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# BOARD OF COMMISSIONERS MEETING AGENDA

Town of Swansboro

Monday, May 09, 2022

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## Board Members

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

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### 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. Contract
  - Interlocal Cooperation Agreement for First Responders

### IV. Appointments/Recognitions/Presentations

- a. Proclamations
  - Safe Boating Week
  - National Police Week
  - Public Works Week

Mayor John Davis

- b. Employee Introductions

Paula Webb  
Town Manager

### V. Public Hearing – *none*

## VI. Business Non-Consent

### a. Board of Commissioners Policy 17 – Agenda Development

Alissa Fender

Town Clerk

At the April 11, 2022, regular meeting, Board members requested to revisit the agenda development process to consider amendments to the policy.

*Recommended Action: Discuss and provide direction to staff for policy amendments.*

### b. Appearance Commission Consideration

Commissioner Philpott

Commissioner Philpott provided the attached Appearance Commission from the Town of Wendell for review.

*Recommended Action: Discuss/Consider creation of an Appearance Commission*

### c. Budget Ordinance Amendment #2022-10

Sonia Johnson

Finance Director

The budget ordinance needs to be amended for multiple departments.

*Recommended Action: Motion to approve Budget Ordinance Amendment #2022-10*

### d. 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

Paula Webb

## X. Board Comments

Board of Commissioners

## XI. Closed Session

Board of Commissioners

## XII. Adjournment

Board of Commissioners



# Board of Commissioners Meeting Agenda Item Submittal

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Item To Be Considered: **Interlocal Cooperation Agreement for First Responder**

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

Prepared By: **David Degnan, Fire Chief**

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**Overview:** The Swansboro Fire Department is requesting approval from the Town Council to enter into the updated “Interlocal Cooperation Agreement for First Responder” between the Town of Swansboro, NC and Onslow County, NC for the provision of emergency medical services (EMS) to the citizens of Onslow County.

The specific changes to the language in the updated agreement are listed below:

1. The Agency will provide EMS First Response at their **EMT** level within the Onslow County-Camp Lejeune EMS System.
2. Agencies will respond to EMS call types determined by the Onslow County-Camp Lejeune EMS System Plan or as requested by Onslow County Dispatch
3. The Agency may respond to additional EMS call types not required by the EMS System Plan with written permission of the Onslow County EMS Division Head.
4. Removed the requirement to maintain eight (8) credentialed EMS First Responders on the Agency’s roster.
5. Allows for any Agency personnel who have successfully completed the Onslow County-Camp Lejeune EMS System Cardiac Arrest Management course to respond to a cardiac arrest patient, regardless of local credential.
6. Onslow County EMS will now provide all medications, disposable medical supplies, durable and biomedical equipment, with the exception of Automated External Defibrillators and defibrillation pads if not compatible with the Onslow County cardiac monitors. All durable and biomedical equipment shall remain the property of the County.

**Background Attachment(s):** Interlocal Cooperation Agreement for First Responder

**Recommended Action:** Motion to authorize Mayor Davis to execute the Interlocal Cooperation Agreement for First Responder between the Town of Swansboro, NC and Onslow County, NC

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**Action:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**State of North Carolina  
County of Onslow**

**Interlocal Cooperation Agreement for First Responder**

This Interlocal Agreement, is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between Town of Swansboro, North Carolina (AGENCY) and the County of Onslow, North Carolina (COUNTY).

WITNESSETH:

WHEREAS, in accordance with Title 10A North Carolina Administrative Code, Chapter 13P, Emergency Medical Services Regulations, County Government shall establish EMS Systems (NC Gen. Stat. Sec. 143-508); and

WHEREAS, the parties hereto desire to provide EMS First Response for the citizens of Onslow County in order to improve their survival during acute medical/traumatic events as described below; and

WHEREAS, the County and the Agency may enter into interlocal cooperation agreements pursuant to Article 20 of Chapter 160A of the North Carolina General Statutes; and

WHEREAS, it is the policy of the Agency and the County to conclude such agreements wherever practical; and

WHEREAS, it is mutually deemed sound, desirable, and beneficial, for the citizens of Onslow County for the parties to enter into this Agreement;

THEREFORE BE IT AGREED THAT:

1. The Agency is authorized to provide EMS First Response within their designated fire response area.
2. The Agency will provide EMS First Response at the EMT level, in accordance with their credential level within the Onslow County-Camp Lejeune EMS System.
3. The Agency will respond to all EMS call types as determined by the Onslow County-Camp Lejeune EMS System Plan and when requested by the Onslow County Communication Center. Each party acknowledges first response is subject to the Agency's available resources at time of dispatch.
4. The Agency may respond to additional EMS call types, not required by the Onslow County-Camp Lejeune EMS System Plan, with written permission from the Onslow County EMS Division Head.

5. The Agency will provide a minimum of one Onslow County-Camp Lejeune EMS System credentialed provider on all responses.
6. Any Agency personnel who have attended the annual Onslow County-Camp Lejeune EMS System Cardiac Arrest Management course are authorized to respond to cardiac arrest, regardless of local credential.
7. The Agency will adhere to all Policies, Procedures, and Protocols established by the Onslow County-Camp Lejeune EMS System Plan.
8. Onslow County EMS shall provide all medications, disposable medical supplies, durable and biomedical equipment, with exception of the Automated External Defibrillator and defibrillation pads if AED is not compatible with Onslow County EMS cardiac monitor, required by the Onslow County-Camp Lejeune EMS System Plan First Responder Equipment List for each inspected Agency response vehicle. All durable and biomedical equipment provided to the Agency shall remain property of the County.
9. Both parties recognize that the EMS First Responder program is not a substitution Ambulance response.
10. The Agency Director(s) and Onslow County EMS Division are authorized to meet and draft any detailed plans and operational procedures necessary to effectively implement this agreement subject to review and approval by the Agency's governing board, Onslow County EMS, and the Onslow County-Camp Lejeune EMS Peer Review Committee.
11. Each party to this agreement hereby expressly waives all claims against the other parties for compensation of any loss, damage, personal injury, or death occurring in the consequence of the performance of this Agreement.
12. This agreement shall not be modified or otherwise amended except in writing signed by the parties.
13. This agreement shall remain in effect for unless terminated by mutual agreement of the parties or either party, at any time, by the provision of at least thirty (30) days prior written notice to the other party at the following addresses:

County:  
Onslow County  
234 NW Corridor Blvd  
Jacksonville, NC 28540

Agency:  
Town of Swansboro  
601 W Corbett Avenue  
Swansboro, NC 28584

IN WITNESS WHEREOF, the parties hereto have executed this Agreement at Jacksonville, North Carolina, on the day and year first written.

ONSLOW COUNTY

By: \_\_\_\_\_  
Jack Bright  
Chair, Board of Commissioners

ATTEST:

\_\_\_\_\_  
Julie Wand  
Clerk to the Board

Town of Swansboro

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Name: \_\_\_\_\_

# **TOWN OF SWANSBORO** *Proclamation*

**Whereas**, for nearly 90 million Americans, boating continues to be a popular recreational activity. From coast to coast, and everywhere in between, people are taking to the water and enjoying time together boating, sailing, paddling, and fishing; and

**Whereas**, year-round, people continue to enjoy all that our natural environment has to offer through the joy of boating; and

**Whereas**, proper planning for a day of boating begins even before leaving the home. Getting a free vessel safety check and taking a safe boating course at the beginning of the boating season, filing a float plan with a trusted family member or friends, and checking the weather before boating are key steps to an enjoyable time boating; and

**Whereas**, knowing important life-saving tips for recreational boater will help to ensure that they and their loved ones are safe and responsible so that they can have a safer, more fun experience while exploring our nation's waterways; and

**Whereas**, safe and responsible boating includes never operating a boat while under the influence of drugs or alcohol and knowing basic navigation rules; and

**Whereas**, every boater should wear a U.S. Coast Guard-approved life jacket at all times while boating. Today's life jackets are more comfortable, more attractive, and more wearable than styles of years past; and

**Whereas**, on average, 650 people die each year in boating-related accidents in the U.S.; approximately three-fourths of these are fatalities caused by drowning; and

**Whereas**, a significant number of boaters who lose their lives by drowning each year would be alive today had they worn their life jackets; and

**Whereas**, the vast majority of these accidents are caused by human error or poor judgment and not by the boat, equipment, or environmental factors.

**Therefore**, I, Mayor John Davis, on behalf of the Swansboro Board of Commissioners do hereby support the goals of the North American Safe Boating Campaign (Wear It!) and proclaim May 21-27, 2022 as

## **NATIONAL SAFE BOATING WEEK**

And the start of the year-round effort to promote safe boating.

**In Witness, Thereof**, I urge all those who boat to "Wear It!" and practice safe boating habits.

This 9th day of May 2022.

Attest:

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Alissa Fender, Town Clerk

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Mayor John Davis



# Proclamation



**Whereas,** Congress and the President of the United States have designated May 15, 2022 as “PEACE OFFICERS MEMORIAL DAY”, and the week in which May 15th falls as “NATIONAL POLICE WEEK”; and

**Whereas,** the members of the Swansboro Police Department play an essential role in safeguarding the rights and freedoms of the citizens of Swansboro; and

**Whereas,** it is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their law enforcement agency, and that members of our law enforcement agency recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression; and

**Whereas,** the men and women of the Swansboro Police Department and all agencies of Onslow County and its municipalities are to be commended for their dedication and service to the people in potentially dangerous circumstances every day.

**Now, Therefore,** I, Mayor John Davis and the Swansboro Board of Commissioners hereby call upon all citizens and upon all patriotic, civic and educational organizations to observe the week of May 15th – 21st, 2022 as “**NATIONAL POLICE WEEK**” with appropriate observances in which all our people may join in commemorating law enforcement officers, past and present, who, by their faithful and loyal devotion to their responsibilities, have rendered a dedicated service to their communities and, in so doing, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

Further, we call upon all citizens of Swansboro to observe May 15, 2022 as “**PEACE OFFICERS MEMORIAL DAY**” in honor of those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty, and let us recognize and pay respect to the survivors of our fallen heroes.

This 9th day of May 2022.

Attest:

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Alissa Fender, Town Clerk

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John Davis, Mayor



# Proclamation

Office of the Mayor

**Whereas,** public works services provided in our community are an integral part of our citizens' everyday lives; and

**Whereas,** the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as water, sewers, streets and highways, public buildings, and solid waste collection; and

**Whereas,** the health, safety and comfort of this community greatly depends on these facilities and services; and

**Whereas,** the quality and effectiveness of these facilities, as well as their planning, design, and construction, are vitally dependent upon the efforts and skill of public works officials; and

**Whereas,** the efficiency of the qualified and dedicated personnel who staff public works departments is materially influenced by the people's attitude and understanding of the importance of the work they perform,

**Now, Therefore,** I, John Davis, Mayor of the Town of Swansboro, North Carolina, along with the Board of Commissioners do hereby proclaim the week of May 15-21, 2022

## NATIONAL PUBLIC WORKS WEEK

in The Town of Swansboro and I call upon all citizens and civic organizations to acquaint themselves with the issues involved in providing our public works and to recognize the contributions which public works officials make every day to our health, safety, comfort, and quality of life.

This 9th day of May 2022.

Attest:

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Alissa Fender, Town Clerk

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John Davis, Mayor



# Board of Commissioners Meeting Agenda Item Submittal

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Item To Be Considered: **Board of Commissioners Policy 17 – Agenda Development**

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

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

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**Overview:** At the April 11, 2022 regular meeting, Board members requested to revisit the agenda development process to consider amendments to the policy.

The agenda is typically prepared by the Town Clerk in coordination with the Town Manager and Department Heads.

The purpose of this policy was to set forth the procedures, criteria, and conditions under which the Board of Commissioners Meeting Agendas are created. A comprehensive agenda, which sets forth the items of business and the order in which they are to be considered, is vital to the order and efficient handling of any meeting.

**Background Attachment(s):** Board of Commissioners Policy 17 - Agenda Development

**Recommended Action:** Discuss and provide direction to staff for policy amendments.

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**Action:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## BOARD OF COMMISSIONERS – POLICY NO. 17

### AGENDA DEVELOPMENT

#### A. Purpose

The purpose of this policy is to set forth the procedures, criteria, and conditions under which the Board of Commissioners Meeting Agendas are created. A comprehensive agenda, which sets forth the items of business and the order in which they are to be considered, is vital to the order and efficient handling of any meeting.

#### B. Statement of Intent

Board members have shown interest in a more formal agenda development process to assist in the order and efficiency of how their meetings are handled.

The agenda is typically prepared by the Town Clerk in coordination with the Town Manager and Department Heads. “Future Agenda Items” was added to the agenda in 2020 to inform the Board of upcoming agenda items and to provide an opportunity for Board members to introduce items for discussion, consensus, and future action.

#### C. Definitions

1. Proclamations – a ceremonial document issued by either the mayor or the governing board to honor individuals or groups for service or achievements, or to provide recognition/publicity to special events or significant issues. Typically, proclamations designate a day, week, or month for a special purpose.
2. Letters – a request for recognition or acknowledgement for something that does not justify the issuance of a proclamation. Such requests may include weddings, family reunions, non-milestone birthdays, and a Boy Scout achieving the rank of Eagle Scout. A formal letter from the office of the mayor usually serves this purpose quite well.
3. Certificates/Awards – Certificates and awards are similar to proclamations in that they recognize individuals or groups for service or achievements, but without the background information provided by the “whereas” clauses found in a proclamation. A certificate is a concise acknowledgement stating who is being recognized and why, followed by a date and signature(s) of the mayor and/or the governing board.
4. Resolutions – a formal document adopted by the governing board whenever a formal written record of action taken is required or when certain findings must be made in connection with a particular action.
5. Background Materials – supporting documents and information to assist the Board in making proper decisions.

6. Ordinances – Ordinances set forth standards that govern throughout a community. In short, they are the written laws of a municipality, which have been duly adopted by its governing body and can be amended or repealed only through adoption of a new ordinance. Other situations that require adoption of an ordinance include adopting or amending the city budget, creating, or amending zoning classifications, and establishing regulations applicable to persons or property which impose a penalty by fine, imprisonment or forfeiture.

#### **D. Guidelines to Request Proclamations/Certificates/Letters**

Citizens seeking recognition should submit their request in writing to the Town Clerk at least 30 days prior to the date of the event so that the proper document can be prepared. Recognitions before the governing board must have prior approval by the entire Board. Otherwise, the Mayor may present such recognitions at such events. A copy of all documents will be filed with the Town Clerk whether recognition is done at a regular meeting or by the Mayor at such event.

Requests may be turned into Town Hall at 601 W. Corbett Avenue in Swansboro NC 28584 or emailed directly to the Town Clerk at [afender@ci.swansboro.nc.us](mailto:afender@ci.swansboro.nc.us). The Request Form can be found at [www.swansboro-nc.gov](http://www.swansboro-nc.gov).

Proclamations will not be issued for matters of political controversy, ideological or religious beliefs, individual conviction, events or organizations with no direct relationship to the Town of Swansboro, campaigns or events contrary to Town policies. Proclamations should affect a broad group of people, not individuals and will only be issued once per calendar year.

Letters/Awards/Certificates can be prepared for individuals.

#### **E. Guidelines for the Mayor and/or Board Members to introduce items for the Agenda**

In 2020, “Future Agenda Items” was added to the agenda to inform the Board of upcoming agenda items and to provide an opportunity for Board members to introduce items for discussion, consensus, and future action. Any such items will require a consensus by the Board to be added to a future agenda.

1. In 2020, the Board agreed by consensus that recognitions such as sports and academics, and other recognitions noted in the above Definitions section would only be done at board meetings when a state championship level was achieved. The Mayor has discretion to provide any other such awards at the schools and/or locations where other achievements were obtained. Requests for such recognitions would still run through the proper process and be filed with the Town Clerk when given.

## **F. Agenda Sections**

Agenda layouts may differ, but generally consist of the same sections each month including, but not limited to, the following:

### **1. Call to Order/Opening Prayer/Pledge of Allegiance**

2. **Public Comment:** Required by general statute to be on a governing body's agenda at least once a month to allow the public to speak (NCGS § 160A-81.1). Swansboro goes above and beyond the law allowing up to three comment periods at its regular meetings. Public Comment #1 – Citizens have opportunity to speak on agenda items listed on the agenda. Public Hearings – Citizens have opportunity to speak on items requiring a public hearing. Public Comment #2 – Citizens have opportunity to speak on items not listed on the agenda. It is noted that the governing board does not typically respond to public comment provided at meetings and may ask the Manager to respond accordingly. (*Reference BOC Policy #4 Meeting Procedures and Guidelines*)

3. **Adoption of the Agenda and Consent Items:** The governing body approves the agenda as presented or may amend the agenda by majority vote. The governing body may also approve noncontroversial items under Consent. Items suitable for Consent: Approval of Minutes, Tax Refunds, Adoption of Ordinances previously introduced, Budget Ordinance Amendments when agenda memo details are clear to the governing board. Once the Agenda is adopted, no further changes should occur.

4. **Appointments/Recognitions/Presentations:** Board appointments, special recognitions and presentations are made after the adoption of the agenda. From time to time a public presentation may be made when requested in advance and approved under the terms of this policy. However, inquiries for presentation are typically referred to the Public Comment section of the agenda.

5. **Public Hearings:** Topics as required by general statute.

6. **Business Non-Consent:** Items of old business are typically place first under Business Non-Consent but can be moved prior to Adoption of the Agenda to accommodate guest presentations etc. New Business items that the governing body has not seen or discussed previously are then considered. Items can include the monthly Financial Report and Future Agenda Items discussion/introduction.

7. **Items Moved From Consent:** If items placed on Consent need discussion they are moved to this section for discussion/action prior to Adoption of the Agenda.

8. **Manager's Report and/or Comments:** Manager informs the governing body on various topics or issues. This report may include special dates, upcoming meetings, etc.
9. **Board Comments:** The mayor and members of the governing body report or comment on various items.
10. **Closed Session:** Items the governing body need to discuss privately as allowed by statute (NCGS § 143-318.11).

## **11. Adjournment**

**Adopted in regular session July 26, 2021 by the Town of Swansboro, Board of Commissioners.**

*(Development of this policy involved use of the MORE (Minutes, Ordinances, Resolutions, Etc.) written by NC Association of Municipal Clerks and review of several policies by other jurisdictions provided through the UNC SOG Listserv.)*



## Town of Swansboro

### Recognition Request Form

Form must be completed and returned 30 days prior to date of recognition to the Town Clerk at [afender@ci.swansboro.nc.us](mailto:afender@ci.swansboro.nc.us) or 601 W. Corbett Avenue Swansboro, NC 28584.

Requestor's Name \_\_\_\_\_

Requestor's Address \_\_\_\_\_

Requestor's Telephone and Email \_\_\_\_\_

Person/Organization to be Honored \_\_\_\_\_

Event Title \_\_\_\_\_

Event Date, Time & Location \_\_\_\_\_

\_\_\_\_\_

Type of Honor Requested Proclamation \_\_\_\_\_ Certificate \_\_\_\_\_ Letter \_\_\_\_\_ Resolution \_\_\_\_\_

Provide detailed reason for request including a list of accomplishments and how the individual/organization benefits the quality of life in the Town of Swansboro. For proclamations include 4-6 "whereas" clauses that detail the recognition.

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

The Town of Swansboro reserves the right to use submitted facts as deemed appropriate and may request additional information when necessary.





# Board of Commissioners Meeting Agenda Item Submittal

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Item To Be Considered: **Appearance Commission Consideration**

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

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

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**Overview:**

Commissioner Philpott provided the attached Appearance Commission and related matching grant program from the Town of Wendell as a concept for board discussion.

**Background Attachment(s):**

1. Town of Wendell Appearance Commission document

**Recommended Action:** Discuss/Consider creation of an Appearance Commission

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**Action:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Appearance Commission



## APPEARANCE COMMISSION

The Appearance Commission's mission is to initiate, promote and assist in the implementation of programs of general community beautification within the town's planning jurisdiction. In addition, it helps oversee implementation of the Downtown Façade Grant Program, help with implementation of Wayfinding Signage Program and conduct its own short and long range projects to help beautify the town.

Member Name	Term Expires
Nicole Bills	June 30, 2023
Danielle Jordan	June 30, 2023
Jose Fuentes	June 30, 2023
Andrea Burnham (alternate)	June 30, 2024
Jordan Russell (alternate)	June 30, 2024
Melissa Brand	June 30, 2024
Lynnette Pair	June 30, 2024

### Staff Liaison

Bryan Coates at (919) 366-6888, [bcoates@townofwendell.com](mailto:bcoates@townofwendell.com)

## Public Participation

The Appearance Commission meetings are open to the public. They generally meet on the first Monday of each month. Stay abreast of upcoming Appearance Commission meetings, agendas or read past meeting minutes, please see the following link. Minutes and Agendas.

## Downtown Façade Grant Program

This reimbursement grant program provide financial incentives to business and property owners to assist them in façade preservation and restoration that demonstrates enhanced and superior appearance and aesthetic improvements to a business, neighborhood and/or frontage on the public right-of-way.

Click [here](#) for copy of application and guidelines. The first come, first served dates to apply are January 1st, April 1st, July 1st, October 1st.

## Current Projects

Downtown Façade Grant Program

Spring Into the Arts Walk

Wendell Christmas Decorating Contest

## **DIVISION 6 APPEARANCE COMMISSION**

### **Section 2-315. Established.**

There is established an Appearance Commission for the town.

### **Section 2-316. Membership.**

(a) There shall be an Appearance Commission, which shall consist of five members appointed by the Board of Commissioners. All members of the Commission shall reside, own property, or operate a business within the town's planning jurisdiction. Ex-officio members may be appointed as necessary: Town Manager, Town Engineer, other town staff, and so forth.

(b) Appearance Commission members shall be appointed by the Board for three-year staggered terms, but members may continue to serve until their successors have been appointed. Initially, three members shall be appointed for three-year terms and two members shall be appointed for two-year terms. Vacancies shall be filled for the unexpired terms only.

(c) Terms of office shall be consistent with the town's fiscal year of July 1 through June 30.

(d) Members may be appointed for successive terms without limitation.

(e) In making appointments to the Commission, the Board shall seek to appoint persons with impartial and broad judgment and, when possible, persons with training or experience in a design profession. As wide a range of community interests as possible should be represented by the Commission.

(f) Members shall be removed by the appointing authority for failure to attend three consecutive meetings without advance notice to the Chairman and without excuse or failure to attend 30 percent or more of the meetings within a 12-month period, or after a hearing, for any good cause related to the performance of duties.

### **Section 2-317. Officers.**

The Appearance Commission shall have a Chairman and a Vice-Chairman. Officers shall serve one-year terms to expire June 30. Officers shall be elected at the first meeting after July 1 each year by the members of the Commission. Officers may service consecutive terms without limitation.

### **Section 2-318. Compensation.**

The Commission members shall serve without limitation.

### **Section 2-319. Organization and Meetings.**

(a) The Appearance Commission shall establish a regular meeting schedule and shall meet frequently so as to attend to necessary business.

(b) The Commission is an advisory authority therefore it is not necessary to conduct its meeting strictly in accordance with quasi-judicial procedures. However, it shall conduct

all of its meetings so as to obtain necessary information and to promote the full and free exchange of ideas.

(c) Minutes shall be kept of all Commission meetings and the vote of every member on each issue shall be recorded.

(d) All Commission meetings shall be open to the public and the agenda for each Commission meeting shall be made available in advance of the meeting.

(e) The Town Manager shall assign a staff member to the Commission to assist in the performance of the functions and duties of the Commission.

(f) A quorum, consisting of three members, shall be present for the Commission to take official action, and all actions shall be taken by majority vote.

(g) The Chairman and Vice-Chairman may take part in all deliberations and vote on all issues.

#### **Section 2-320. Powers and Duties.**

The Appearance Commission may:

(a) Initiate, promote and assist in the implementation of programs of general community beautification within the town's planning jurisdiction.

(b) Seek to coordinate the activities of individuals, agencies, organizations, and groups, public and private, whose plans, activities and programs bear upon the appearance of the town and its environs.

(c) Direct the attention of the Mayor and the Board of Commissioners to ways in which the town government may take direct action affecting the appearance of the town and its environs.

(d) Make recommendations upon any permit or other item referred to the Commission by the Board of Commissioners, Planning Board, Board of Adjustment, or Manager.

(e) Appoint subcommittees (consisting of Commission members) or advisory groups (consisting of Commission members, non-commission members, or any combination thereof) to advise and assist the Commission in carrying out its duties.

(f) Take any other action authorized by this chapter or any ordinance or resolution of the Board of Commissioners.

#### **Section 2-321. Reports.**

The Appearance Commission shall report orally or in writing, as requested by the Town Board, at least annually of its activities and accomplishments.

#### **Section 2-322. Contributions to Commission.**

The Appearance Commission is authorized to accept contributions from private agencies, foundations, organizations, individuals, the state or federal government, or any other sources, in addition to other sums which may be appropriated by the Town Board. All contributions received by the Commission shall be turned over to the Finance Officer of the town for deposit and duly authorized disbursement.

## Town of Wendell

### DOWNTOWN FAÇADE IMPROVEMENT GRANT PROGRAM

Wendell, NC was settled in the 1850's and later incorporated in 1903. The Town was named after the poet Oliver Wendell Holmes. Historically, the town has primarily been an agrarian community which focused on tobacco farming. The rich soils of eastern Wake County brought new residents to the area and new economic opportunities. Soon after the town's incorporation, Main Street was created, and the downtown area began to grow. Since this time, business and commerce has been concentrated within the downtown area.

The town has witnessed unprecedented growth over the past several years as new residents flock to Wake County due to jobs, access to health care, and amenities. The investment in Wendell has primarily occurred along Wendell Falls Parkway and along Wendell Boulevard. However, the downtown has also seen increased investment during this same time. A healthy downtown is essential to a town's economic, social, and cultural vitality.

The Downtown Façade Improvement Grant promotes the principles of a healthy community. The purpose of the facade grant is to encourage property owners and/or tenants to improve the buildings downtown and to provide ways to activate the built environment. Moreover, the Town wishes to encourage private investment by providing access to no-interest and no-repayment funds. These funds are to be used only for private property. The recently expanded program focuses on preservation, artistry, and placemaking. Additionally, the facade grant strives to promote a vibrant, charming, and unique experience in downtown Wendell.

#### **Eligible Exterior Improvements:**

For the purposes of the Town's façade grant policy, a building's exterior shall be defined as any exterior wall which fronts on a public right-of-way. Furthermore, the definition of a façade are the eligible sides of a building using a single address. Separate addresses within a single building may qualify as separate facades if the tenants are different.

Grant recipients may use Town funds for specified exterior building improvements for the following and not limited to:

1. exterior lighting;
2. repair or purchase of new awnings (removable signage is allowed, but funds cannot be used for the sign);
3. exterior painting;
4. storefronts or facades repair;
5. door replacement or repair;
6. window repair or replacement;
7. masonry repair;
8. transom glass repair/replacement of architectural details or materials,
9. handicap accessibility improvements;
10. gutters and downspouts repair or replacement;
11. and relocation of electrical wiring;

Mural and Public Art- Murals and some types of public art are also eligible for the grant. Businesses must adhere to certain design guidelines and must have all the necessary permits or approvals to be eligible. All proposals must meet all Town Codes and follow all related processes.

**NOTE:** Project cannot be completed prior to application approval; however, it can be started prior to application approval for larger projects.



**Who Can Apply:**

1. Property Owners; and/or
2. Commercial Tenants with the Property Owner's written permission
3. Only properties within the DMX Zoning District (see attached map)

**Grant Deadline:**

The grant will operate on a quarterly basis and the deadline for the application submittals are listed below. It is important to note that all applications must go through a staff review, Appearance Commission review, and ultimately Town Board approval.

**Application Submission Deadlines:**

February 1, 2021

May 3, 2021

August 2, 2021

November 1, 2021

An applicant/business may apply for a property up to twice a year. If awarded, the applicant/business cannot reapply for two years for the same property for which they were previously awarded a façade grant. This provision shall not prohibit a new business owner from applying for a façade grant for the same property within the two-year period.

**Grant Amount:**

The grant amount is up to \$5,000 per downtown façade (or as otherwise provided), based on 50-50 match. Once grant funds expire for the fiscal year, applications shall continue to be forwarded for consideration to the approval entity pending any additional funds allocated by the Board of Commissioners for the Downtown Façade Grant Program. Grant amounts will be based on allocated funds available in the budget.

**Application:****Items Required for Application Review**

- Façade Grant Application must be completed with all required signatures.
  - o Signature of property owner and business owner
- Only emailed digital copies will be accepted. Faxed or mailed copies of application will not be accepted.
  - o PDFs of the proposed work and documentation should be submitted prior to each deadline noted above.
- A project narrative is required to describe the project in detail and the requested funding. Submittal must include a cost estimate break-down of each project item.
  - o Cost estimates should include the scope of work, materials, and labor.
  - o Two (2) cost estimates from a contractor or a qualified professional should be provided in the package.
- Plans and/or Elevations of work are required from a contractor, architect, or professional.
  - o In the absence of plans or elevations, a picture of the existing façade with improvement areas called out is acceptable, if specification sheets of items are included with the application package. For façade work, paint samples/ examples will be required if applicable.
  - o Photos should be provided that note the current state of the building.
- All permits, encroachments, and Certificate of Appropriateness must be acquired before submittal – this documentation shall be included in the application package.
- Mural and Public Art applicants must submit a conceptual rendering of the proposed work.
  - o The location and orientation of the mural related to the façade should be clearly shown
  - o Applicants should provide past work examples and project references of the artist for review.

- Artist fees, Labor costs, equipment rental, construction and material costs should be included

#### **Application Review Process:**

1. Planning Department Staff (completeness review)
2. Appearance Commission (recommendation to Board of Commissioners)
3. Board of Commissioners (final review and approval)

Upon completion of work, copies of applicants canceled checks and contractors paid statements must be sent to Planning Department. Inspectors will ensure work is in conformance with all applicable plans and ordinances. Completed paperwork is then forwarded to the Finance Department for grant disbursement and a check will subsequently be mailed to the applicant.

#### **Decision Factors for Grant Approval:**

1. Project Review Checklist:
  - a. Completed application by deadline
  - b. Project proposes eligible exterior improvement(s)
  - c. new commercial businesses;
  - d. removal of metal awnings and/or replacement of fabric awnings
  - e. recently expanded businesses or seeking renovation; and/or
  - f. Projects that are creative or offer enhanced improvements or aesthetic appeal or translates to increase customer visitation or experiences in a neighborhood.
2. Narrative and associated scope of work;
3. Project costs;
4. Available program funds.
5. Grants previously awarded to property.

#### **Overall Guidelines:**

1. General maintenance expenses may not be included in the grant application.
2. All improvements not listed under eligible improvements shall be considered ineligible improvements.
3. Projects must begin work no later than 90 days after notification of approval of the grant.
4. All work shall be completed within one year of grant approval or if a valid building permit is open.
5. Work shall conform to all applicable ordinances and building codes.
6. Applicants are required to secure any required permits prior to any work.
7. All work must be in keeping with the specifications approved as part of the grant application.
8. Approval or denial of all applications by the town shall be submitted in writing to applicants.



# Downtown Façade Grant Program

## Purpose

Provide financial incentives to business and property owners to assist them in façade preservation and restoration that demonstrates enhanced and superior appearance and aesthetic improvements to a business, neighborhood and/or frontage on the public right-of-way.

Grant program based on a 50/50 matching reimbursement of up to \$1,000 on eligible improvements.

## Ineligible Improvements

- ☒ Any improvement not listed as an eligible improvement
- ☒ Any project or improvement completed prior to submittal of a façade grant application.

## Eligibility

- Who:** Applicant must be the property owner or a commercial tenant with permission from the property owner.
- What:** Improvements must meet all standards in the Wendell Unified Development Ordinance and State Building Codes.
- Where:** Improvement site must be within corporate limits.



## Eligible Improvements

- ☒ Exterior lighting;
- ☒ Repair or purchase of new awnings; exterior painting;
- ☒ Storefronts or facades repair;
- ☒ Window repair or replacement;
- ☒ Masonry repair;
- ☒ Transom glass repair/ replacement of architectural details or materials, and
- ☒ Relocation of electrical wiring.



# Downtown Façade Grant Program

## How to Apply

- Visit: Planning Department website for application at [www.townofwendell.com](http://www.townofwendell.com) or pickup application in person at 15 E. Fourth Street, Wendell
- Complete and submit façade grant application package by deadline.
- **DEADLINE:** First calendar day in January, April, July and October.

## Application Check List

- ☐ Completed and signed downtown façade grant application.
- ☐ Detailed and itemized project budget with cost breakdowns.
- ☐ Application support materials (photos of existing property, materials information, etc.)

## Review and Approval

- 1st Step: Planning staff reviews applications for completeness and eligibility.
- 2nd Step: Appearance Commission reviews applications and makes recommendation to Board of Commissioners.
- 3rd Step: Wendell Board of Commissioners reviews application, Appearance Commission recommendation and renders final approval.
- Planning Staff notifies grantee on award decision.
- Secure any necessary permits or ordinance information, if applicable.
- Upon work completion, grantee provides final documentation to Town related to project costs (canceled check, paid statements).
- Final grant reimbursement check provided.

## Planning Department Contact Info

15 East Fourth Street  
Wendell, NC 27591  
(919) 365-4448



# Downtown Façade Grant Program



## Downtown Facade Grant Program Application

Planning Department, 15 E. Fourth Street, Wendell, NC 27591  
(919) 365-4448 [www.townofwendell.com](http://www.townofwendell.com)

### APPLICANT INFORMATION

Name:
Phone:
Email:

### FOR OFFICE USE ONLY

Application Date:	
Approval Date:	Amount:
Tax ID number:	
Zoning District:	

### PROPERTY OWNER OR TENANT INFORMATION

Name:	Years Owned / Leased:	
Address:	Phone:	
City:	State:	Zip:
Type of Ownership:	Owner's / Tenant Signature-Improvements Approved:	

### PROPOSED IMPROVEMENTS

Façade Improvements:
Total Estimated Project Cost:
Grant Amount Applied For: (Based on 50-50 match)

Check Appropriately:

☐ I own the property in consideration

☐ I lease the property in consideration and have written permission of the property owner.

# Downtown Façade Grant Program

## Application Process

### Town of Wendell

#### DOWNTOWN FAÇADE GRANT PROGRAM

##### *Guidelines*

##### Grant Objective:

To provide financial incentives to business and property owners to assist them in façade preservation and restoration that demonstrates enhanced and superior appearance and aesthetic improvements to a business, neighborhood and/or frontage on the public right-of-way.

##### Eligible Exterior Improvements:

Exterior lighting; repair or purchase of new awnings; exterior painting; storefronts or facades repair; window repair or replacement; masonry repair; transom glass repair/replacement of architectural details or materials, and relocation of electrical wiring.

For the downtown façade grant program, facades are defined as an individual storefront or building side which faces the public right-of-way or is otherwise visible to the general public. For the purpose of this grant program, separate addresses within a single building may qualify as separate facades of one or more of the spaces tenants are applying for a grant(s) subject to the guidelines of the program.

**NOTE:** Project cannot be completed prior to submittal of application; however, it can be started prior to application approval.

##### Who Can Apply:

1. Property Owners; and/or
2. Commercial Tenants with the Property Owner's written permission

##### Grant Deadline:

The grant deadline will be on a quarterly basis. Applications may be submitted on the first calendar day of January, April, July, and October. Applications are accepted on a first come, first served basis per quarterly cycle. When an application or multiple applications are submitted at the beginning of a new cycle, all submitted applications will be reviewed during the next Appearance Commission meeting (applications must be received at least 5 days before scheduled meeting date to make it on meeting agenda).

An applicant/business may submit an application for a property up to twice a year. If awarded, the applicant/business cannot reapply for three years for the same property for which they were previously awarded a façade grant. This provision shall not prohibit a new business owner from applying for a façade grant for the same property within the three year period.

##### Grant Amount:

The grant amount is up to \$1,000 per downtown façade based on 50-50 match, with a total of four grants awarded per year. Applicant project costs must total more than \$2,000 in order to receive the maximum grant amount. Once grant funds expire for the fiscal year, applications shall continue to be forwarded for consideration to the approval entity pending any additional funds allocated by the Board of Commissioners for the Downtown Façade Grant Program. Grant amounts will be based on allocated funds available in the budget.

##### Application:

Application will be one page in length and made accessible to the public. Copies of the Design Façade Grant Program Guidelines will be made accessible to the public. Marketing of the downtown façade grant program is

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*Adopted guidelines for the Downtown Façade Grant Program – June 27, 2016*



# Downtown Façade Grant Program

## Application Process

encouraged. Completed applications will consist of: 1) completed and signed application; 2) detailed and itemized project budget with cost breakdowns is required as part of the application. All aspects of the project shall be included; and 3) Photos of property/project area.

### Application Review Process:

1. Planning Department Staff (completeness review)
2. Appearance Commission (recommendation to Board of Commissioners)
3. Board of Commissioners (final review and approval)

Upon completion of work, copies of applicants canceled checks and contractors paid statements must be sent to Planning Department. Inspectors ensure work is in conformance with all applicable plans and ordinances. Completed paperwork is forward to the Finance Department for grant disbursement to applicant and is mailed to the applicant within two weeks of receipt of completed paperwork.

General processing and approval timeframe for all qualified applications will be a maximum of 45 days from receipt of qualified applications.

### Decision Factors for Grant Approval:

1. Project Review Checklist:
  - a. Completed application by application deadline
  - b. Project proposes eligible exterior improvement(s)
2. Extra consideration shall be provided to:
  - a. new commercial businesses;
  - b. facades located in the downtown area;
  - c. removal of metal awnings and/or replacement of fabric awnings
  - d. recently expanded businesses or seeking renovation; and/or
  - e. Projects that are creative or offer enhanced improvements or aesthetic appeal or translates to increase customer visitation or experiences in a neighborhood.
3. Site visit and view of existing conditions;
4. Strength of the application and support materials submitted with the application will be judged against applications during the grant deadline cycle;
5. Project costs;
6. Available program funds.
7. Grants previously awarded to property.

### Overall Guidelines:

1. General maintenance expenses may not be included in the grant application.
2. All improvements not listed under eligible improvements shall be considered ineligible improvements.
3. Projects must begin no later than three months after approval of the grant and completed within the current town fiscal year, whichever comes first.
4. Work shall conform to all applicable ordinances and building codes and permits shall be applied for when required. Applicants are required to secure any required permits.
5. All work must be in keeping with the specifications approved as part of the grant application.
6. Approval or denial of all applications by the town should be submitted in writing to applicants.

# WENDELL CHRISTMAS DECORATING CONTEST

SPONSORED BY:  
THE WENDELL APPEARANCE COMMISSION  
OLD OAK CONSTRUCTION, LLC  
DOMINO'S PIZZA

## Residential Categories:

- **Best Overall** — \$100 cash prize and yard sign for the best yard in Wendell
- **Most Creative** — \$50 cash prize and yard sign for the most creative display
- **Most Outlandish** — \$50 cash prize and yard sign for the yard with the best animated/inflatable displays

## Business Category:

- **Best Storefront Display** will win a pizza party for up to 10 employees

Entries must be submitted online at [www.townofwendell.com/christmascontest](http://www.townofwendell.com/christmascontest); in person; or by mail to: Wendell Planning Department, 15. E. Fourth Street, Wendell, NC 27591.

**All entries must be received by December 14, 2014.** Judging will take place on the evening of December 16th. To be eligible, must reside or have business in corporate limits of Wendell.

2014 Wendell Christmas Decorating Contest

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Category (chose one):

☐

Best Overall

☐

Most Creative

☐

Most Outlandish



## Spring into the Arts Walk



The Wendell Appearance Commission will host the 3rd annual Art Walk with an open-air art competition on May 12, 2018 as part of the Town's Spring Into the Arts Walk.

### Schedule of Events:

Art Walk 9-4, Downtown Wendell

Chamber Arts/Craft Show 9-3, Campen Street

Classic Car Show 9-3, Universal Chevrolet Co

Kid's Art Walk 10-3, 6 North Main Street

Chalk Art Demo 10-2, Women's Club Lot

Quick sketch caricatures 10-3, 6 North Main Street

The Scrap Exchange 11-2, Women's Club Lot

Garrett Newton Band 12-1:30, Town Square

All of these events are free unless you choose to purchase an item. Art Walk Auction and Reception will be held on May 18th.

### Art Walk:

Artists will set up in Wendell's historic downtown district and beyond Wendell Boulevard and Second Street. Walkers are invited to watch the artists in action beginning at 9am and ending at 4pm. There will also be a sidewalk chalk demonstration working from 10 a.m. until 2 p.m. on at the Women's Club Lot, as well as sidewalk chalk for kids to create their own art!

### 2018 Participants:

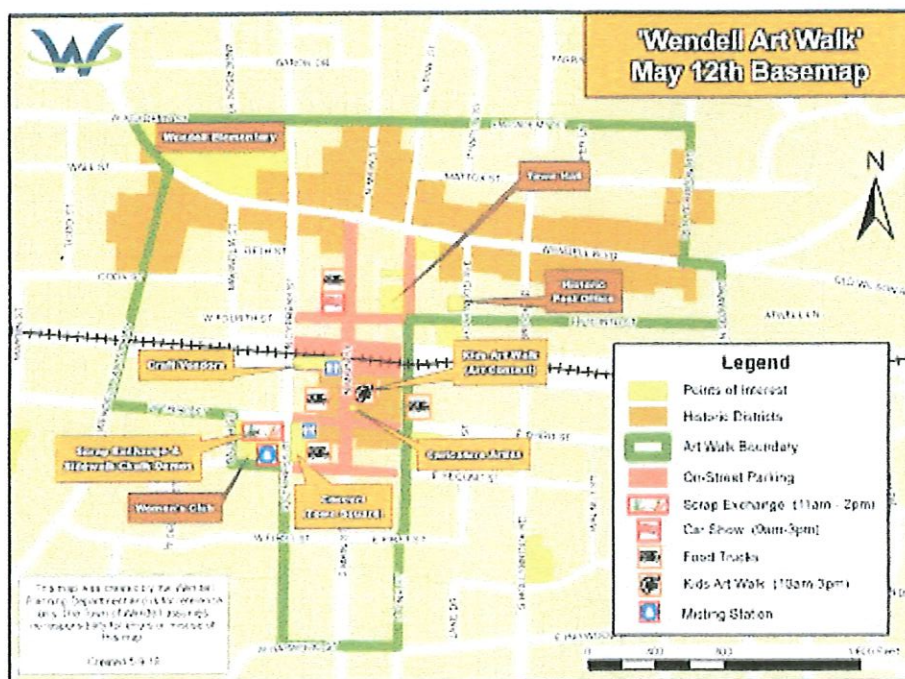
- Peggy Lee Mead\*
- Amy Beshgetoorian
- Melissa Blackley
- Lyudmila Tomova

- Michael Russo
- Karin Neuvirth
- Kelly Blades\*
- Diane K
- Laura Bernstein\*
- Krissy Crittenden
- Medrith Nuttle
- Ana Almaizar Gratereaux
- Jackie Kennedy
- Carolyn Zbavitel

\*Artist will not be painting during the event, but will have art at the auction.

Everyone is encouraged to check out all of the artists as they bring their creations to life. A map showing the artist's locations is available for download here once available.

If you own a house within the boundary, please **nominate** it as a location to be painted.







# Board of Commissioners Meeting Agenda Item Submittal

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Item To Be Considered: **Budget Ordinance Amendment #2022-10**

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

Prepared By: **Sonia Johnson, Finance Director**

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## Overview:

1. **Public Buildings-** New HVAC systems to replace the two units that currently service the offices at Town Hall. Both units are 14+ years old and will require a crane to replace. One of the two is operational but is recommended for replacement also due to the fact it has reached its life expectancy. On 4/25/22, the Board approved \$1,974 to repair the unit that was not operational so that the staff can obtain more quotes. Additional quotes were provided at the 4/28/22 Budget Workshop and after further discussion, the Board authorized staff to replace both units in the amount of \$18,804. Requesting \$16,830 to be appropriated from fund balance.

**Source of funds: Appropriated Fund Balance**

2. **Parks & Recreation:** Swansboro Municipal Park: *The-Merry-Go-All* is in need of repair and is currently closed. The department was able to have the replacement parts covered by the manufacturer, but there is cost for installation. Requesting \$3,951.00 to be appropriated from fund balance for installation of playground equipment.

**Source of funds: Appropriated Fund Balance**

## Recommended Action:

1. Motion to approve Budget Ordinance Amendment #2022-10

## Background Attachment(s):

1. Budget Ordinance Amendment #2022-10

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Action: \_\_\_\_\_

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**AN ORDINANCE AMENDING THE ANNUAL BUDGET FOR FY 21/22**

**BUDGET ORDINANCE AMENDMENT #2022-10**

**BE IT ORDAINED** by the Board of Commissioners of the Town of Swansboro that the following amendment be made to the annual budget ordinance for fiscal year ending June 30, 2022:

Section 1. To amend the General Fund budget, the following changes are to be made:

<u>Appropriations</u>	<u>Increase</u>
Public Buildings-Town Hall	\$16,830
Parks & Recreation	\$3,951

<u>Revenues</u>	<u>Increase</u>
Appropriated Fund Balance	\$20,781

Section 2. Copies of this budget amendment shall be furnished to the Town Clerk, the Budget Officer, and the Finance Director, to carry out their duties.

Adopted by the Board of Commissioners in regular session, May 9, 2022.

Attest:

\_\_\_\_\_  
John Davis, Mayor

\_\_\_\_\_  
Alissa Fender, Town Clerk



# Board of Commissioners Meeting Agenda Item Submittal

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

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

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

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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 May 23, 2022**

- \* Public Hearings
  - o Temporary Signs
  - o Political Signs
- \* Resilient Coastal Communities Program Report
- \* Finance Report
- \* Budget Amendment (Edited)

## **Proposed for June 13, 2022**

Budget Public Hearing

## **Proposed for June 27, 2022**

ONWASA Agreement

## **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

## **July Meetings:**

Regular – 11th

Regular – 25th