water Resources Development Project Grants.
PROJECT ESTIMATED TIMELINE	Overall timeline dependent upon the stream length to be restored and the scope of effort. Design and construction timeline expected to vary between 6 months and 2 years upon receipt of project funding. Further engineering analysis and design is needed to identify the appropriate sections for restoration. Future monitoring may be required.
PRIORITY RATING	High

2

HALLS CREEK STREAM RESTORATION



3	HAWKINS CREEK STREAM RESTORATION	
PROJECT DESCRIPTION	Implement restoration projects to improve water quality and related ecosystem services along Hawkins Creek.	
LOCATION	Hawkins Creek; the specific section of Hawkins Creeks to be determined through further analysis.	
HAZARD(S) ADDRESSED BY PROJECT	Stormwater Management/ Flooding. The project is intended to address regional flooding impacts and water quality concerns by restoring sections of Hawkins Creek.	
TYPE OF SOLUTION	 Waters of the U.S. restoration project/ecosystem renewal.	
PROJECT ESTIMATED COST	Cost dependent upon the stream length to be restored and the scope of the restoration. Cost Level: \$\$	
POTENTIAL IMPLEMENTATION FUNDING SOURCES	The project is not currently funded or listed on the County CIP. Project is eligible for funding under Phases 3 and 4 of the Resilient Coastal Communities Program. Potential funding sources: Federal sources may include NOAA - National Coastal Resilience Fund (NCRF), USFWS – National Coastal Resilience Fund, National Wildlife Federation, and DOI National Coastal Wetlands Conservation. State sources may include NCDEQ Clean Water State Revolving Fund, NCDEQ Drinking Water State Revolving Fund, and NCDWR – Water Resources Development Project Grants.	
PROJECT ESTIMATED TIMELINE	Overall timeline dependent upon the stream length to be restored and the scope of effort. Design and construction timeline expected to vary between 6 months and 2 years upon receipt of project funding. Further engineering analysis and design is needed to identify the appropriate sections for restoration. Future monitoring may be required.	
PRIORITY RATING	High	

3

HAWKINS CREEK STREAM RESTORATION



4	WATER STREET REHABILITATION	
PROJECT DESCRIPTION	Repair and replace stormwater infrastructure prior to resurfacing Water Street in downtown Swansboro. Project includes use of permeable pavers to facilitate stormwater runoff.	
LOCATION	Water Street from West Broad Street to Church Street	
HAZARD(S) ADDRESSED BY PROJECT	Stormwater Management/Flooding, Infrastructure Deficiency/ Capacity. Water Street is subject to frequent flooding from heavy rainfall and stormwater infrastructure deficiencies.	
TYPE OF SOLUTION 	Infrastructure Improvements – Construction/replacement of stormwater infrastructure along Water Street as part of the proposed removal/replacement of the asphalt paving. NNBS solutions, such as gravel parking, gravel driveway connections, and permeable pavers, will be used where feasible.	
PROJECT ESTIMATED COST	Construction plans have been completed. In 2018, final construction costs were estimated to be \$215,000. Cost Level: \$\$	
POTENTIAL IMPLEMENTATION FUNDING SOURCES	The project is eligible for funding under Phases 3 and 4 of the Resilient Coastal Communities Program. Potential funding sources: Federal sources may include EDA - Investment for Public Works and Economic Development Facilities, FEMA – BRIC, and the National Wildlife Federation. State sources may include the Rural Grant Programs, NCDEQ Clean Water State Revolving Fund, NCDEQ American Rescue Plan Act (ARPA) Funding, NCDEQ Asset and Inventory Assessment Grants, and Golden Leaf Foundation Flood Mitigation Program.	
PROJECT ESTIMATED TIMELINE	Construction timeline will be developed by the contractor but is expected to require no more than 1 year to complete.	
PRIORITY RATING	High	

4

WATER STREET REHABILITATION



5	TOWNWIDE WETLAND RESTORATION PLAN	
PROJECT DESCRIPTION	Develop a town-wide wetland restoration plan, including the identification of critical wetland systems and recommendations on restoration and preservation actions to protect these systems. Include discussion about working with private property owners on wetland restoration projects. This effort can build upon the 2006 Hawkins Creek Watershed Protection and Restoration Planning Study.	
LOCATION	Townwide	
HAZARD(S) ADDRESSED BY PROJECT	Stormwater Management/Flooding. The effort is intended to address regional flooding by identifying the appropriate ecosystem restoration projects that would facilitate more effective stormwater management.	
TYPE OF SOLUTION	Wetland, Waters of the U.S. restoration	
PROJECT ESTIMATED COST	<p>Expected to be low-medium cost, dependent upon level of detail to be provided in restoration plan.</p> <p>Cost Level: \$</p>	
POTENTIAL IMPLEMENTATION FUNDING SOURCES	<p>The development of a Town-wide Wetland Restoration Plan is not currently funded or listed on the County CIP. Individual restoration efforts are eligible for funding under Phases 3 and 4 of the Resilient Coastal Communities Program; however, the initial comprehensive plan would require other funding sources.</p> <p>Potential funding sources: Federal sources may include NOAA - National Coastal Resilience Fund (NCRF), USFWS – National Coastal Resilience Fund, National Wildlife Federation, and DOI – National Coastal Wetlands Conservation. State sources may include NCDEQ American Rescue Plan Act (ARPA), NCDEQ Clean Water State Revolving Fund, NCDEQ – Water Resources Development Project Grants, and NC Division of Mitigation Services.</p>	
PROJECT ESTIMATED TIMELINE	There is currently no timeframe for this effort.	
PRIORITY RATING	Medium	

5

TOWNWIDE WETLAND RESTORATION PLAN



Wetlands Along the Waterfront

Swansboro, NC

6	PUBLIC ENGAGEMENT AND EDUCATION CAMPAIGN
PROJECT DESCRIPTION	Engage and educate Town of Swansboro residents and business owners on the impacts of sea level rise and other climate hazards. This would be a continuous program to involve Town residents in the decision-making process for determining future resilience actions.
LOCATION	Townwide
HAZARD(S) ADDRESSED BY PROJECT	Stormwater Management/Flooding, Infrastructure Deficiency/Capacity, Climate Change. Project is to educate the community on the impacts of current and future anticipated flooding and the Town's stormwater management needs as well as the impacts of climate change on the community.
TYPE OF SOLUTION	Non-regulatory program, specifically an ongoing public engagement and education program for community residents and business owners.
PROJECT ESTIMATED COST	<p>Primary costs are expected to include staff time for public engagement and events and for the publication/distribution of online and printed education materials.</p> <p>Cost Level: \$</p>
POTENTIAL IMPLEMENTATION FUNDING SOURCES	<p>This effort is not currently funded or listed on the County CIP.</p> <p>Potential funding sources: Partnerships with non-governmental organizations may provide opportunities to fund the public engagement and education effort. The N.C. Office of Environmental Education website provides information on potential education grants.</p>
PROJECT ESTIMATED TIMELINE	There is currently no proposed timeframe for this effort but is recommended to begin in the next year to encourage continued engagement. The program would be an ongoing effort.
PRIORITY RATING	Medium

6

PUBLIC ENGAGEMENT AND EDUCATION CAMPAIGN



Swansboro, NC

7	RESIZE NC 24 CULVERT	
PROJECT DESCRIPTION	Work with NCDOT to increase the capacity of the culvert underneath N.C. 24 and improve roadway drainage facilities.	
LOCATION	NC 24	
HAZARD(S) ADDRESSED BY PROJECT	Stormwater Management/Flooding. The project addresses flooding impacts to transportation infrastructure and surrounding properties during storm events.	
TYPE OF SOLUTION	Infrastructure improvements	
PROJECT ESTIMATED COST	<p>Project cost will be dependent on associated roadway design and implementation. No detailed project cost has been estimated.</p> <p>Cost Level: \$\$\$\$</p>	
POTENTIAL IMPLEMENTATION FUNDING SOURCES	<p>Infrastructure is under the jurisdiction of NCDOT. Potential funding will likely include funds assigned through the department's prioritization process.</p> <p>Potential funding sources: Federal sources may include FEMA – BRIC and the National Wildlife Federation. State sources may include the Rural Grant Programs, NCDEQ Clean Water State Revolving Fund, NCDEQ American Rescue Plan Act (ARPA) Funding, NCDEQ Asset and Inventory Assessment Grants, and Golden Leaf Foundation Flood Mitigation Program.</p>	
PROJECT ESTIMATED TIMELINE	Project improvements are expected to require an estimated 1-3 years following receipt of project funding.	
PRIORITY RATING	Low. This project was cited as a priority of over half of the respondents to the survey conducted under the Resilient Coastal Communities Program Phase 2.	

7

RESIZE NC 24 CULVERT





Board of Commissioners

Agenda Item Submittal

Item To Be Considered: **Temporary Sign Allowances**

Board Meeting Date: **May 23, 2022**

Prepared By: **Jennifer Ansell, Planner**

Overview: At the February 10, 2020 joint workshop meeting of the Planning Board and Board of Commissioners, further direction on temporary sign allowances was provided.

Key takeaways included:

- 1) Feather flags are undesirable;
- 2) The 45-day per year allowance for temporary business signs is preferred;
- 3) It is not desirable to allow temporary signs for businesses in shopping centers on undeveloped outparcels;
- 4) An allowance for temporary real estate signs (open house) is desirable;
- 5) The number of temporary signs allowed should be restricted;
- 6) There should be different allowances in the Historic District and these requirements should be vetted by the SHPC; and
- 7) The ordinance needs to be practical and enforceable.

Staff also discovered that there are some inconsistencies with the naming conventions used throughout the ordinance and in the zoning districts shown in the table of permitted signs, so those issues are proposed to be corrected as well. There are also several references to sign types with no regulations, so those are proposed to be deleted. The requirements for political signs have been moved so as not to require a permit, and the regulations modified to be more consistent with the State law.

Due to the in-person meeting limitations imposed during the COVID-19 pandemic, the Board of Commissioners postponed further discussion on the topic until those limitations were lifted.

Historic Preservation Commission Recommendation: At their June 4, 2020 special meeting, the Historic Preservation Commission recommended several changes to the Historic District Design Guidelines related to signage. The proposed amendments disallow any temporary signage other than portable sandwich board signs and signs related to approved festivals or events.

Board of Commissioners Action: The Board of Commissioners agreed to re-discuss freestanding sign amortization at their July 27, 2020 regular meeting. Staff chose to delay further action on the temporary sign discussion until a consensus on amortization could be reached because of the complicated nature of both topics.

Planning Board Recommendation: The Planning Board initially reviewed the proposal at their May 4, 2020 regular meeting and voted unanimously to recommended approval of the proposed text amendments, however due to additional changes to the proposed text amendments following review by the Historic Commission and after discussion with the Town Attorney, the Planning Board reviewed the proposal again at their November 16, 2020 special meeting. They voted 4 to 3 to recommend approval to include the allowance for feather flags under Section 152.269.

Action Needed: A motion to approve, deny or table Ordinance 2022-O4 and adopt a statement of consistency.

Per NCGS 160D-605, when adopting or rejecting any zoning text or map amendment, the governing board shall approve a brief statement describing whether its action is consistent or inconsistent with an adopted comprehensive plan.

The requirement for a plan consistency statement may also be met by a clear indication in the minutes of the governing board that at the time of action on the amendment the governing board was aware of and considered the planning board's recommendations and any relevant portions of an adopted comprehensive plan.

Attachments

Proposed Ordinance 2022-O4

Planning Board Statement of Consistency

ORDINANCE 2022-04
AN ORDINANCE AMENDING THE UNIFIED DEVELOPMENT ORDINANCE
TO CLARIFY THE TERMINOLOGY FOR SIGNAGE, REVISE THE
ALLOWANCES FOR TEMPORARY SIGNS AND
AMEND THE TABLE OF PERMITTED SIGNS

WHEREAS North Carolina General Statute 160D-605 requires that zoning regulations shall be made in accordance with a Comprehensive Plan; and

WHEREAS NCGS 160D-605 also states that when adopting or rejecting any zoning text or map amendment, the governing board shall approve a brief statement describing whether its action is consistent or inconsistent with an adopted comprehensive plan; and

WHEREAS the Board of Commissioners finds that the proposed text amendments are consistent with the current Comprehensive Plan, specifically the CAMA Land Use Plan, Land Use Compatibility, Create Zoning Standards that Enhance the Function and Appearance of the Gateway Corridor; and Implementation Recommendations and Strategies, Other Community Priorities, Enhance Appearance and Maintain Small Town Coastal Character, and considers the action taken to be reasonable and in the public interest.

NOW BE IT ORDAINED by the Town of Swansboro Board of Commissioners that the Unified Development Ordinance is amended as follows:

TITLE XV: LAND USAGE

CHAPTER 152: UNIFIED DEVELOPMENT ORDINANCE

GENERAL PROVISIONS

§ 152.016 DEFINITIONS OF BASIC TERMS.

SIGN, BANNER. A temporary sign of light weight fabric or similar material which is rigidly mounted to a pole or a building by a rigid frame at two or more edges. National, state, ~~or~~ municipal flags, ~~or~~ the official flag of any institution or business, ~~or “open”~~ flags shall not be considered banners.

~~**SIGN, BUSINESS IDENTIFICATION.** Any sign which advertises an establishment, service, commodity, or activity conducted upon the premises where such sign is located.~~

~~**SIGN, COMMERCIAL MESSAGE.** Any sign wording, logo, or other representation that directly or indirectly names, advertises, or calls attention to a business, product, service, or other commercial activity. This definition does not include company nameplates or logos on instructional signs.~~

~~**SIGN, IDENTIFICATION.** A permanent sign announcing the name of a subdivision, residence, group housing project, church, school, park, or quasi public structure or facility, and uses are permitted in agricultural/residential and residential zoning districts.~~

SIGN, INCIDENTAL. A sign which provides only information for the convenience and necessity of the public. Company logos may be displayed on such signs but must not occupy more than 25% of the sign area. **INCIDENTAL SIGNS** include directories, entrance, exit, and other necessary directional signs.

SIGN, MENU. A permanent on premises sign located at businesses which provides drive up or drive through services such as fast food restaurants, banks, laundries, and the like. **MENU SIGNS** shall be located so as not to create vehicle stacking problems which will interfere with the flow of traffic.

SIGN, ON-PREMISES. A sign which publicizes and directs attention to a profession, commodity, activity, product, service or entertainment conducted, sold or offered upon the premises where such sign is located. **ON PREMISES SIGNS** include pole and ground mounted signs. Also included are high rise pole mounted signs where permitted.

SIGN, PENNANT. Any lightweight plastic, fabric, or other material, whether or not containing any message of any kind, suspended from a pole, rope, wire, or string. A string of lights shall be deemed to be a pennant.

SIGN, PORTABLE. Any sign not exceeding 80 square feet of sign area and designed to be moved without mechanical means.

SIGN, PROFESSIONAL OR OCCUPATIONAL (NAME PLATE). A sign which publicizes and directs attention to a rural family occupation or to a profession.

SIGN, PUBLIC INFORMATION. Any sign, usually erected and maintained by a public agency, which provides the public with information and in no way relates to a commercial activity, including, but not limited to: speed limit, stop signs, street name signs, and directional signs.

SIGN, UNLAWFUL. Any sign not listed within this definition section and/or is installed, erected, or constructed in violation of the terms of this chapter.

SIGN, VEHICLE. Any sign written or displayed on a parked vehicle if the vehicle is in front of the business or in a position to draw attention towards the business in the form of advertising. If the vehicle is parked within a compound for the storage of company vehicles and equipment, it is exempt from this definition. No vehicle/equipment compound can be located at the front of the business. **VEHICLE SIGNS** cannot be located on one parcel of property longer than eight hours.

SIGN, WIND DEVICE. Any flag, banner, balloon, pennant, streamer, or similar device that moves freely in the wind. All wind devices are considered to be signs and are regulated and classified as attached or detached by the same regulations as other signs if used to advertise special sales, announcements, festivals, or greetings.

SIGNS

§ 152.269 SIGNS REQUIRING PERMIT BUT NO FEE.

(B) Directional signs, such as those identifying an entrance, exit, or parking location provided that such signs shall be located entirely upon the parcel or tract of land to which the directional signs apply and does not exceed two square feet.

~~(E) Community information banners can be located in designated area—contact Town Hall.~~

~~(FE)~~ Business banners, pennants, and flags which are used to advertise sales, or announcements, or greetings provided they:

- (1) Signs are located on the property of the business or leased unit that the banner relates to and are not displayed in undeveloped outparcels;
- (2) Signs are not used more than 45 days in any one calendar year period per business;
- (3) Signs shall not be larger than 32 square feet or 25% of allowed useable wall area, whichever is less; and
- (4) Only one banner is permitted per business at any time;
- (5) Business banners are prohibited in the Historic District; and
- ~~(4)(6)~~ No unsafe condition is created.

~~(G) Holiday decorations placed by the Town of Swansboro or its designee during the holiday or festival season. Such decorations must be a minimum of eight feet above any public sidewalks.~~

~~(HF)~~ (4) Temporary event banners, yard signs and post-mounted signs for town-approved festivals and for events sponsored by non-profit organizations such as civic groups, church organizations, schools, and government agencies, provided that they are located in business, office and institutional, or government zoning districts along NC 24 or major thoroughfares and the following conditions are met:

- (a) ~~Devices (signs and banners)~~ Signs are not installed more than 14 days prior to event and are removed within two days of event's end;
- (b) No more than eight devices are allowed for the same event at one time;
- (c) Devices are not placed in rights-of-ways and are placed only with the permission of the property owners;
- (d) Unsafe conditions are not created, and devices are not placed in unsafe locations;
- (e) Signs and banners are not displayed above a highway without town and NCDOT approval in writing;
- (f) Signs and banners are not placed within Historic District unless along Highway 24, on Town-owned property, or on private property within the B-2 HDO zoning district; ~~provided that the sign or banner advertises a town sponsored/approved festival or event;~~
- (g) The maximum size for each sign or banner is 32 square feet. The maximum height shall not exceed six feet; and
- (h) Portable Mobile signs, including trailer or vehicle-mounted signs, are prohibited, except directional or public information signs placed by the town at the Town

Manager's discretion, or by the North Carolina Department of Transportation.

~~(2) Organization representatives may, after appropriate training and orientation by the Town staff regarding the ordinance requirements, be licensed to install the types of temporary signs and banners allowed in this subsection without obtaining individual permits. Such licenses may be withdrawn if signs or banners are installed in violation of the ordinance requirements by the licensee or the organization that they represent. Licensees may be required to include identification and contact information on signs or banners that they install.~~

(IG) Construction signs , may be placed identifying the project, the owner or developer , architect, engineer, contractors, subcontractors, and funding sources or other related information provided the following conditions are met:

- 1) Signs must be entirely on property where construction is taking place;
- 2) Total residential signs area shall not exceed 32 square feet total. If a two-sided sign, each side counts toward total if NOT same copy;
- 3) Total commercial signs area shall not exceed 100 square feet total. If two-sided sign, each side counts toward total if NOT same copy;
- 4) All signs shall be removed prior to the certificate of occupancy or when applicable to the certificate of compliance; and
- 5) Grouping of all signs shall be in the same area (adjacent to each other) without creating a traffic safety problem.

(JH) Home occupation signs are allowed provided:

- 1) There shall be not more than one sign per parcel of land;
- 2) Signs shall be attached flat to the wall of the building and shall be non-illuminated; and
- 3) Signs shall not exceed eighteen inches in any dimension nor a total area of 324 square inches.

(LI) Subdivision signs (temporary) are signs advertising the sale of lots or buildings within new subdivisions in which they are located shall be permitted provided:

- 1) Signs shall be non-illuminated;
- 2) No more than one two-sided not exceeding 32 square feet per side shall be located at each major approach to the subdivision ;
- 3) Signs shall be well maintained and in good structural condition;
- 4) Display of such signs shall be limited to a period until 70% of all lots within the subdivision are sold; and
- 5) Any and all signs must be on subdivision's property.

(MJ) Safety/warning Signs (i.e., "low clearance") shall be permitted provided:

- 1) The sign has no more than two sides;
- 2) The area of the sign is six square feet or less; and
- 3) The sign is not illuminated.

§ 152.270 SIGNS REQUIRING A PERMIT AND FEE.

(K) Portable signs provided:

- (1) No part of a sign shall extend beyond the plane of the property line upon which the sign is located or into any easement;
- (2) No more than one portable sign is allowed per business or occupancy;
- ~~(3) Total allowable sign area per lot shall be calculated as the remaining square footage for total sign area per lot. For example, if the lot already has utilized 138 square feet of the total allowed sign area of 150 square feet, then 12 square feet may only be utilized for the portable sign;~~
- ~~(4) (3) Display area shall not exceed 16 square feet unless the sign is located in the Historic District and is therefore subject to the Historic Design Guidelines. If copy is different on each side of sign, then both sides count towards total area;~~
- ~~(5) Sign height shall not exceed three feet measured vertically from ground level to top of sign;~~
- ~~(6) Combination of allowed tenant signage square footage shall not be exceeded;~~
- ~~(7) (4) Signs shall be displayed only during times when the business being advertised is open for business;~~
- ~~(8) (5) Portable signs must be properly secured to prevent the sign from becoming windblown debris;~~
- ~~(9) (6) Portable signs shall not be connected to or utilize an external power source, including (without limitation) by use of an electrical extension cord or cable;~~
- ~~(10) (7) Certain Portable Signs are prohibited,~~ due to their poor aesthetic appearance and detractive value (see Figures 152.270.3 and 152.270.4).



Figure 152.270.3



Figure 152.270.4

- ~~(11) (8) If a portable sign is desired, the following P~~portable signs must be post-mounted or sandwich board-style signs are allowed (see Figures 152.270.5 and 152.270.6).



Figure 152.270.5



Figure 152.270.6

§ 152.271 ADDITIONAL SIGNS AS SPECIAL USE.

~~(C) Banners, special event signs, bazaar signs, and temporary signs shall not require a special use permit. These signs will require a permit issued by the Administrator.~~

§ 152.273 PROHIBITED SIGNS.

The following types of signs are prohibited in all districts unless otherwise noted. Any sign located, placed, or allowed to remain in violation of this section may be impounded by the Administrator or his designee. Any sign impounded under this section shall be returned to the owner (s) thereof upon the following conditions:

- (a) The owner (s) shall provide the Administrator or his designee satisfactory proof of ownership of such sign; and
- (b) The owner (s) shall pay all applicable penalties assessed on account of such sign. Any such sign not claimed within ten (10) days after its impoundment shall be considered abandoned by the owner (s) thereof and the Town of Swansboro may thereafter dispose of any such sign not reclaimed by the owner thereof within ten (10) days after its impoundment.

- A) Signs which are a copy of or deceptively similar to any official highway sign.
- B) Signs with flashing or moving lights if the sign and/or flashing lights are visible from any residence, or any street or thoroughfare open to vehicular traffic.
- C) Signs that obstruct visibility on any street, highway, or thoroughfare or at any intersection thereof.
- D) Signs which are erected or maintained upon trees, ~~or~~ painted or drawn upon rocks or other natural features, or attached to utility poles.
- E) Signs that obstruct access to or from any window, door, fire escape, or any other opening intended to provide light, air, ingress, or egress to or from any room or building as required by law.

- F) ~~(1) Signs located in or over any street , highway, or any other public right-of-way. Any sign located, placed, or allowed to remain in violation of this section may be impounded by the Administrator or his designee. Any sign impounded under this section shall be returned to the owner (s) thereof upon the following conditions:~~
- ~~(c) The owner (s) shall provide the Administrator or his designee satisfactory proof of ownership of such sign; and~~
 - ~~(d) The owner (s) shall pay all applicable penalties assessed on account of such sign.~~
- ~~(2) Any such sign not claimed within 30 days after its impoundment shall be considered abandoned by the owner (s) thereof and the Town of Swansboro may thereafter dispose of any such sign not reclaimed by the owner thereof within 30 days after its impoundment.~~
- G) Signs which are illegal under state or federal law.
- H) Signs not in good repair.
- I) Signs not securely affixed to a substantial structure, except for mobile signs allowed as a special use in § 152.211.
- J) Signs which are painted on buildings which conduct a use not advertised by said sign.
- K) Signs which are not designed or constructed according to generally accepted engineering practices to withstand wind pressures and load distribution as set forth in the North Carolina Building Code and other applicable codes. Provided, however, that this division shall not apply to prohibit freestanding signs:
- 1) Which have an area less than or equal to 32 square feet per side; and
 - 2) Which are not more than six feet from the ground to the top of the sign; and
 - 3) Which are supported by at least two support posts equivalent to two 4" x 4" treated wooden posts, buried at least four feet in the ground.
- L) Signs which do not meet the National Electric Code, when wiring or electrical connections are used.
- M) Primary freestanding signs which are not monument signs unless the sign is located in the Historic District and is therefore subject to the Historic District Design Guidelines.
- N) Signs commonly referred to as "yard signs" unless related to a Town approved festival or non-profit event (see Section 152.269 and Figure 152.270.7).
- O) Signs commonly referred to as "feather flags" (see Figure 152.270.8).



Figure 152.270.7



Figure 152.270.8

§ 152.277 PERMITTED SIGNS.

The Table of Permitted and Special Use Signs delineates the types of signs permitted within the various zoning districts in the Town of Swansboro (see §§ [152.170](#) through [152.180](#) for a complete description of the individual zoning districts).

Signs - Permitted/Special Use

<i>Sign Type</i>	<i>RA</i>	<i>All Residential Districts</i>	<i>TNC</i>	<i>PUD</i>	<i>MHP</i>	<i>MHS</i>	<i>MHS- 15SF</i>	<i>MHS- O</i>	<i>B1</i>	<i>B2</i>	<i>B3</i>	<i>B2 HDO</i>	<i>MI</i>	<i>CON</i>	<i>O/I</i>	<i>G/E</i>
<u>Animated</u>									<u>P</u>	<u>P</u>						
<u>Accessory Use (per 152.271)</u>	<u>S</u>	<u>S</u>		<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>
<u>Agricultural</u>	<u>P</u>	<u>P</u>		<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>
Awning/ <u>Canopy</u>				<u>P</u>					P	P	<u>P</u>	P	P		P	<u>P</u>
<u>Business</u> Banner				<u>P</u>					P	P	<u>P</u>	<u>P</u>	P		P	<u>P</u>
Billboard*									P				P			
<u>Business Identification</u>									<u>P</u>	<u>P</u>		<u>P</u>	<u>P</u>		<u>P</u>	
<u>Canopy</u>									<u>P</u>	<u>P</u>		<u>P</u>	<u>P</u>		<u>P</u>	
<u>Cemetery</u>	<u>P</u>								<u>P</u>							
<u>Churches, Schools or Public Buildings (per 152.271)</u>	<u>S</u>	<u>S</u>		<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>
<u>Commercial Message</u>									<u>P</u>	<u>P</u>		<u>P</u>	<u>P</u>		<u>P</u>	
Construction	P	P	<u>P</u>	P	P	P	<u>P</u>	P	P	P	<u>P</u>	P	P	P	P	<u>P</u>
Directional	<u>P</u>			<u>P</u>	<u>P</u>				P	P	<u>P</u>	P	P		P	<u>P</u>
Directory				<u>P</u>					P	P	<u>P</u>	P	P		P	<u>P</u>
<u>Electronically Controlled Message</u>									<u>P</u>	<u>P</u>			<u>P</u>			
<u>Festival Area</u>	<u>P</u>	<u>P</u>		<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>
<u>Flashing</u>									<u>P</u>	<u>P</u>						
Freestanding												P				
Governmental	P	P	<u>P</u>	P	P	P	<u>P</u>	P	P	P	<u>P</u>	P	P	P	P	<u>P</u>
Home Occupation	P	P		P	P	<u>P</u>	<u>P</u>	P	P	P	<u>P</u>	P	<u>P</u>		P	
<u>Identification</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>		<u>P</u>							<u>P</u>	

<i>Sign Type</i>	<i>RA</i>	<i>All Residential Districts</i>	<i>TNC</i>	<i>PUD</i>	<i>MHP</i>	<i>MHS</i>	<i>MHS-15SF</i>	<i>MHS-O</i>	<i>B1</i>	<i>B2</i>	<i>B3</i>	<i>B2 HDO</i>	<i>MI</i>	<i>CON</i>	<i>O/I</i>	<i>G/E</i>
Incidental									P	P		P	P		P	
Marquee									P	P	P	P	P			
Menu									P	P						
Mobile									S				S			
Monument				P	P				P	P	P	P	P		P	P
Multiple-Use									P	P	P	P	P		P	P
On-Premises									P	P		P	P		P	
Pennant									P	P		P	P		P	
Political Campaign	P	P		P	P	P	P	P	P	P	P	P	P	P	P	P
Portable				P					P	P	P	P	P		P	P
Principal Use				P					P	P	P	P	P	P	P	P
Professional or Occupational									P	P			P			
Projecting									P	P	P	P	P		P	P
Public Information									P	P	P	P	P			
Real Estate Commercial/Residential	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Roof									S				S	S		
Safety/ Warning	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Subdivision	P	P		P		P	P	P	P	P	P				P	
Temporary Festival and Event (per 152.269)	P	P			P	P	P	P	P	P	P	P	P		P	P
Vehicle									P							
Wall									P	P	P	P	P		P	P
Wind Device									P	P	P					
Window									P	P		P	P		P	P
Notes: P = Indicates permitted. S = Special use permit required. Blank = Indicates not permitted. *NOTE: Within the Swansboro corporate limits, billboard signs are prohibited on all parcels adjoining the NC 24 right-of-way anywhere within the Town or extraterritorial jurisdiction.																

Appendix III

HISTORIC DISTRICT DESIGN STANDARDS

SECTION 18 SIGNAGE.

18.1 Signage – Standards

- 1) Use a traditional palette of materials for new signs such as wood, metal, or stone. Synthetic materials are only appropriate when they resemble one of the materials listed above. Signage on commercial canvas awnings and in storefront display windows is also appropriate. (Note: Internal glass-mounted signs are not subject to SHPC review. However, the SHPC shall review interior neon signs that are located within five feet of a window or glass door on an exterior wall and are so placed as to be seen from the outside). New exterior neon signs installed following the date of adoption of this amendment are prohibited.
- 3) Locate wall signs on commercial buildings with storefronts in the signboard frieze located above the display windows. In this location, the sign serves as a boundary between the lower and upper facade. See Historic Commercial Buildings standards Section 9, Contributing Commercial Buildings, for information on storefront design.
- 4) Use of neon or fluorescent colors on signs is appropriate prohibited. Sign colors must be consistent with the approved color palette.
- 10) Use free-standing signs that are low mounted and do not obscure pedestrian views. No more than one free-standing sign shall be allowed per street frontage. Free-standing sign pole supports should be simple and unobtrusive in design.
- 14) Avoid the placement of banners, pennants, and flags in the Historic District is prohibited unless related to a Town-approved festival or non-profit event in areas that will obscure or damage the architectural features of buildings. The SHPC shall also evaluate the impact of such devices on the character of the streetscape.
- 15) Use of sandwich board signs in the historic district is permitted if:
 - Size is no more than 2' x 3'.
 - Location is not within cannot impede pedestrian traffic along a public walkway.
 - Blocks no exit or exit way.
 - Removed at end of business day.

This amendment is effective upon adoption of this Ordinance.

Adopted this 23rd day of May 2022.

Town of Swansboro Board of Commissioners

John Davis, Mayor

ATTEST:

Alissa Fender, Town Clerk

PLANNING BOARD STATEMENT OF CONSISTENCY

Temporary Sign Allowances

During its November 16, 2020 ~~regular~~ ^{special} meeting, the Town of Swansboro Planning Board reviewed proposed amendments to the Unified Development Ordinance addressing temporary sign allowances.

The proposed changes are **consistent** with the current Comprehensive Plan, specifically the CAMA Land Use Plan, Land Use Compatibility, Create Zoning Standards that Enhance the Function and Appearance of the Gateway Corridor; and Implementation Recommendations and Strategies, Other Community Priorities, Enhance Appearance and Maintain Small Town Coastal Character, and have been recommended for **approval** by the Planning Board.

This statement reflects the recommendation of the Town of Swansboro Planning Board this the 16th day of November 2020.

4 to 3

Vote



Planning Board Chairperson



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Political Sign Requirements**

Board Meeting Date: **May 23, 2022**

Prepared By: **Jennifer Ansell, Planner**

Overview: An amendment is proposed to clarify the allowances for political signs in order to:

- 1) Align the ordinance regulations with NC GS § 136-32, Regulation of signs;
- 2) Remove the requirement for a sign permit making enforcement more manageable;
- 3) Clarify the penalties for placement of signs which do not meet these criteria;
- 4) Clarify the types of signage allowed under this section; and
- 5) Clarify the size limitations for signage under this section.

Planning Board Recommendation: During its January 11, 2022 regular meeting, the Town of Swansboro Planning Board unanimously recommended approval of the proposed amendments to the Unified Development Ordinance pertaining to political signage.

Attachments:

1. Ordinance 2022-O5
2. Planning Board Statement of Consistency
3. NC GS 136-32
4. Parson Email
5. Conaway Research

Action Needed:

- 1) Hold a Public Hearing;
- 2) Motion to approve, deny or table Ordinance 2022-O5 and adopt a statement of consistency.

Pursuant to NCGS 160D-605, when adopting or rejecting any zoning text or map amendment, the governing board shall approve a brief statement describing whether its action is consistent or inconsistent with an adopted comprehensive plan.

The requirement for a plan consistency statement may also be met by a clear indication in the minutes of the governing board that at the time of action on the amendment the governing board was aware of and considered the planning board's recommendations and any relevant portions of an adopted comprehensive plan.

Action: _____

ORDINANCE 2022-O5

AN ORDINANCE AMENDING THE UNIFIED DEVELOPMENT ORDINANCE TO CLARIFY THE ALLOWANCES FOR POLITICAL SIGNS

WHEREAS North Carolina General Statute 160D-605 requires that zoning regulations shall be made in accordance with a Comprehensive Plan; and

WHEREAS NCGS 160D-605 also states that when adopting or rejecting any zoning text or map amendment, the governing board shall approve a brief statement describing whether its action is consistent or inconsistent with an adopted comprehensive plan; and

WHEREAS the Board of Commissioners finds that the proposed text amendment is consistent with the current Comprehensive Plan, specifically the CAMA Land Use Plan, Land Use Compatibility, Create Zoning Standards that Enhance the Function and Appearance of the Gateway Corridor; and Implementation Recommendations and Strategies, Other Community Priorities, Enhance Appearance and Maintain Small Town Coastal Character, and considers the action taken to be reasonable and in the public interest.

NOW BE IT ORDAINED by the Town of Swansboro Board of Commissioners that the Unified Development Ordinance is amended as follows:

TITLE XV: LAND USAGE

CHAPTER 152: UNIFIED DEVELOPMENT ORDINANCE

SIGNS

§ 152.268 SIGNS REQUIRING NEITHER PERMIT NOR FEE.

(C) Political campaign signs, provided the following are met:

- 1) Candidates or their representatives must obtain a copy of the ordinance requirements from Town Hall and sign that they received a copy prior to installation of any signs;
- 2) Signs shall be confined to private property and not located within any street-right-of way unless otherwise permitted by State law;
- 3) No more than one (1) sign per candidate shall be placed on any parcel;
- 4) Permission must be obtained from the property owner where the sign(s) are to be placed or the adjacent property owner if placed in the State-maintained right-of-way;
- 5) The owner of any property upon which the sign(s) are placed shall ensure the sign(s) are placed no sooner than thirty (30) days prior to the first date of "one-stop" early voting and are removed within ten (10) days of the election or referendum;
- 6) Signs shall not create any unsafe conditions;
- 7) The placement of leaflets, signs, posters, or bulletins on vehicle windshields, utility poles, trees, or other signposts is prohibited;
- 8) The supporting structure is not included in the calculation of square footage. Signs shall not exceed six (6) square feet in size or forty-two (42) inches in height measured from the ground. Signs outside of these parameters are prohibited.
- 9) Signs may not be composed of multiple modules or segments, or be illuminated, and must be reasonably secured to prevent windblown debris or other damage to adjacent property;
- 10) Signs affixed to or placed in parked utility trailers or in parked truck beds are prohibited;
- 11) Mobile signs require a special use permit pursuant to Section 152.270 (F); and
- 12) Signs placed unlawfully in accordance with this section may be removed pursuant to Section 152.273 and NC GS 136-32 (f).

§ 152.269 SIGNS REQUIRING PERMIT BUT NO FEE.

~~(K) Political campaign signs are allowed, provided the following are met:~~

- ~~1) Signs shall be confined to private property;~~
- ~~2) Signs shall not be erected sooner than 45 days before the election or referendum;~~
- ~~3) The owner of any property upon which the sign is placed shall make sure the sign has been removed within seven days after the election or referendum;~~
- ~~4) Sign shall not exceed 15 square feet and the height to the top of sign shall not exceed five feet from the ground. Should you elect to erect a sign larger than 15 square feet, an application must be submitted with an engineer sealed drawing of footing design with turn over moment calculations. The sign must be located in a commercial zone on non-public lands, out of rights-of-way, and have a permit from the Zoning Official prior to placement of the sign;~~
- ~~5) Signs shall not create any unsafe conditions;~~
- ~~6) Ordinance prohibits the placement of leaflets, signs, posters, bulletins on vehicle windshields, utility poles, trees, or sign post; and~~
- ~~7) Portable signs are prohibited. Signs affixed to or placed on trailers, in truck beds, etc., are considered portable signs and are prohibited.~~

These amendments are effective upon adoption of this Ordinance.

Adopted this 23rd day of May 2022.

Town of Swansboro Board of Commissioners

John Davis, Mayor

ATTEST:

Alissa Fender, Town Clerk

PLANNING BOARD STATEMENT OF CONSISTENCY

Political Signs

During its January 11, 2022 regular meeting, the Town of Swansboro Planning Board recommended proposed amendments to the Unified Development Ordinance related to Section 152.268, Signs Requiring Neither a Permit Nor Fee, and 152.269, Signs Requiring a Permit But No Fee.

This proposed amendment serves to clarify the allowance for political signs, and is **consistent** with the current Comprehensive Plan, specifically the CAMA Land Use Plan, Land Use Compatibility, Create Zoning Standards that Enhance the Function and Appearance of the Gateway Corridor; and Implementation Recommendations and Strategies, Other Community Priorities, Enhance Appearance and Maintain Small Town Coastal Character, and has been recommended for **approval** by the Planning Board.

This statement reflects the recommendation of the Town of Swansboro Planning Board this the 11th day of January 2022.

b-0

Vote

A handwritten signature in blue ink, appearing to read "Scott Chadwick", written over a horizontal line.

Scott Chadwick, Planning Board Chairperson

§ 136-32. Regulation of signs.

(a) **Commercial Signs.** – No unauthorized person shall erect or maintain upon any highway any warning or direction sign, marker, signal or light or imitation of any official sign, marker, signal or light erected under the provisions of G.S. 136-30, except in cases of emergency. No person shall erect or maintain upon any highway any traffic or highway sign or signal bearing thereon any commercial or political advertising, except as provided in subsections (b) through (e) of this section: Provided, nothing in this section shall be construed to prohibit the erection or maintenance of signs, markers, or signals bearing thereon the name of an organization authorized to erect the same by the Department of Transportation or by any local authority referred to in G.S. 136-31. Any person who shall violate any of the provisions of this section shall be guilty of a Class 1 misdemeanor. The Department of Transportation may remove any signs erected without authority or allowed to remain beyond the deadline established in subsection (b) of this section.

(b) **Compliant Political Signs Permitted.** – During the period beginning on the 30th day before the beginning date of "one-stop" early voting under G.S. 163-227.2 and ending on the 10th day after the primary or election day, persons may place political signs in the right-of-way of the State highway system as provided in this section. Signs must be placed in compliance with subsection (d) of this section and must be removed by the end of the period prescribed in this subsection. Any political sign remaining in the right-of-way of the State highway system more than 30 days after the end of the period prescribed in this subsection shall be deemed unlawfully placed and abandoned property, and a person may remove and dispose of such political sign without penalty.

(c) **Definition.** – For purposes of this section, "political sign" means any sign that advocates for political action. The term does not include a commercial sign.

(d) **Sign Placement.** – The permittee must obtain the permission of any property owner of a residence, business, or religious institution fronting the right-of-way where a sign would be erected. Signs must be placed in accordance with the following:

- (1) No sign shall be permitted in the right-of-way of a fully controlled access highway.
- (2) No sign shall be closer than three feet from the edge of the pavement of the road.
- (3) No sign shall obscure motorist visibility at an intersection.
- (4) No sign shall be higher than 42 inches above the edge of the pavement of the road.
- (5) No sign shall be larger than 864 square inches.
- (6) No sign shall obscure or replace another sign.

(e) **Penalties for Unlawful Removal of Signs.** – It is a Class 3 misdemeanor for a person to steal, deface, vandalize, or unlawfully remove a political sign that is lawfully placed under this section.

(f) **Application Within Municipalities.** – Pursuant to Article 8 of Chapter 160A of the General Statutes, a city may by ordinance prohibit or regulate the placement of political signs on rights-of-way of streets located within the corporate limits of a municipality and maintained by the municipality. Any such ordinance shall provide that any political sign that remains in a right-of-way of streets located within the corporate limits of a municipality and maintained by the municipality more than 30 days after the end of the period prescribed in the ordinance is to be deemed unlawfully placed and abandoned property, and a person may remove and dispose of such political sign without penalty. In the absence of an ordinance prohibiting or regulating the placement of political signs on the rights-of-way of streets located within a municipality and maintained by the municipality, the provisions of subsections (b) through (e) of this section shall apply. (1921, c. 2, s. 9(b); C.S., s. 3846(r); 1927, c. 148, ss. 56, 58; 1933, c. 172, s. 17; 1957, c. 65, s. 11; 1973, c. 507, s. 5; 1977, c. 464, s. 7.1; 1991 (Reg. Sess., 1992), c. 1030, s. 39; 1993, c.

539, s. 981; 1994, Ex. Sess., c. 24, s. 14(c); 2011-408, s. 1; 2017-6, s. 3; 2018-146, ss. 3.1(a), (b), 6.1; 2019-119, s. 1.)

Jennifer Ansell

From: Jennifer Ansell
Sent: Wednesday, December 8, 2021 9:36 AM
To: 'Clifford P. Parson'
Cc: Paula Webb; Alissa Fender; Scott Chadwick; Jeff Conaway
Subject: RE: Political Signs
Attachments: 20211208092903763.pdf

Importance: High

Cliff,

Last night Jeff Conaway provided the attached information he had compiled on other communities and how they regulate political signs.

The Board asked that I send it to you to review. The only difference I see is that some communities are limiting the number of signs on private parcels like we discussed, I don't see where they're doing anything different in the State-maintained right-of-way.

Thank you,

Jennifer H. Ansell, CFM, CZO
Planner
Town of Swansboro
601 W. Corbett Avenue
Swansboro, NC 28584
(910) 326-4428
(910) 326-3101 Fax

From: Clifford P. Parson <CPP@wardandsmith.com>
Sent: Tuesday, December 7, 2021 3:54 PM
To: Jennifer Ansell <jansell@ci.swansboro.nc.us>
Cc: Paula Webb <pwebb@ci.swansboro.nc.us>; Alissa Fender <afender@ci.swansboro.nc.us>
Subject: RE: Political Signs

If you impose a higher fee for violating the political sign ordinance, you are regulating the sign based on content, which is not allowed. You can establish a maximum number, or a maximum aggregate area the signs comprise (such as "no individual sign may exceed XXSF and all signs on a parcel shall not exceed YYSF in the aggregate"). You cannot regulate or limit the area where they can be placed (such as allowing them on residential property but not commercial, or not allowing them in the downtown business district).

Call me when you get a chance so I'm clear on what the PB is doing.

Thanks,

Cliff

From: Jennifer Ansell <jansell@ci.swansboro.nc.us>
Sent: Friday, November 12, 2021 1:05 PM

To: Clifford P. Parson <CPP@wardandsmith.com>

Cc: Paula Webb <pwebb@ci.swansboro.nc.us>; Alissa Fender <afender@ci.swansboro.nc.us>

Subject: Political Signs

Importance: High

Cliff,

The Planning Board reviewed the political sign amendment at their meeting Wednesday night and posed the questions below. I advised them that I would consult with you, but that I wasn't sure we could do anything about the signs allowed by NC GS 136-32. Additionally, the below link was sent out on the list serv today, so I wanted your opinion on if we should move forward with the amendment as proposed.

- Can they limit the number of political signs allowed?
- Can they limit the area(s) in which they are allowed?
- Can they impose higher fees for violations of this section?

Jeff Conaway mentioned he thought Cary was limiting the number of signs and where they could be placed.

Thank you,

Jennifer H. Ansell, CFM, CZO
Planner
Town of Swansboro
601 W. Corbett Avenue
Swansboro, NC 28584
(910) 326-4428
(910) 326-3101 Fax

From: michael.zehner@bgllc.net <ncplan@listserv.unc.edu>

Sent: Thursday, November 11, 2021 3:47 PM

To: NCPlan mailing list <ncplan@listserv.unc.edu>

Subject: [ncplan] SCOTUS Case Could Upend Sign Regulations (Again)

I came across this today, so just sharing for general awareness: <https://www.planning.org/blog/9225323/scotus-case-could-upend-sign-regulations-again/>

Michael Zehner, AICP, ENV SP
Environmental Programs Director

The Berkley Group
c. 404-643-7930
michael.zehner@bgllc.net
www.bgllc.net



You currently are subscribed to ncplan .

To unsubscribe send email to listserv@unc.edu with the subject line "unsubscribe ncplan "



Clifford P. Parson
Attorney

Ward and Smith, P.A.

1001 College Court (28562) | Post Office Box 867
New Bern, NC 28563-0867
P: 252.672.5474 | F: 252.672.5477 | M: 252.675.2089
V-card | www.wardandsmith.com

[Resources for North Carolina Businesses during COVID-19](#)



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Political Signs on Cary Streets

✱ Political signs on Cary Owned Roads

- Temporary signs, including political signs, are **NOT ALLOWED** in the right-of-way of Town-maintained streets.

Political Signs on Private Property

Political signs placed on individual properties

Political Signs on Property

(Political Signs are Regulated as Temporary Signs – No Permit is Required)

Requirement	Residential Property	Non-residential Property
Maximum Number	8	4
Maximum Sign Area	5 sq. ft.	3 signs, 5 sq. ft. 1 sign, 16 sq. ft.
Maximum Sign Height	42 inches	42 inches
Setback from Property Line	5 ft.	5 ft.

Where can I pick up political signs removed by Cary staff that did not meet the above regulations?

Political signs can be picked up at Town Hall (*316 N. Academy Street*) on the 3rd floor of the parking garage in the storage shed. For questions please call 311 within Cary or (919) 469-4000 outside of Cary.

POLITICAL SIGNS

Cary regulates temporary signs according to their size and placement and not their content. The following guidance on political signs is provided in response to requests from citizens for guidance on this topic.

View [a map of roads in Cary](#) to see which roads are state, Cary, or privately-maintained streets.

Political Signs on NCDOT Streets



Political Signs on State (DOT) Owned Roads

NC General Statute 136-32 Regulation of signs addresses political signs on State (DOT) owned roads.

Sections **(b)** & **(d)** below:

(b) Compliant Political Signs Permitted. – During the period beginning on the 30th day before the beginning date of "one-stop" early voting under G.S. 163-227.2 and ending on the 10th day after the primary or election day, persons may place political signs in the right-of-way of the State highway system as provided in this section. Signs must be placed in compliance with subsection (d) of this section and must be removed by the end of the period prescribed in this subsection.

(d) Sign Placement. – The permittee must obtain the permission of any property owner of a residence, business, or religious institution fronting the right-of-way where a sign would be erected. Signs must be placed in accordance with the following:

- (1)** No sign shall be permitted in the right-of-way of a fully controlled access highway.
- (2)** No sign shall be closer than three feet from the edge of the pavement of the road.
- (3)** No sign shall obscure motorist visibility at an intersection.
- (4)** No sign shall be higher than 42 inches above the edge of the pavement of the road.
- (5)** No sign shall be larger than 864 square inches.
- (6)** No sign shall obscure or replace another sign.

Signs | 11.6 Signs that do not require a permit

Such signs may not be located between four feet and six feet above grade and shall be no greater than six square feet in total size per tenant.

11.6.7 POLITICAL SIGNS

Temporary campaign signs shall not exceed four square feet per side, and shall be located only on private property only with the permission of the property owner. Campaign signs are limited to one per candidate per property. Such signs may be displayed not more than 30 days prior to an election and must be removed within seven days after the election.

11.6.8 OUTFIELD WALL SIGNS

Commercial copy signs on ball fields shall only be mounted on exterior fences, facing toward the field.

11.6.9 MENU DISPLAY

A restaurant menu display box can be permanently mounted on the building façade adjacent to the entry. The display box shall not exceed five square feet. Menu displays are excluded from the permitted area and number of signs specified elsewhere in this section.

11.6.10 REPLACEMENT OF TENANT IDENTIFICATION SIGNS

A permit is not required for the replacement of tenant identification on a multi-tenant sign.

11.6.11 BUILDING NAME SIGNS

A permit is not required for signs used solely for the purpose of displaying the building name provided that such signs are no more than 10 square feet in area and are not illuminated. Such sign may be a wall sign, projecting sign, or canopy/awning sign. No more than two such signs (one per frontage) are allowed without a permit.

11.6.12 FLAGS

- A. Flags or insignia of any nation, organization of nations, state, county or municipality; any religious, civic or fraternal organization; or any educational or cultural facility are permitted, provided that the height of any pole shall not exceed the maximum building height for the district.
- B. Flags with commercial messages or flags used for the sole purpose of identifying a building or use are not permitted.

(1) Whenever it is alleged that there has been an error in any order, action, decision, determination, or requirement by an administrative official in the enforcement and application of any provision contained within this section or any other provision of this code pertaining to sign permits (including any allegation that an administrative official has failed to act within applicable time frames), the aggrieved party shall file a written appeal with the Board of Adjustment.

(2) The written appeal shall be filed with the city's Planning Department within thirty (30) days of the date of the alleged error. The written appeal shall describe the alleged error and the applicable provisions of this section or the code pertaining to the administrative official's order, action, decision, determination, requirement, or failure to act.

(3) The Board of Adjustment shall hold a hearing within thirty (30) days following receipt of the written appeal.

(4) The Board of Adjustment shall render a written decision within ten (10) days following the hearing.

(Q) *Appellate decisions deemed final, subject to judicial review.* The appellate decisions of the Board of Adjustment pursuant to this code shall be deemed final, subject to judicial review by the Superior Court of Union County by proceeding in the nature of certiorari.

(R) *Unlawful cutting of trees or shrubs.* No person may, for the purpose of increasing or enhancing the visibility of any sign, damage, trim, destroy, or remove any trees, shrubs, or other vegetation located:

(1) Within the right-of-way of any public street or road, unless the work is done pursuant to the express written authorization of the city or other agency having jurisdiction over the street;

(2) On property that is not under the ownership or control of the person doing or responsible for such work, unless the work is done pursuant to the express authorization of the person owning the property where such trees or shrubs are located; or

(3) In any area where such trees or shrubs are required to remain under a permit issued under this section.

(S) *Zoning districts.* The regulations in this section apply in every zoning district, except where otherwise specified or indicated.

(1) *Permit exemptions (no permit needed).* Sign permits are not required for signs and sign-types described and identified in this division.

(a) *Street address signs.* For each parcel, residence or business, one street address sign may be displayed. For each residence, the street address sign shall not exceed three (3) square feet in sign area unless required by applicable law. For each business or parcel in nonresidential use, the street address sign shall not exceed six (6) square feet in sign area unless required by applicable law.

(b) *Nameplate or occupant identification signs (attached).* For each residence, business or other occupancy, one nameplate sign may be displayed. For residences the nameplate or occupant identification signs shall not exceed three (3) square feet in sign area. For any nonresidential use, the nameplate or occupant identification sign shall not exceed six (6) square feet in sign area.

(c) *Non-commercial onsite directional signs.* Non-commercial onsite directional signs, not exceeding three (3) square feet in sign area, shall be allowed on each parcel. Directional signs shall be a maximum of three (3) feet in height.

(d) *Non-commercial onsite parking space signs.* Non-commercial onsite parking space number signs, not exceeding one (1) square foot of sign face per sign, shall be allowed on each parcel in noncommercial use having multiple parking spaces onsite. One such sign shall be allowed for each parking space.

(e) *Free expression signs.* For each parcel, one free expression sign not exceeding three (3) square feet in sign area may be displayed. The free expression sign may be displayed as an attached sign or as a freestanding sign; if displayed as a freestanding sign, the freestanding sign shall not exceed three (3) feet in height. A free expression sign is in addition to any other sign permitted under this section and is permitted in any zoning district. Only one such sign shall be permitted on each parcel. The sign must be located within six (6) feet of a building located on the lot or parcel; or if there is no building on the lot or parcel, the sign must be located at least fifteen (15) feet from any street.

* (f) *Election signs.* For each parcel, one election sign for each candidate and each issue may be displayed. An election sign may be displayed as an attached sign or as a freestanding sign. On parcels that are in residential use, the election sign shall not exceed three (3) square feet in sign area; and, if the election sign is displayed as a freestanding sign on the parcel, the election sign shall not exceed four (4) feet in height. On parcels that are in nonresidential use, the election sign shall not exceed thirty-two (32) square feet in sign area; and, if the election sign is displayed as a freestanding sign on the parcel, the election sign (i) shall be set back at least five (5) feet from all property lines and (ii) shall not exceed eight (8) feet in height. An election sign shall be removed within seven (7) calendar

ORDINANCE REGULATING SIGNS IN MUNICIPALITIES

VILLAGE OF ALAMANCE

Temporary Sign: A sign displayed for a period of not more than twelve (12) months.

CITY OF BURLINGTON

Political Signs: Political signs erected in connection with elections or political campaigns proved that: (Amendment adopted June 6, 2000; effective date of amendment, August 1, 2000.)

- a. Such signs are prohibited on utility poles and may not obstruct driver's vision clearances at an intersection.
- b. Such signs shall not be posted earlier than sixty (60) days prior to a primary, general or special election and are to be removed within ten (10) days after the election.
- c. Such signs shall not exceed 32 square feet in area.
- d. Signs found to be in violation of this section may be removed by Zoning Enforcement Officers.

TOWN OF ELON

Campaign or Elections Signs – Not to exceed 4 square feet per side, located only on private property with the permission of the property owner. Campaign signs are limited to one per candidate per road right-of-way. May be displayed not more than 45 days prior to an election and must be removed within 7 days after the election.

TOWN OF GIBSONVILLE

Temporary Signs: Temporary political signs located on private property must be removed within seven (7) days after an election.

Type	#Permitted	Area (sq ft)	Setback (feet)	Height (feet)	Illum. ^b
Temp. Political Signs/All Districts	NA	6	R/W ^a	6	none

^a Signs must be located outside public street R/W and outside and sight distance area.

CITY OF GRAHAM

Temporary Signs: Temporary political yard signs advertising candidates or issues, provided such signs do not exceed one (1) sign per candidate per zoning lot or sixteen (16) square feet in area per display surface, are not erected prior to forty-five (45) days before the actual election day and are removed within seven (7) days after the election

TOWN OF GREEN LEVEL

Campaign/Political Signs are allowed in all zoning districts without a sign permit if they meet the following guidelines:

- a. Each sign shall not exceed more than 18 square feet in area
- b. All such signs shall be removed within seven (7) days after the election for which they were made
- c. No sign shall be placed upon any right-of-way, on any telephone pole or any street sign, or on any public property
- d. No sign may be posted earlier than 45 days before the appropriate election date

TOWN OF HAW RIVER

Yard Signs: Yard signs erected temporarily such as political signs or those advertising yard sales shall be removed within five (5) days after the event promoted has taken place

CITY OF MEBANE

Temporary Signs: Temporary political yard signs advertising candidates or issues, provided such signs do not exceed one sign per candidate per zoning lot or four (4) square feet in area per display surface, are not erected prior to sixty (60) days before the appropriate election, and are removed within four (4) days after the election. No sign shall be attached to utility poles, traffic regulatory signs, or other publicly-maintained structures.

TOWN OF OSS�PEE

No ordinance

TOWN OF SWEPSONVILLE

No ordinance

(M) Marquee Sign

In addition to permitted wall signs, marquee signs with changeable copy shall be allowed at theaters. Such changeable copy signs may cover no more than one square foot of sign area for each linear foot of theater building frontage. Like poster boxes, such signs shall be subject to total wall sign area limits. Other non-changeable copy signs may be attached to or mounted on top of a marquee.

(N) Menu Board

Menu boards shall be allowed only as an accessory use to a restaurant having a drive-through window, provided that:

- (1) Such signs shall not exceed forty-two (42) square feet in area and five (5) feet, six (6) inches in height;
- (2) Such signs shall not be legible from a public right-of-way or adjacent property;
- (3) There shall be no more than two (2) such signs per property; and
- (4) The color of such signs shall have ties to the main building or other signage for the project.
- (5) Restaurants within the Town Center may substitute one (1) permitted sandwich board sign for a freestanding menu board but shall not use both.

(O) Political Sign

Political signs shall be allowed without a sign permit in addition to, or as a replacement for, other allowed signs, provided that:

- (1) One (1) sign shall be permitted per individual lot or parcel for each candidate for office or side of a ballot measure or issue; for a lot or parcel with frontage on a second street, one (1) additional sign for each candidate for office or side of a ballot measure or issue shall be permitted.
- (2) Such signs shall be located on private property and not within the public right-of-way or affixed to any improvement within such right-of-way (median, utility pole, traffic control device, bridge, guardrail, or other safety barrier), within a required sight distance triangle, or on Town property or buildings, except within specified proximity of polling places on Election Day, under rules established by a county board of elections.
- (3) Such signs shall be located on private property with the owner's permission or consent. It shall be presumed the property owner has given permission or consents to the sign's placement unless the property owner notifies the Town otherwise.
- (4) Such a sign shall be removed within ten (10) days following the date of any election or other event to which it refers, except that signs for successful primary election candidates, eligible for the general election, may remain after the primary election; this time limit shall not apply to a sign which does not refer to an election or other event.
- (5) Such a sign shall not exceed five (5) square feet in area per sign face or forty-two (42) inches in height, except where such sign is erected in place of another type of sign permitted at that location, in which case it may be the same size and subject to the same conditions as such sign.

**TOWN OF SWANSBORO
FINANCIAL REPORT
(AS OF APRIL 30, 2022)**

REVENUES

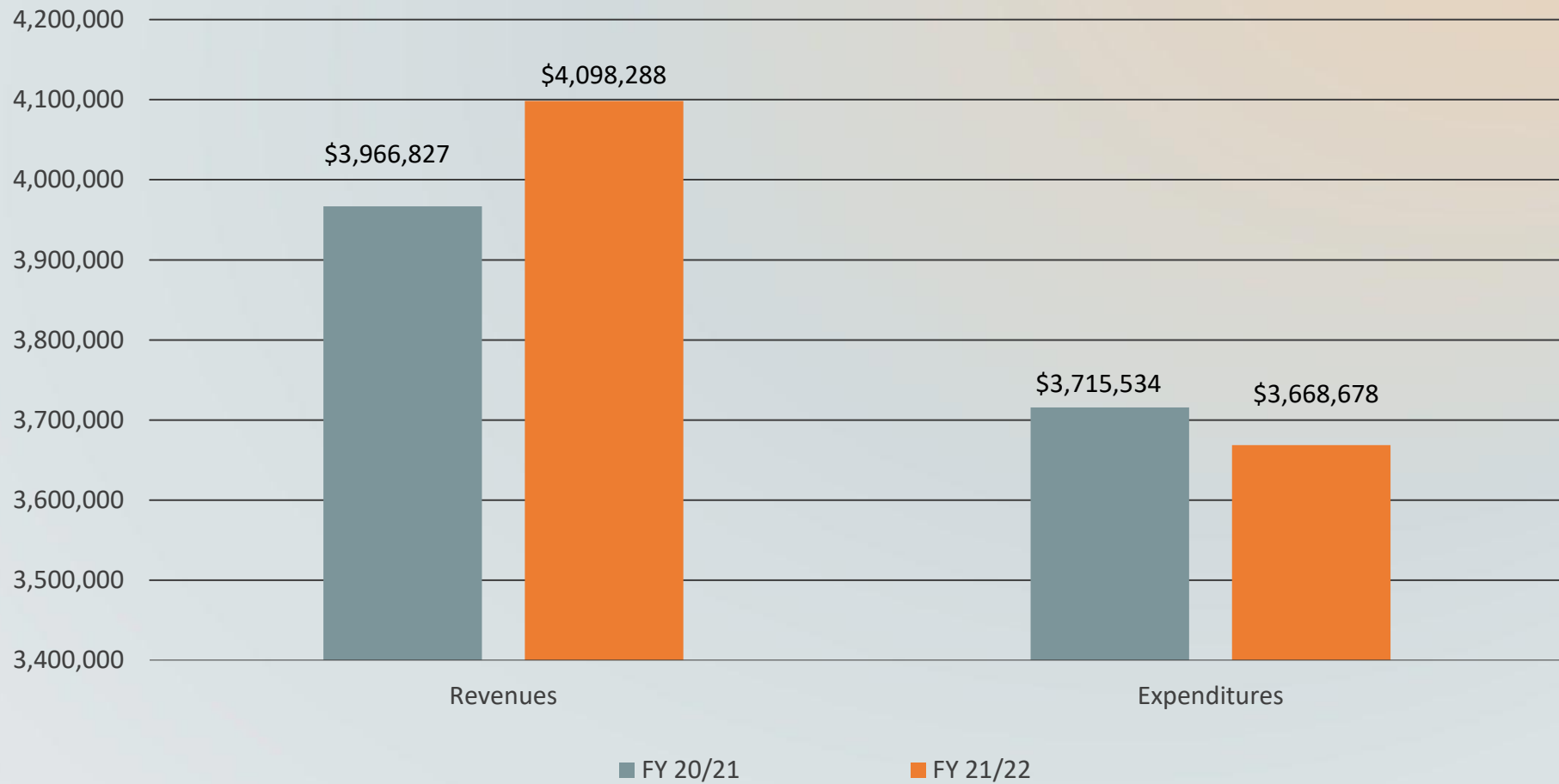
EXPENDITURES

LOAN PAYMENTS

INVESTMENTS

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF APRIL 30, 2022)**

GENERAL FUND



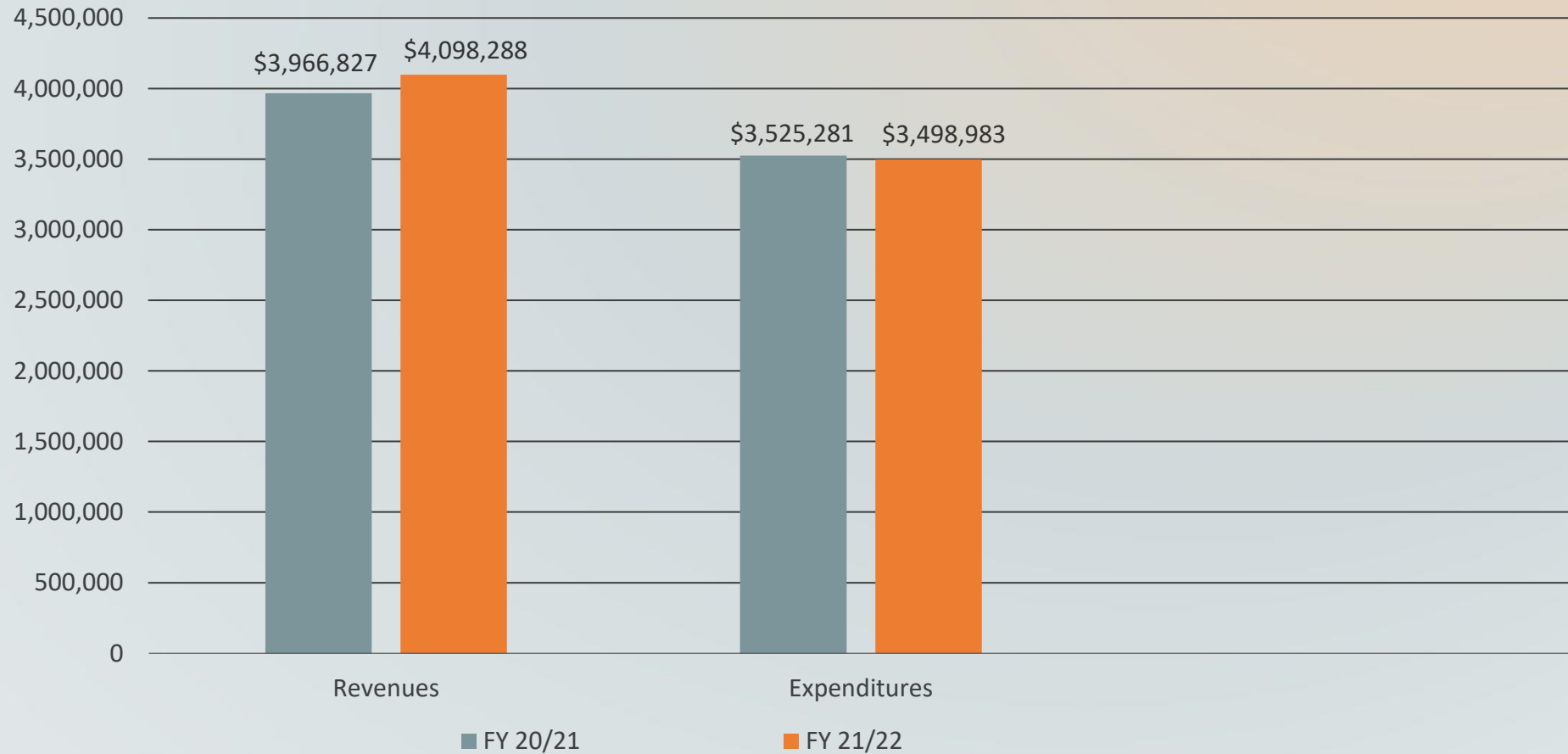
ENCUMBRANCES INCLUDED

Total Excess of Revenues Over Expenditures \$429,610

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF APRIL 30, 2022)**

(ACTUAL)

GENERAL FUND



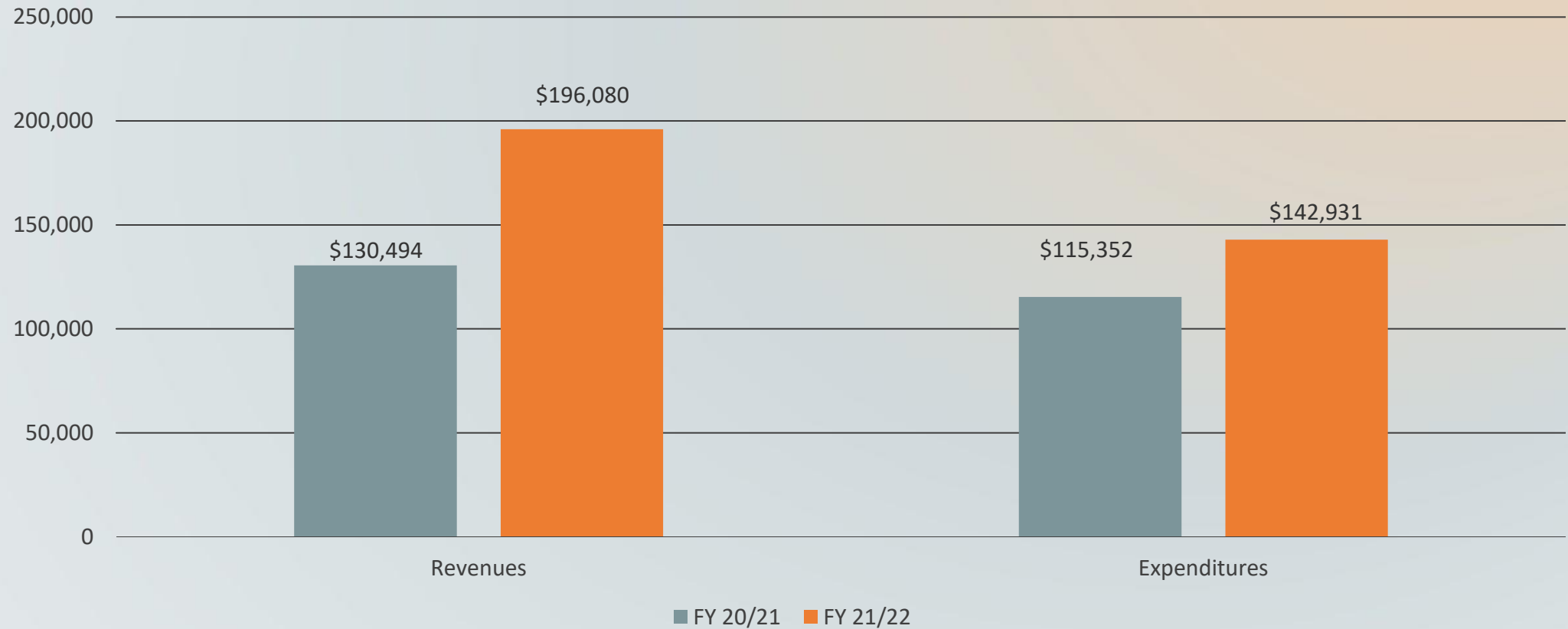
(ENCUMBRANCES NOT INCLUDED)

Total Excess of Revenues Over Expenditures **\$599,305**

DEPT.	BUDGET	(PAID YEAR TO DATE) ACTUAL	(PURCHASE ORDERS) ENCUMBERED BALANCE	SPENT % APRIL 30, 2022
GOVERNING BODY	27,422	22,959	576	85.8%
ADMIN SERVICES	410,302	287,225	10,363	72.5%
FINANCE	253,881	203,733	-	80.2%
LEGAL	57,000	42,368	-	74.3%
PUBLIC BUILDINGS	414,881	305,876	23,730	79.4%
FIRE	805,279	609,806	23,814	78.7%
PERMITTING	266,346	192,899	56	72.4%
POLICE	1,043,180	824,215	9,735	79.9%
PUBLIC WORKS-STREETS	300,728	160,877	2,958	54.5%
POWELL BILL-STREETS	105,804	31,285	62,527	88.7%
PARKS & RECREATION	338,538	245,580	24,631	79.8%
CHURCH STREET DOCK	13,708	3,402	1,000	32.1%
EMERGENCY MANAGEMENT	115,345	66,804	4,876	62.1%
FESTIVALS & EVENTS	119,554	79,652	5,374	71.1%
NON DEPARTMENTAL	491,657	422,303	56	85.9%
TOTAL	4,763,624	3,498,983	169,695	77.01%

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF APRIL 30, 2022)**

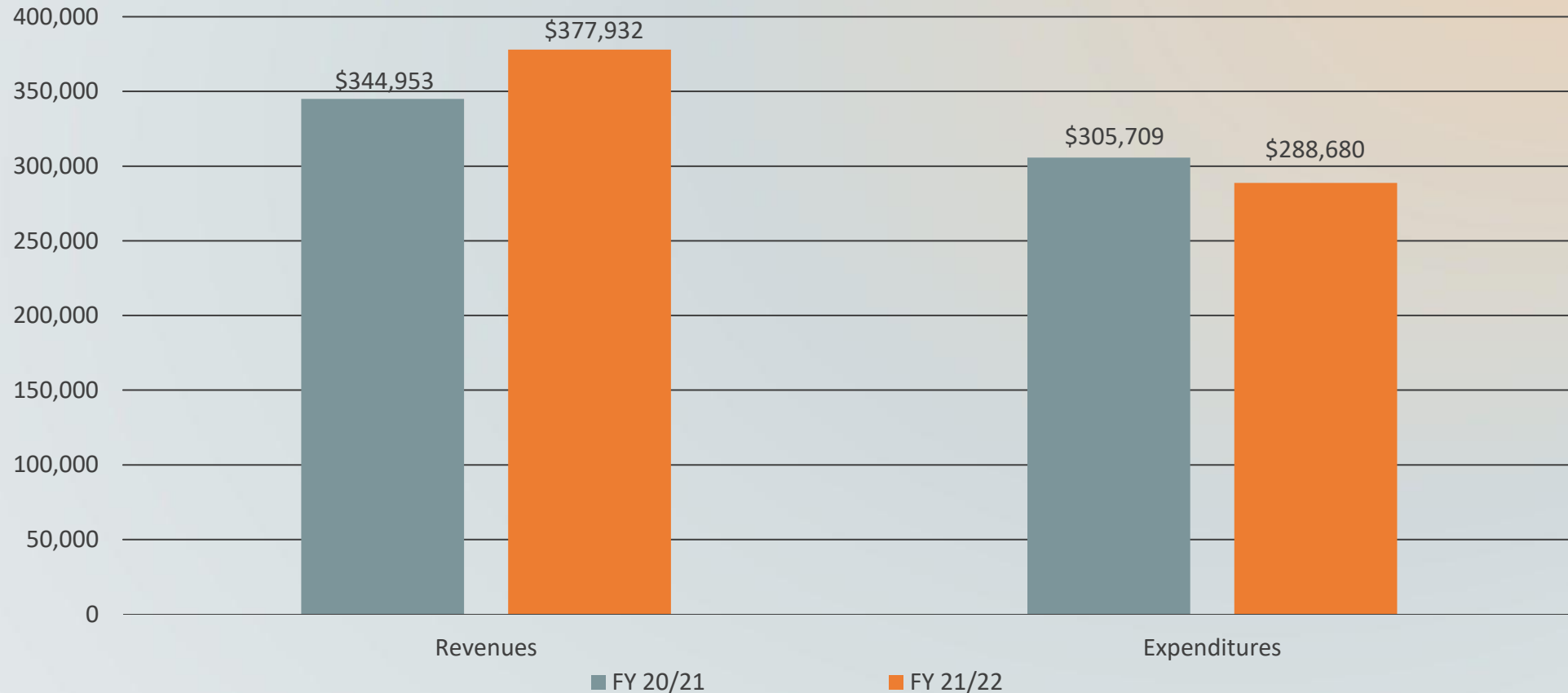
STORMWATER ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures \$53,149

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF APRIL 30, 2022)**

SOLID WASTE ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures \$89,252

**TOWN OF SWANSBORO
LOAN REPORT
(AS OF APRIL 30, 2022)**

Item	Principal Balance	Interest Rate	End Date	Annual Debt Service
Town Hall/Tanker	\$463,719	2.69	03/21/2028	\$84,724
Public Safety Facility	\$120,000	2.58	12/22/2024	\$45,160
Fire Truck	\$223,427	2.08	11/01/2026	\$47,512
Equipment/Vehicles	Paid in Full	1.87	11/01/2021	\$51,783
Sleeping Quarters	\$125,000	2.43	12/14/2026	\$29,253
Grapple Truck/Town Hall Generator	\$183,700	1.72	6/25/2025	\$47,917
Vehicles(Police & Fire Department) & Software	\$110,700	1.84	7/15/2026	\$23,377
Total Debt	\$1,226,546	114		\$329,726

**TOWN OF SWANSBORO
CASH & INVESTMENTS REPORT
(AS OF APRIL 30, 2022)**

CASH & INVESTMENTS

BANK	BALANCE	INTEREST RATE
First Citizens Bank	\$10,777,299	.03%
NC CMT-General	\$477,016	.01%

OSBM Funds included in First Citizens Bank balance- \$6,100,000

- **Emergency Operations Center-\$6,000,000**
- **Sidewalks-\$100,000**

Any Questions

?



Board of Commissioners Meeting Agenda Item Submittal

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

Board Meeting Date: **May 9, 2022**

Prepared By: **Alissa Fender - Town Clerk/Admin Services Director**

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

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

Proposed for June 13, 2022

- * Recognition of Police & Fire by Hubert Vol Fire Dept
- * Public Hearings
 - o Budget
 - o Special Use Permit/Corbett Ave

ONWASA Agreement

Proposed for June 27, 2022

Future Agenda Items

- * American Rescue Plan Funding Recommendations (updates)
- * Further LUP Review/Amendments
- * Comprehensive Transportation Plan Revisions
- * Text Amendments – Occupancy Tax
- * Text Amendments – R/A Zoning Uses – *referred back to Planning Board*
- * Sub-committee designations for Strategic Plan Implementation
(*Eco Dev Committee est. Oct 2020*)
- * Shipwrights Point Phase II Street Acceptance (*Tentative*)
- * Historic Preservation Commission Recommendations (Joint Meeting Items)
- * Visitor's Center Improvements
- * Building Standards
- * Zoning Map & Table of Uses Amendments (possible)
- * EOC Discussion (ongoing)
- * **Public Hearing - Special Use Permit/147 Front Street (*Property posting and adjacent property notices must be made at least 10 days prior to hearing*)**
- * Ward Shore Project Additional Alternatives
- * Additional Sidewalk Priorities
- * Joint Meeting with Planning Board (*will schedule meeting after SUP public hearings held*)

July Meetings:

Regular – 11th

Regular – 25th

MANAGER'S REPORT

Town Projects/Initiatives Update

May 23, 2022

Submitted By: Paula Webb, Town Manager

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

- **Swansboro Causeway Living Shoreline Project:**

NCDOT and NC Coastal Federation have partnered on a National Fish and Wildlife Foundation Grant to install a proposed living shoreline at strategic locations on NC Hwy 24 that are exposed to the White Oak River.

The following information is from their project narrative:

Project Site 2: Swansboro Yacht Club

“Project Site 2 is located northeast of the Swansboro Yacht Club, a local community dining establishment, located within Onslow County, at the border of Carteret County. Living shoreline work will be completed on an island that is located between the two N.C. 24 bridges. The causeway along the northeast side of N.C. 24 has experienced past erosion due to storm events (in 2005 and 2011), including erosional undercutting as a result of Hurricane Florence (2018). The abutment along the northwest end of the island and the abutment at the southeast end of the island are also showing continued signs of erosion...”

Design and permitting of the proposed project is in the works with an intended construction to take place over the winter of 2022/2023. Proposed project designs will be forthcoming when available.

Project Engineer, Brian Lipscomb confirmed a project construction timeline of late Fall/Winter of 2022/2023. A notice to proceed has been issued for a traffic impact analysis for the project. RK&K has completed the traffic counts. In short, the report acknowledges am restrictions from 6-9am and afternoon restrictions from 3-6pm.

Design work should be completed in the next couple months and expect to have permits in hand the end of Spring. Advertise and award (LET) the project in the summer 2022. Actual construction availability will be in mid-September 2022, assuming no moratorium that delays into October or November to start. Construction will continue through the Fall 2022, into Winter 2023, and conclude with the marsh planting between April 15, 2023 – May 15, 2023.

Town of Swansboro, NC Manager's Report

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

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

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

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

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

Ten people have been identified as the committee:

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

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

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

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

Town of Swansboro, NC Manager's Report

- **NC DCM Resilient Coastal Communities Program (RCCP) Grant** – On March 17, 2021, the North Carolina Department of Environmental Quality's Division of Coastal Management award their first round of RCCP Grant funding. The Town of Swansboro was competitive enough to receive one of the grants. The intent of the grant is to funds efforts in four key phases in their Coastal Communities Resiliency Program:
 1. Community Engagement and Risk & Vulnerability Assessment
 2. Planning, Project Selection and Prioritization
 3. Project Engineering and Design
 4. Project Implementation

Through our efforts in the 2019 CAMA Land Use Plan update, Swansboro has effectively covered most of the parameters for phases 1 and 2. This grant will assist in finishing the remaining requirements under phases 1 & 2 so we may move forward with the final 2 phases. Applications for Phases 3 & 4 is expected to be due by the end of this calendar year.

Dewberry, Beth Smyre hosted the first RCCP Committee meeting November 17, 2021 at Town Hall. The committee identified several areas that better planning (resilience) was needed but narrowed the list to the top priorities being stormwater mapping and generator power for schools/nursing homes. The complete list included:
Disaster Recovery (generators for nursing homes, and schools)
Stormwater Management/Mapping
Climate Change
Hurricane Response/Evacuation
King Tide Levels

A community engagement meeting was held on Wednesday, February 23, 2022 from 4-6pm at Town Hall. A community input survey is available from the Town website, at Town Hall and the Swansboro Branch Library through March 9, 2022. The Committee met again on Monday 3/21. Beth shared that 89-online surveys were received and 6 hard copies. Flooding was the number one concern. The committee revisited the original spreadsheet and still identified stormwater mapping as the top priority for the portfolio. Other items still identified but categorized with stormwater mapping were, Halls Creek and Hawkins Creek Restoration, development of a wetland restoration plan, and a public education campaign. Development of the portfolio readies the Town for phase 3 – applying for engineer funding, and phase 4 implementation.

On April 4, NCDCEM released the Request for Applications for Phase 3 of the Resilient Coastal Communities Program - applications are due June 3.

Our consultant Beth Smyre shares that NCDCEM clarified that the focus of the Phase 3 program is on projects with a natural or nature-based component; this can include projects such as green infrastructure improvements, wetland or stream restoration, or living shorelines. Infrastructure mapping, such as Project #1 of our project portfolio, would not be eligible for funding under

Town of Swansboro, NC Manager's Report

Phase 3. Therefore, she recommended that we focus your Phase 3 application on either the Halls Creek or Hawkins Creek stream restoration efforts. As Mayor Pro Tem Tursi graciously explained to her, a stream restoration project would be far more complicated scientifically and more expensive. It is doubtful, with all the other projects we have in the works on top of budget preparation, staff would have time to put together a viable application. I did share with her that we do have the Water Street Project (with engineered drawings in hand). She reviewed the plans and is checking with NCDCM to see if this project would qualify.

Beth Smyrna/Dewberry is scheduled to provide an update to the Board May 23, 2022 for Phase 2. We had originally hoped that stormwater mapping would qualify for the next phase, but we are told it does not. Phase 3 includes engineering/design – application deadline early June. Planner Jennifer Ansell and Public Works Director Tank Bates participated in a teleconference this week to seek other opportunities for stormwater mapping. The Town does have engineered plans for the Water Street Rehabilitation and could submit this project for Phase 4 funding. It is noted that the Water Street Rehabilitation project was estimated to cost \$215,000 in 2018. Phase 4 anticipated average funding level: \$45,000 per project, so contribution on the Town's part would be required.

RCCP Project Portfolio

Project No.	Title	NNBS?
1	Stormwater Mapping	
2	Halls Creek Stream Restoration	Yes
3	Hawkins Creek Stream Restoration	Yes
4	Water Street Rehabilitation	Yes
5	<u>Townwide</u> Wetland Restoration Plan	Yes
6	Public Engagement and Education Campaign	
7	Resize NC 24 Culvert	

Town of Swansboro, NC Manager's Report

- **August 2020 - NC State Historic Preservation Office Florence and Michael ESHPF Hurricane Disaster Relief Grant – Emmerton School:** The Town submitted an Emergency Supplemental Historic Preservation Fund (ESHPF) Hurricane Disaster Relief application for Emmerton School (AKA Old Town Hall) located at 502 Church Street for remaining Hurricane Florence damage repairs and resiliency measures for future events. The grant request is in the amount of **\$424,000** and is established as a 100% reimbursable grant.

We will use the funds for the following projects:

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

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

On 12/1/21, received notification that NCDCCR is drafting a subgrant agreement. The National Park Service has given clearance to begin the project. A budget amendment accepting the \$424K was approved on January 10, 2022. The final agreement has now been executed. The project startup meeting has occurred, and the Manager and Planner will begin working with NCDCCR to identify contractors qualified for the work.

Staff is preparing a draft RFP, which will then have to be reviewed by the Historic Preservation office before being sent out.

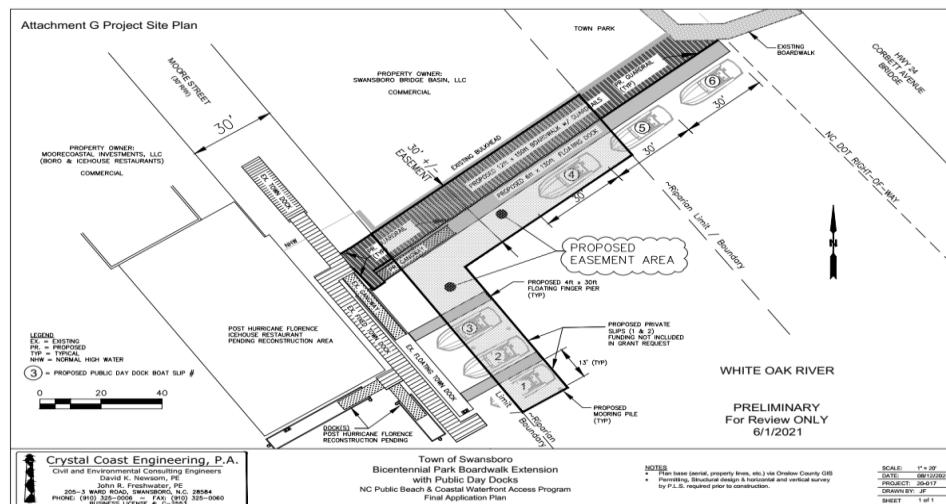
- **CLG Grant/Historic District Architectural Survey** - the CLG Grant/Historic District Architectural Survey Contract with Grubbs & Associates was also executed this week. The survey is due to be completed by September 2, 2022. Representatives from Grubbs & Associates began survey work last week.

Town of Swansboro, NC Manager's Report

A draft survey is due to the Historic Preservation Commissioner in June. The final work must be completed by September 2, 2022. It's my understanding that local residents, Amelia Dees-Gillette and Kim Kingrey have been working with the consultant to provide local knowledge to be included in update.

- **2020 NC Public Beach and Coastal Waterfront Access Grant Project** – The Town received notification on November 3, 2020 that the Bicentennial Park Boardwalk Extension with Public Day Docks Grant Project has been approved and granted the full amount requested of \$142,350. The Total project cost is \$158,350 with the grant. \$7,000 of the required \$16,000 town match will be non-cash/in-kind. The project will include the following:

1. A 150 feet by 12 feet wide wooden boardwalk to be located waterward of an existing concrete bulkhead along the shoreline of the southern section of the park and the Mattocks House property. The boardwalk will connect on the western end of the existing Town Dock located in the Moore Street right-of-way.
2. A floating dock measuring 6 feet by 130 feet will be located immediately waterward of the Boardwalk and will connect to the existing Moore Street Dock by means of 4 feet by 30 feet aluminum gangway on the western end.
3. There will be four boat slips to accommodate day visitors in small boats



The Lease and Dock Rental Agreements have been executed with Randy Swanson. Kathy Vinson and Crystal Coast Engineering have been re-engaged to continue work on the project.

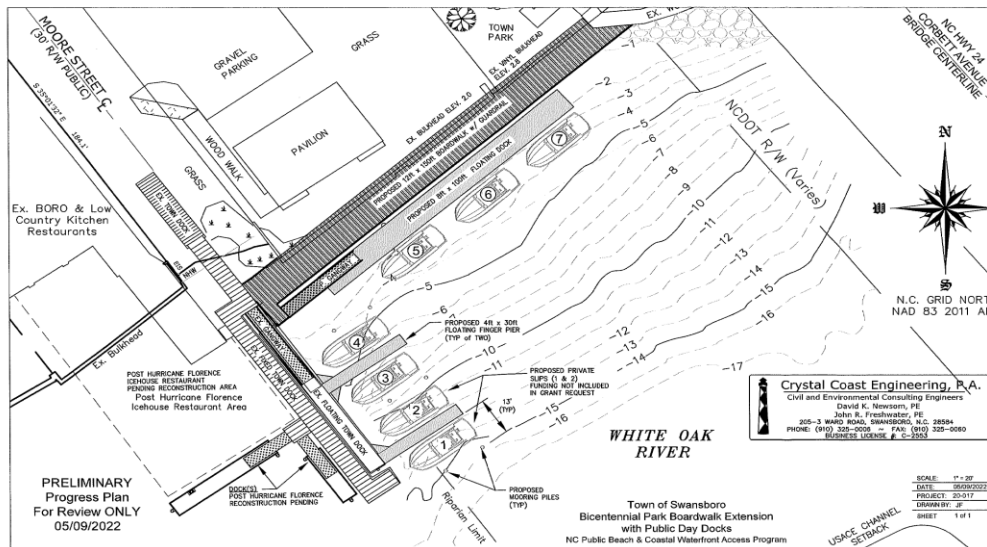
The lease and boat slip agreements have been signed. Kathy Vinson and John Freshwater were re-engaged on the project. A redesign of the dock was necessary

Town of Swansboro, NC

Manager's Report

to remove the kayak launch which once existed when Pogies was located on site. Removal of the kayak launch offered space for one additional boat slip. John Freshwater and Kathy Vinson are preparing the final notes on the plan, which will be submitted to CAMA for permit modification. Once the permit modification is in hand, we can send out an RFP on construction.

Revised design ↓



- **FY 2020 Stormwater Outfall Retrofit Project – Walnut Street** – Through our continued partnership with the NC Coastal Federation, we were able to secure a stormwater retrofit project funded through the Section 319 NPS Pollution Control Grant administered through the NC Department of Environmental Quality. The grant amount is \$69,155 and will fund the retrofit the direct stormwater discharge pipe at the end of Walnut Street. The following slides show the location of the approximately 9.3 acres of area this facility will treat along with a project description and anticipated results. Design of this project is currently in the works with anticipated construction during FY 2021-2022. Deadline for project completion is December 31, 2022. The Engineer reported on 1.20.21, that the design was under final review.

The Final Design has been received. The Project Budget of \$35K was adopted on March 28th, 2022. RFP's have been sent to qualified contractors.

Town of Swansboro, NC Manager's Report



Staff changes at CAMA have resulted in a delay in starting the project. M&W Land Improvements Inc has been engaged and is on standby to begin work once we receive notice from CAMA.

- **Sidewalk Projects** - At their December 5, 2019 meeting, the NC Board of Transportation approved a funding request from NCDOT Division 3 in the amount of \$366,668.00. Per amended Swansboro Resolution 2019-R9, the Town contributed \$116,634 for a total project funding of \$483,302. The project was split into 3 phases/priorities to focus the limited funding to the portions that ranked higher in need.

Construction of this project commenced Thursday, April 8, 2021. NCDOT has estimated project funding shortfall in the amount of \$97,000 due to limitations caused by ditching and utilities. The cost breakdown for each phase/priority is as follows (estimates as of April 16, 2021).

- Priority 1 - Sidewalk installation along NC-24 (Corbett Ave) from SR 1511 (Hammocks Beach Rd) to SR 1514 (Phillips Loop Rd); \$120,000 - **Completed**
- Priority 2 - Old Hammocks Beach Rd from SR 1513 (Deer island Rd) to existing sidewalk near Fredericks Ln; \$335,000 – Expected to begin in late October 2021 – Groundwork/drainage underway. Project delayed due to two additional easements needed just beyond Deer Island Road. Water line depth too shallow in right-of-way. Easements requests were mailed out November 23, 2021.

Senate Bill 105 approved November 18, 2021 included the \$100K for sidewalk extensions in Swansboro. An email notifying the Town of the \$100,000 award was received from the Office of State Budget and Management to

Town of Swansboro, NC Manager's Report

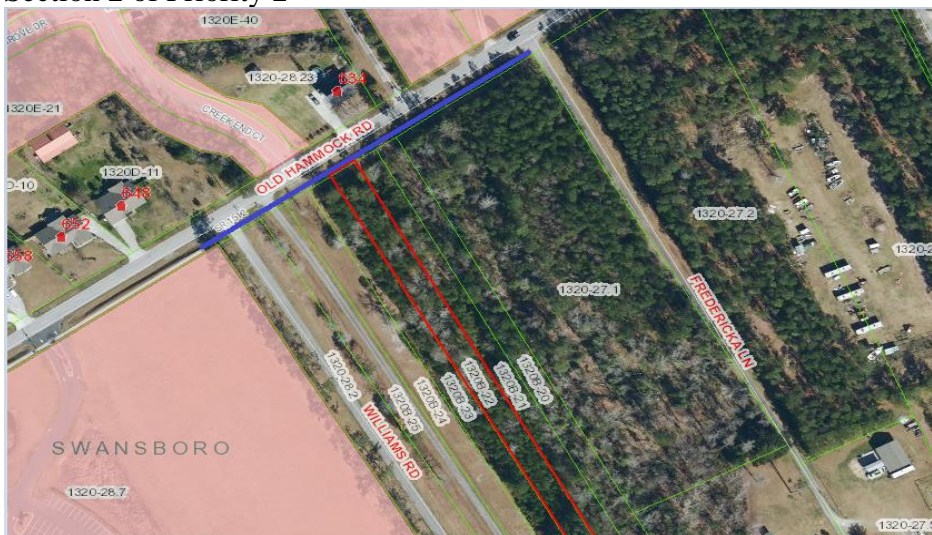
acknowledge the appropriations of \$100,000 for sidewalk improvements from the State Capital and Infrastructure Fund Directed Grant. Once received, these funds could be appropriated for the second section of Priority 2.

Some stormwater drain work has been completed by NCDOT on Priority 2 along Old Hammocks Road. This priority area includes two sections. The first section from Deer Island Road to Fredricka Lane and the second section from Fredricka Lane to the Catholic Church connection. All easements are secured for section one. One easement is still pending for this section (involves heirs and deed preparation on their part). NCDOT does have some additional drainage work to do along the flag lots at Buena Vista Del Mar (adjacent to Williams Road).

Section 1 of Priority 2



Section 2 of Priority 2



Town of Swansboro, NC Manager's Report

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

All easements secured and Phase 2 is now nearly complete.

- Priority 3 - SR 1511 (Hammocks Beach Rd) from Moore's BBQ sidewalk to Park Place Dr \$125,000 - *NOTE: we have not prepared survey/design on this section yet, so costs may vary more related to this priority*

Priority 3 will connect the sidewalks at Park Place to Moore BBQ. This area has not been surveyed/designed and could likely (according to notes in 2019) cost more than \$200,000 due to right-of-way and stream crossing, utility issues. Five easements required for this section.

Priority 3



Staff is working with NCDOT on an updated maintenance agreement which also includes the breakdown of expenditures of the \$100K SCIF Funding (Town contribution). This information is necessary for reports we are required to provide back to the Office of State Budget and Management.

Although requests for Priority 3 easements were sent out back in October 2021, none were received. We will resubmit those requests.

During the April 4 Budget Workshop a future Priority 4 was identified. We are waiting to hear back from NCDOT on funding estimates.

Town of Swansboro, NC Manager's Report



- **Traffic Light Synchronization Project** - Town Staff has been working with Nisarg Shah of NCDOT to get a better synchronization of the stoplights on NC Hwy 24/W. Corbett Avenue. He made some adjustments on Wednesday, February 3, 2021 but I imagine it may take a couple of adjustments to correct the issues.

NCDOT reports that the synchronizations seem to be working properly. The timing on the Queens Creek Road intersection may be adjusted to allow more time on the side road entries. What they did discover was that motorists are not adhering to the 35-mph speed limit. Most were still traveling 40-45mph. Unless the Town is interested in reverting the speed limit back to 45 mph, better enforcement of the 35-mph speed limit is recommended.

- **Swansboro ADA Plan** – Assessments of Town facilities have been completed. We anticipate a Public Hearing early in 2021 in hopes to officially adopt this plan once complete. Stewart has had some turnover in staff and asked that I submit notes from our last meeting. A final draft was received 1/18/2022 –additional changes to be made yet, mainly name of coordinator to Alissa Fender and implementation to Paula Webb.
- **Visitor's Center Improvement Update** – Andrew Wilson of Crystal Coast Engineering has prepared a draft building layout for the Visitor's Center based on several suggestions he received. You may recall that the Town had reached out to John Wood, Restoration Specialist with the NC State Historic Preservation Office to determine if the structure had retained its contributing historic status when moved to its present location, which would have allowed an exemption under the Flood Damage Prevention Ordinance. On January 6, 2022 Mr. Wood provided that due to the structure being moved from its original location, handicap ramp addition, and elevation; the structure was no longer a contributing historic structure. It should be noted that the elevation was required because the structure was in the flood zone, and the handicap ramp had to be added for ADA compliance. What this ultimately means is that we will have to follow a phased plan for improvements because the building is valued at \$57,000. If the renovation cost exceeds 50% of that value, a Substantial Improvement, the entire structure must be brought into compliance with the current ordinance and Building

Town of Swansboro, NC Manager's Report

Code requirements. A second phase could not be started until one year after the final inspection on phase one.

Another alternative would be to raise the building to the current flood elevation (approximately 5 more feet) to bring it into compliance with the current regulations, including breakaway wall construction for the foundation due to the Coastal A flood zone designation. This would require HPC approval. This item will be added to the Planning Retreat for discussion/guidance. As a reminder the Town was awarded \$20,000 through the Onslow County TDA and must be used by June 30 or requested again in the next grant cycle.

Staff met with John Wood on Tuesday, March 1. As reported at the March 2 Planning Retreat, John Wood indicated that if we moved the side entrance steps back to the front of the building as they originally were when the building sat further down Water Street and clearly identify those as new construction using certain materials and raised flower beds to camouflage, the buildings historic status could be returned. Planner Ansell has sought engineered drawings and elevation certificate. Additional reviews by the Historic Preservation Commission and Flood Appeals Board will still be required. Once the contributing status is re-instated, the building would qualify for an exemption under the definition of Substantial Improvement and allow the Town to apply for a variance from the Flood Damage Prevention Ordinance requirements through the Flood Appeals Board.

Tidewater has been engaged to provide the elevation certification and existing conditions survey. Larion Engineering has been engaged to provide engineered re-design to remove the side entry and re-instate the entry to the front of the building and flood analysis. All will aid in the return of the contributing status to the building which will in turn relieve the Town from the flood requirement to raise the structure. The design will be scheduled for review by the Historic Preservation Commission for the demolition of the steps/deck and construction of the new steps as soon as the plans are received from Larion thereafter, a variance will be sought from the Flood Appeals Board from the elevation requirement. Public Works will demolish the side entry however, based on workload we will most likely utilize a contractor to install the front entry.

On May 17, the HPC reviewed the side entrance demo and re-location of the front entrance as recommended by Restoration Specialist John Wood. HPC member Kim Kingrey volunteered to search for photos from years back to see if the hand railings were wooden or if any were ever present. Once final minor work approval is granted, the work performed and contributing status re-instated, we would then qualify for an exemption under the definition of Substantial Improvement which would allow the Town to apply for a variance from the Flood Damage Prevention Ordinance requirements through the Flood Appeals Board.



Department Reports for April 2022

Administrative Services

- Phone Records Report for April: 2,325 calls
 - Town Hall – 656 Parks and Recreation – 506
 - Police Department – 699 Fire Department – 83 Outgoing totals – 681
- Building permits sold for April: 113 residential/commercial combined; \$9,155.62 total fees collected (includes 16 re-inspections)
- 250 Building inspections processed/35 Fire Inspections processed
- 103 Various receipts processed
- 311 ONWASA payments processed, 7 New Service Setups, 9 Other transactions
- 17 Work Orders generated for Public Works
- 11 Notarization's performed
- Mailed 29 Renewal statements for Beer & Wine Privilege Licenses, 20 payments received
- Admin staff worked at Visitor's Center 3 days each week (Darla, Alissa, Ali, and Lisa)
- US Census Report Submitted – Permits
- Finalized March Departments Report
- Developed monthly and special meeting notices/hearings, agenda items, packets, and minutes/distributed for meetings. A staff representative(s) attended each meeting and prepared meeting minutes/follow-up.
- Began open enrollment planning with Laymon Group – scheduled for May 6th
- Ongoing Deputy Clerk training
- EOC Committee's first meeting held April 27, scheduled to meet on 2nd & 4th Wednesday of each month
- Wellness Checks held for Employees – April 21 (NCLM)
- Began planning of Spring Employee Social – scheduled for May 20th
- Tyler Technologies Implementation Project
 - Completed Cashiering Administration Training
 - Attended Bi-Weekly Status Meetings
- Public Records Request
 - 204 Elm Street
 - Bake Bottle & Brew
 - Smart Procurement
- Continued FY 21/22 Budget Preparations
- Town Clerk & Deputy Clerk attended the NCAMC Clerk Regional Academy
- Issued New Releases/Constant Contact for:
 - April 11th BOC Meeting
 - P&R Master Plan Survey – deadline extended
 - Clean Sweep Week Reminder
 - Easter Office Closure
 - Onslow County Hosts Helicopter Aquatic Rescue Training



Department Reports for April 2022

- April 25th BOC Meeting
- Clean Sweep Week & Yard Waste Update
- Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.). Website Home Page: 9,170 views. Top 5 pages viewed in March – Board of Commissioners Agendas:1,801 views | Permitting: 1,147 views | Employment: 1,007 views | Planning Board Agendas: 955 views | Board of Commissioners Minutes: 939 |

Finance

- Sales & Use Tax received in April 2022 is \$93,635
- Accounts Payable Summary for April 2022:
 - 219 Invoices-Totaling \$142,876
 - 8 Purchase Orders Issued
- PEV ChargePoint Station-Accumulated (kWh) for April 2022 (664.0)
- Processed payroll-4/8, 4/13 and 4/22; updated employee accrual balances- (spreadsheet & Asyst)
- Stormwater Fees Collected-April 2022-\$1,194
- Updated Stormwater spreadsheet
- March 2022 Bank Reconciliation-Town accounts
- March 2022 Bank Reconciliation-Swansboro TDA
- Processed Swansboro TDA checks
- Gathered financial information for April 25, 2022 regular meeting and Budget Workshop
- Preparing Year End Projections FY 21/22/updating operating budget spreadsheet FY 22/23
- Updating Capital Improvement Plan
- Attended the following Webinars/Meetings/Conferences
 - ARP/CLFRF Zoom Office Hours hosted by UNC School of Government
 - OSBM SCIF/Directed Grants-Quarterly Report Training
- Attended Tyler Technologies Bi-Weekly Status calls & uploaded requested documents into the Portal
- Attended the following Tyler Technologies configuration classes:
 - Chart of Accounts Configuration
 - Personnel Management
 - Accounts Payable
 - Project Accounting
 - General Ledger & Bank Reconciliation
 - Security
- Submitted the following expenditure reports: (Grant Funds)
 - Office of State Budget & Management-State Capital and Infrastructure Fund Directed Grant (SCIF Grant)
 - US Treasury- State and Local Fiscal Recovery Funds (SLFRF)
- Submitted the following reports:
 - Unclaimed Property Report for 2021



Department Reports for April 2022

- Census 2022 Annual Survey of Public Employment & Payroll
- Submitted HUBSCO for quarter ending 3/30/22- (Historically Underutilized Businesses State Construction Office) Construction Reporting System
- Prepared the Agenda and quarterly financial report for TDA Quarterly Meeting
- Preparation of budget and Budget Message for FY 22/23 for Swansboro TDA
- Submitted the proposed budget for FY 22/23 to the Swansboro TDA members
- Swansboro TDA – Meeting was held on Thursday, April 14, 2022. The next scheduled meeting will be held on Thursday, July 14, 2022 at 2:30pm in the Community Room

Fire Department

Fire Calls

- 67 Total Calls
 - 44 Calls in Town including – 32 EMS Calls, 2 MVC Calls, 2 Grass Fire Calls, 3 Public Service Calls, 1 Cancelled Enroute Call, 1 No Incident Found Call, 3 False Alarm Calls
 - 9 Calls in White Oak District – 5 EMS Calls, 1 Cooking Fire Call, 1 Electrical Wiring Problem Call, 1 Canceled Enroute, 1 No Incident Found Call
 - 14 Calls Mutual Aid – 5 Structure Fire Calls, 4 Grass Fire Calls, 1 Rubbish Fire Call, 3 Canceled Enroute Calls, 1 Smoke Scare Call
- 161.75 Training hours - Paid Staff
- 21 Training hours – Volunteer Training

Paid staff

- Chief Degnan is continuing preparation with staff on the completion of the Emergency Operations Plan. A Tabletop Hurricane Exercise will be conducted towards the end of May to test readiness and capabilities of staff and equipment in the EOC
- The generator and necessary electrical breaker for the generator transfer switch was installed on April 18 by Bluwater Electric. The credit application with Gregory Poole Equipment Company for annual generator rental has been completed and approved. The Town has been placed on a priority list for the generator rental for the upcoming hurricane season
- On April 19 and 20, the Fire Department participated in the Onslow County Helicopter Aquatics Rescue Training (H.A.R.T.) exercise that tested air, land and sea rescue capabilities for State, County, and local agencies. The two-day exercise was attended by all regional agencies and proved to be a successful operation.

Volunteer staff

- Assistant Chief McElroy conducted monthly volunteer training at the department

Vehicle repairs

- Engine 1703 had two new front tires installed and will need brake maintenance which is scheduled for May 5



Department Reports for April 2022

- The fire boat trailer loading boards were updated with new marine grade carpeting and easy slide pads which will extend the life of the boards and make launching and loading easier for fire crews
- All other vehicles in good working order

Department activities

- The Department continues to perform regular, annual fire code inspections at businesses in the jurisdiction and have started the task of updating all our fire pre-plans for all commercial structures in our fire district
- Captain Robert Hannon resigned from the department to accept a position with the Chapel Hill, NC fire department. Robert and his wife wanted to return to the Durham area to be with family

Parks and Recreation

DIRECTOR'S REPORT

Festivals/Events

- Continue to accept vendors for Arts by the Sea and Mullet Festival
- Continue to meet with sponsors, contacting previous sponsors, and soliciting new sponsors
- \$13,250 sponsorship funds secured in the month of April
- Confirming all previous in-kind sponsors for 2022
- Gathering all sponsor logo's, website links for marketing

Mullet Festival

- Executing all contracts for musical entertainment
- Began logistical planning

Arts by the Sea

- Finalizing local entertainment schedule
- Planning for the wine and food tasting; 6-8 wine distributors and 3 food tastings confirmed

Piratefest

- Pirate Fest will be held on May 14 in Downtown Swansboro. Activities include cannon firing, sword fighting demonstrations, pirate encampments, musical performances, and a live invasion on the water
- Executing performer contracts
- Created marketing materials for event
- Held logistical meetings with police, fire, and public works
- Contacted and confirmed property owners for use of land during the event

Senior Games

- Senior Games began March 24 and will run throughout the month of April
- Facilitated bowling, swimming, and cycling events
- Assisted with hosting of the Silver Arts Banquet

Tunnels 2 Towers



Department Reports for April 2022

- Attended first logistical meeting for event in September

Comprehensive Master Plan

- Continue to participate in bi-weekly meeting with McAdams
- Survey was distributed to various outlets; three Swansboro elementary and middle schools, three HOA groups, the Town email distribution list, and residents acquired from program registrations
- Designed flyer and graphics for survey distribution
- Continue to gather in depth financials for the last five years
- Continue gathering information requested on parks, programs, finances, staff, and maintenance the department currently has/offering

Miscellaneous

- Submitted permit for splashpad to Onslow County Environmental Health Department
- Annual budget-revised first draft and submitted to Town Manager. Met with Town Manager and Finance Director to review changes
- Presented to Onslow County the request for \$15,000 Non-profit Tourism Assistance Grant for the 2022-23 Festival year
- Hired an event attendant, but the department is still short staffed. Toured the parks with new staff member
- Continue to advertise and conduct interviews for vacant positions; extremely short staffed
- Continue to gather research fundraising opportunities: memorials, plaques, and naming rights for parks and amenities
- Attend weekly Zoom meetings with NRPA Directors call
- Continue to monitor docks daily, on-call on weeknights and weekends to take reservations and handle docking problems
- Serve on the Jacksonville Onslow Sports Commission board as a liaison. Attend quarterly meetings, update the board on the department's programs, events, and festivals
- Continue to manage and monitor budget and funds
- Attend Board of Commissioner meetings
- Conduct Parks Advisory Board meetings

Metrics

- Facebook management continues – 13,457 followers
- Post Reach- 30,807
- Post Engagement-4,374
- New Followers-93



Department Reports for April 2022

Activity Report for April

Organization Activity

From 4/2/2022 to 5/2/2022

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created	POS Transactions
All	248	97	6	0	303	0
Resident	22	20	1	0	18	
Non-Resident	226	77	5	0	285	
No Residency Set	0	0	0	0	0	
Demographics						
< 18	97	2	1	0	105	
18 - 65	128	67	2	0	164	
65+	23	28	3	0	34	
Male	112	48	2	0	136	
Female	136	49	4	0	167	
Other Genders	0	0	0	0	0	
Online vs In-House						
Online	128	0	0	N/A	193	
In-Person	120	97	6	N/A	110	

April Revenue

- Slip Fee - Town Dock \$5824
- Rental Fees-Parks \$1050
- Rentals Rooms \$3080
- Dog Park Registrations \$45
- Rec Program Fees \$3170
- Gym Memberships \$405
- Vendor Fees \$3510
- 2022 Festival Sponsorships \$13,250
- 2022 Event Sponsorships \$2500

RECREATION PROGRAM SUPERVISOR

Routine monthly job responsibilities:

- Processed Payments/Refunds for programs and special events
- Emailed monthly distribution list the upcoming programs/events for the department
- Dock Slip reservations/Pump Outs
- Compiled daily deposits
- Advertised/promoted all programs/special events on social media platforms: Facebook, Instagram, JD News
- Created all programs/events in RecDesk software for registration
- Created program proposals for new programs to be approved by Director
- Submitted weekly Community Service Work Program timesheets
- Submitted departmental work orders
- Completed instructor payouts for recently finished programs
- Parks advisory board monthly meeting – presented past, current, and future programs to board



Department Reports for April 2022

Planned programs and other monthly work:

Summer Day Camp 2022

- Called and emailed field trip Point of Contacts to schedule summer camp site visits
- Contacted Lejeune Base and completed paperwork for Base access
- Requested other Recreation Department Staff Training Manuals and reviewed information
- Adjusted Summer Camp schedule based on date changes for site visits

Early Summer Pickleball Tournament

- Re-scheduled date of tournament for June 4-5, 2022
- Adjusted and updated tournament age groups for registration
- Emailed tournament details out to local ambassadors and recreation departments
- Emailed vendor contract for local Pickleball Equipment vendor to attend and sell items at tournament
- Purchased new pickleballs for league play and tournament

Onslow County Senior Games

- Managed tennis, mini golf, bocce, pickleball events for Senior Games
- Helped set up and conduct Senior Games Banquet on April 23

Touch-a-Truck – April 30

- Emailed all registered trucks to confirm attendance for event
- Sent map of event and check-in/out details to all trucks and vehicles
- Hosted and managed Touch-A-Truck event at Municipal Park on April 30
- Submitted Onslow County Health Department Special Event application for approval of food trucks.
- Confirmed with all food trucks of participation and completed food/health inspections
- Requested games for family game area from other local recreation departments.

Spring Break Youth Sports Camp

- Instructed full-day program from April 11-18 at the Recreation Center
- Emailed daily schedule to all parents of participants

Theatre Trips

- Discussed dates for program offerings in June with program leader/staff
- Scheduled Cape Fear Shakespeare trip to Wilmington on June 18

Easter Egg Hunt

- Hosted and managed event at the Municipal Park on April 8
- Assisted with set up of event at park with Southern Coast Realty
- Purchased additional candy from Sam's Club for scavenger hunt eggs

Tai Chi Class

- Toured Ward Shore with instructor to discuss change in location for program
- Set up new class at Ward Shore Park that runs from April 21-May 26



Department Reports for April 2022

- Met with instructor McMillion about current program attendance and any additional updates

Fellowship Night: Bingo Night

- Scheduled next program for May 24
- Contacted staff leader/instructor of program to discuss details and needed supplies for Bingo Night

Kids Afternoon Art Camp w/ Be Inspired Inc.

- Held meeting to discuss facility availability with program instructor Carol McDearmon for afternoon sessions for Art Camp for the summer.
- Created all available weeks of program in RecDesk for registration.

NCSI Background Check Services

- Researched background check companies and requested contract information and pricing

Mother/Daughter Pamper Party

- Purchased supplies from local Swansboro stores for program
- Confirmed participation with program instructors/volunteers
- Researched previous spa night activities and recipes for program

Tennis Bloc Partnership

- Reviewed August-November dates and lesson times on Tennis Bloc website and flyer
- Contacted Tennis Bloc about scheduling conflicts with Pickleball league times

Girls Rec Night: April 22

- Contacted Navy Federal to come and present during program
- Requested food from Jersey Mikes for program participants and scheduled pickup
- Prepared facility for program with program and food supplies

Volunteers for Special Events

- Requested volunteers for Pirate Fest and Arts by the Sea through Single Marine Program and Family Team Building online sites
- Contacted Single Marine Program listing opportunity as full and changing the times that volunteers will be needed for May 14

Permitting

Planning Board

- April 5, 2022, Regular Meeting
 - The Board continued discussion of their Land Use Plan program of work. The Board discussed further aligning the zoning map and Table of Uses with the Future Land Use map. Staff provided an analysis of the properties up to Norris Road looking at the current zoning compared to the Future Land Use designation. The Board asked if a workshop meeting could be scheduled with the Board of Commissioners for further direction.



Department Reports for April 2022

Historic Preservation Commission

- April 19, 2022, Regular Meeting
 - The Commission reviewed an application for a Certificate of Appropriateness submitted by Jack Harnatkiewicz to extend the existing dock at 147 Front Street, Bake, Bottle & Brew, to add four slips for annual rental and additional spaces for day dockage. The property is within both the Local and National Register Historic Districts, however the structure on the property was constructed in 1997, so it does not appear in the National Register List. A motion was made to approve the request, however resulted in a tie vote (2 to 2). There was no subsequent motion.
 - The Commission reviewed an application for a Certificate of Appropriateness submitted by Christine and Chad Zuehlke to perform various exterior alterations at 209 Main Street, the Peter Ringware House. The scope of work submitted includes repair of the garage roof, removal of a dilapidated shed, moving a window on the side of the home, rebuilding the rear deck, stairs and handrails, adding matching lattice to the front porch where it is missing and adding an exterior light fixture to the front of the home. The Commission voted unanimously to approve all of the proposed work except for the demolition of the shed. They asked Staff to reach out to John Wood to conduct a site visit to further evaluate the structure and to engage a structural engineer to assess it.
 - The Commission reviewed an application for a Certificate of Appropriateness submitted by Carla Reed to allow the installation of vinyl fencing at 204 Elm Street, the Andrew Mason House. Ms. Reed has replaced the original wooden picket fence, which will be painted white once cured, but has installed vinyl screening behind the fencing. Fences require Staff Approval in the Historic District. In this case, the addition of the vinyl panels was denied by staff, therefore Ms. Reed had the option to either appeal staff's decision to the full board pursuant to Section 152.480 of the Unified Development Ordinance, or, remove the vinyl panels. The Commission voted unanimously to deny the request, and agreed that the panels visible from Church Street and Elm Street would be removed.
 - The Commission reviewed an application for a Certificate of Appropriateness submitted by Jonathan and Chelsea McDaniel to replace several windows in the home at 114 Elm Street, the Jonathan Green House. The home is contributing, constructed in approximately 1770. In February 2020, COA-2020-02 was approved to replace some of the existing non-historic windows in the home with windows with colonial style grids without screens. It also allowed the installation of new storm windows on the two dormer windows which are the most historically authentic windows in the home. The Commission voted unanimously to approve the request.



Department Reports for April 2022

Projects/Miscellaneous/Training

- Visitor's Center Project: Met with John Wood on site at the Visitor's Center on March 1st to discuss options to reinstate the contributing historical status of the building. Solicited bids based on John's comments and secured Larion Engineering and Tidewater & Associates to complete the engineered drawings and survey work. Met on site with Shannon Weaver of Larion on March 30th. (Update) Received final drafts of the front steps design on April 21st from Larion. Will schedule review by the SHPC
- Architectural Survey Update (HPF Grant): (Update) Ellen Turco (Richard Grubb & Associates) has provided a summary of their work thus far (attached) which will be provided to the Historic Commission at their regular meeting on May 17th. A final presentation will be scheduled for the July meeting of the SHPC
- Emmerton School HPF Grant: (Update) Working on an RFP to solicit bids for the repairs to the building to develop schematic and design drawings and construction documents; improve site drainage to channel water away from the crawl space; repair exterior and interior brick masonry; repair, or replace damaged historic wood windows, doors, and transoms, including removing paint and glazing compound; repair, or exterior trim; repair, or replace damaged interior finishes, including hardwood flooring, plaster/gypsum board walls, soffits, trim, and metal ceilings; and painting the interior; repair the HVAC and electrical systems; and install insulation in the attic
- Strickland Brothers, 1029 W. Corbett Ave: (Update) Provided TRC comments to the developer. Awaiting permit submission. Site is adjacent to Swansboro Music & Pawn; the proposed use is a quick-change oil facility which is permitted in the B-1 zone
- Bird Micro-Electric Mobility: Met with Camille Didio on March 15th on bringing Bird electric scooters to Swansboro. Provided takeaways to the Town Manager, Police Chief and Parks Director. We will require them to go through the Certificate of Convenience process as they operate in the public street right-of-way. Application submitted to Chief Jackson for review
- Howell Property: Met with Charles Rawls, Johnny Howell and Mark Sutherland on March 16th to discuss development opportunities for the property at 1476 W. Corbett Ave (ETJ)
- Ireland Ave/Swansboro Park Subdivision: Received a building permit application for Lot 50/120 Ireland Ave in Swansboro Park, an 11-lot subdivision in town limits recorded in 1995. No infrastructure has ever been installed; reached out to Cliff in January for clarity on the ability for the Town to require a guarantee for street and other infrastructure improvements
- (New) TRC comments have been solicited for a proposed 18,000 sq. ft. shopping center to be located behind the Bailey Center off of Ireland Ave (1.87 acres). The use is permitted in the B-1 zone, however some occupancies may require Special Use approval
- Pine Bluff Shores Section III: Revied a Minor Subdivision plat to create 3 lots (one buildable, a cemetery and common area) and a private street extension to the existing Nellie Lane. Provided comments to Tidewater Associates on February 2, 2022
- Shipwright Pointe, Section II Acceptance: Received final inspection report from consultant engineer, Ron Cullipher, and submitted it to Tidewater Associates on March 21, 2022.



Department Reports for April 2022

(Update) Final repairs have been made, however we had previously communicated that the Town would not review the street acceptance until an application to accept the portion of Pine Bluff Road recently annexed was also made

- Shadow Creek Acceptance: Letter of Credit on file for incomplete improvements has expired. Received final acceptance request and documentation on 6/24/21. Received inspection report from consultant engineer, Ron Cullipher, and submitted it to Tidewater Associates on December 2, 2021
- Swansgate: Under construction. Public improvements should not be accepted until annexation petition heard, and all required landscaping and fencing is installed. The site was clear-cut, so they are required to install an additional 23 trees per acre, see approved Preliminary Plat and approved Final Plat. Holding inspections on several addresses due to no foundation as-builts being submitted. Request for annexation remains pending. Met with Burch's landscaping on site to review the installed plantings on March 3rd. Provided comments and followed-up with Jonathan McDaniel at Tidewater & Associates
- Ward Farm Village Phase II (Residential): Original Preliminary Plat was approved as a Residential Cluster for 43 lots, only Phase I has been recorded (10 lots). Received a concept plan from John Freshwater adding 12 lots. Advised John on 4/6/21 that we could move forward with a lot reconfiguration as shown if the total number of lots is not increased, but the additional 12 lots would require Preliminary Plat review by the Board. Offered to process the sketch/preliminary at the same time to expedite review. Reference Section 152.337, (H), (1) of the UDO
- Lodge View Minor Plat: Final plat recorded for 7 lots on Norris Road in ETJ. Awaiting surety on sidewalks, no permits will be issued until it is received
- Yacht Club Flood Ordinance Violations: (Update) Staff has discussed the demolition permit application process with the owners and contractor. Awaiting submittal of the completed application
- Boro Temporary Structure: Permit issued in December 2020, expired October 31, 2021. It had been extended by Session Law 2020-97 for 120 additional days, however the extension applies to permits which were "valid". No inspections were requested for the improvement; therefore the permit has expired. The structure is allowed by the Flood Damage Prevention Ordinance/was permitted as a Temporary Non-Residential Structure
- Saltwater Grill Flood Violations: Sent Notice of Violation on December 14, 2020. Tim Anderson communicated on February 24, 2021, that he was waiting for Alex Wood (structural engineer) to conduct a site visit, Alex was 3 weeks out. Reached back out on April 12, 2021, for an update, to date, no communication received. Final NOV sent 4/29/21; Spoke to Tim 4/30/21 who explained they were working with Bell and Phillips on a survey and Alex would be reviewing the file. Explained that we would work with him as long as he kept us in the loop on progress and that a permit would be required for any trade/structural work. Met on site with project engineer, owner and manager. Engineer will be providing a plan of work and floor plan to staff for review. (Update) Alex Wood communicated that he should have the report submitted to us by the end of May



Department Reports for April 2022

- One Harbor Church: Received letter from Tom Tapping and Isaac Hopkins on December 22, 2021 documenting the progress on site. Communicated via email with Ronda Lier on March 3, 2022, as to what the next steps for the church would be as far as permitting.
- Shoreline Access Grant: Awaiting final plans. Advised Colin Mellor on March 1, 2021 via email that per Eryn Futral, NFIP Planner with the NC Department of Public Safety, the Town would issue a Flood Permit and that we would need copies of all permits issued (State/Federal) for our records. Sent permit application.
- Resilient **Coastal Communities Program Grant**: A public information meeting was conducted on February 23rd. The Community Action Team met on March 21st to discuss the results of the survey/comments received at the meeting. Received a revised project priority list from Beth Smyre (Dewberry) on March 25th. Discussed the application process for Phase III; the focus of the Phase III program is on projects with a natural or nature-based component; this can include projects such as green infrastructure improvements, wetland or stream restoration, or living shorelines. Infrastructure mapping, which was our #1 identified project, would not be eligible for funding under Phase III. We are looking into whether or not the Water Street project could qualify as we have a design in hand.

Police Department

Patrol:

- 135 Reportable Events
 - 15 Motor Vehicle Crashes
 - 2 Felony Arrests
 - 15 Misdemeanor Arrests
 - 1 Arrest by Warrant Service
 - 1 DWI Arrest
 - 1 Drug Arrest
 - 4 Arrests with Transport to the Onslow County Jail
 - 57 Citations
 - 60 Verbal/Written Warnings
 - 3 Felonies Investigated (1-Assault; 1-Fraud; 1-Counterfeit)
 - 25 Misdemeanors (13-Property Damage; 5-Assaults; 3-Trespassing; 4-Traffic)
 - 8 Disputes/Public Disturbances
 - 3 Domestic
 - 2 Crisis Intervention with Mental Patient
 - 17 Alarm/Open Doors
 - 19 Suspicious Incidents/Persons/Vehicles
 - 1 Civil Dispute
 - 2 Drug Overdoses (no fatalities)
 - 2 Death Investigations (1-Suicide)
 - 57 Requests by Citizens/Motorists for non-Crime Related Assistance
 - 201 Requests by Other Agencies for Assistance
- 2,485 Total Events Performed by Patrol**



Department Reports for April 2022

Community Service/Training:

- 8 Vehicle Unlocks
- 4 Funeral Escorts
- 10 Business Closing Standby's
- 14 Foot Patrols
- 5 Requests by Citizens for Residence Checks
- Participated in the Annual Touch-a-Truck Event held at the Municipal Park
- Provided security for two events held at the Rotary Civic Center
- Sergeant Watt completed Radar Operator Certification. 40 hours training conducted at Cape Fear Community College
- Officer Wellmer completed Radar/Lidar Recertification. 16 hours training conducted at Cape Fear Community College

Admin Services:

- Took 232 phone calls during business hours
- Assisted 104 walk in requests for assistance during business hours
- Took 25 requests for reports during business hours

Public Works

Grass Cutting

- Town Hall
- Fire Dept
- The Pug
- Heritage Center
- Visitors Center
- Ward Cemetery
- All Parks
- Glancy and Walnut Street Ends
- Holly Lane Vacant Lots
- Country Aire Area
- Broad Street Pump Station Area
- Swansboro Heights Neighborhood Sign, Vacant Area and Adjoining Cul-de-Sac

Town Buildings

- Repairs completed on toilet in Women's Bathroom at the Rec Center
- Repairs completed at Rec Center to correct issues found during fire inspection, i.e., replaced Exit signs, replaced emergency light fixtures, replaced drop cords with surge protectors.
- Repairs completed at Town Hall to correct issues found during fire inspection, i.e., replaced Exit signs, replaced emergency light fixtures, replaced drop cords with surge protectors.
- Weekly Set Up and Tear Down of Town Hall Community Room for Church and Board of Commissioners Set Up



Department Reports for April 2022

Vehicle Maintenance

- Regular maintenance

Storm Water

- All Town storm drains cleared in preparation of thunderstorms
- Broad Street/Shore Drive Stormwater Drain Pipe Replacement Project Completed

Streets

- Swansboro Acres subdivision edged and weeded
- Sidewalk in Swansboro Acres repaired

Yard Waste

- Collected 823 Bags and 865 Bundles during April with 14 Loads and 24 Man Hours Expended
- Conducted Annual Clean Sweep during last week of April, collecting 25+ tons of debris and filling 9 roll off containers, over twice as much collected in 2022 than in the previous 4 years

Parks & Rec

- Painted over graffiti underneath bridge at Bi-Park
- Splash Pad prepared for season and Health Department Inspection
- Twice Weekly Trash Pick Up and Removal and Cleaning of All Park Bathrooms
- Daily Unlocking of All Park Bathrooms and Checking for Cleanliness and Supplies