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BOARD OF COMMISSIONERS MEETING AGENDA

Town of Swansboro

Monday, April 25, 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

- February 14, 2022, Regular Meeting
- February 28, 2022, Regular Meeting
- February 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.}

b. Tax Refunds

The Onslow County Tax Collector recommends refunds of the below listed taxes totaling \$111.01.

Bessette, Gerald Roger	\$66.91	Tag Surrender
Smith, Jamison Michael	\$44.10	Military

c. Proclamations

- Administrative Professionals Week
- International Firefighters Day
- Municipal Clerks Week

IV. Appointments/Recognitions/Presentations

- a. Economic Development Presentation

Roy Herrick

- b. Board Appointments

Alissa Fender

Town Clerk

Due to resignations, and no appointments being made at prior meetings, there are appointments needed for the Board of Adjustment and Historic Preservation Commission.

Recommended Action:

1. *Consider appointments to the Board of Adjustment*
2. *Consider appointments to the Historic Preservation Commission*

V. Public Hearing

- a. Special Use Permit/147 Front Street - Dock

Jennifer Ansell

Planner

Jack Harnatkiewicz has applied for a Special Use Permit to extend the existing dock at 147 Front Street to add four slips for annual rental and additional spaces for day dockage.

The dock will provide eleven total slips; the Unified Development Ordinance defines a “Marina” as dockage with over ten slips. Marinas are allowed in the B-2HDO zoning district pursuant to the issuance of a special use permit.

Recommended Action: 1) *Hold a public hearing;*

2) *A motion to approve or deny the Special Use permit application*

pursuant to Section 152.210 of the Unified Development Ordinance.

In granting a special use permit, the Board of Commissioners shall give due regard to the nature and state of all adjacent structures and uses, and the districts within which the proposed use is to be located.

The Board of Commissioners shall consider whether it is necessary or appropriate to affix conditions thereto for the purposes of protecting neighboring properties and/or the public interest assuring that the use is harmonious with the area, ensuring that the use is consistent with the spirit of the ordinance, and shall affix to such permit any reasonable and appropriate conditions as it finds are necessary for any of those purposes.

Upon its determination that all the criteria in Section 152.210 are met, the Board of Commissioners shall enter a written order with findings of fact and conclusions of law and shall issue the special use permit as requested or with such conditions as it finds necessary and appropriate.

VI. Business Non-Consent

a. Financial Report - March 31, 2022

Sonia Johnson
Finance Director

b. Budget Ordinance Amendment #2022-9

Sonia Johnson
Finance Director

The budget ordinance needs to be amended for multiple departments.

Recommended Action: *Motion to approve Budget Ordinance Amendment #2022-9*

c. 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 Report/Comments

Project Report

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 143-318.11 (a) (4) for discussion related to the industry or other business potential to the area.*

XII. Adjournment

Board of Commissioners

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

In attendance: Mayor John Davis, Mayor Pro Tem Frank Tursi, Commissioner Pat Turner, Commissioner Harry PJ Pugliese, Commissioner Larry Philpott, and Commissioner Jeffrey Conaway. It was noted that Mayor Pro Tem Tursi participated remotely as allowed by NCGS 166A-19. Governor Cooper had declared a state of emergency due to the COVID-19 Pandemic in March 2020.

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

Junior Freeman of 108 Ridge Cove Lane commented on the proposed Historic Demo fee on the agenda and reminded them that permitting fees must directly relate to permitting per new legislation. He further pointed out that the Future Agenda items did not reflect the Emergency Operations Center and budget workshops.

Terry Wilson of 601 Spoleto Court in the Charleston Park Subdivision congratulated the elected and re-elected board members and urged the Board to consider some type of resolution for the neighborhood's streets and stormwater issues.

Adoption of Agenda

On a motion by Commissioner Turner, seconded by Commissioner Philpott, the Agenda and Consent Item were unanimously approved.

- Tax Refunds		
Howard, Joshua Franklin	\$62.34	Military
Kaster, Jessica Merrill	\$158.90	Military
Torbush, Fred Gene	\$23.31	Tag Surrender

Business Non-Consent

Discussion on Schedule of Fees Amendment Related to Demolition in the Historic District

The Board of Commissioners reviewed the proposed changes at their January 24, 2022, regular meeting, and asked that Staff arrange for the Chairs of the Historic Commission to attend the February meeting to further discuss the demolition fee proposed.

Planner Ansell reviewed that after further review and clarification, it was the intention of the Historic Preservation Commission for the fee to be a penalty not a permit fee.

Vice Chair of the Historic Preservation Commission, Kim Kingrey shared that the board created the fee as a penalty because there was no ordinance in place to deter homeowners from demolishing.

In response to inquiries from the Board, Attorney Parson clarified that the fee couldn't be punitive, must be reasonable and would have to go into permitting funds to be used to cover expenses in connection with the penalty. Additionally, there could be an established permit fee for demolition, but it would have to be reasonably related to the cost of permits and inspections.

Planner Ansell clarified that permits associated with demolition in the Historic District were covered under the COA application of \$400, then by the permitting fee of \$100 for demolition in the fee schedule.

On a motion by Commissioner Turner, seconded by Commissioner Philpott, the recommended amendment to the schedule of fees to add an after-the-fact \$2,000 penalty for demolition in the Historic District, was approved unanimously.

Update on Items Discussed at September 2021 Joint Meeting

The Board of Commissioners has asked staff to provide an update on where the Historic Preservation Commission stands on the items discussed at the September 21, 2021, joint meeting.

Planner Ansell shared that Mrs. Kingrey had been appointed to attend the Historic Associations meeting to establish a better partnership with them. Each meeting the Board will tackle up to two items a month. The Board decided at the last meeting to create a survey that would be sent town wide related to the historic district.

In response to inquiries from the Board, Mrs. Kingrey felt the board would make progress just fine, but her main concern in the district was that there was no policing of the district.

Manager Webb shared that policing of the district was Mrs. Ansell's responsibility in conjunction with the Permit Technician and building inspector to gather enforcement items. Additionally, she confirmed that there would be a position proposed during the budget process for a Planner Tech, which would include the duty of enforcement.

Planner Ansell shared those concerns related to tarps still on buildings from Hurricane Florence, and properties in bad repair could be addressed through the Town Code section that deals with nuisance situations and building safety. Vacant properties downtown was in the Coastal A zone of VE zone and repairs to those would be

substantial improvements and would fall under the 50% rule which would include elevation requirements be met.

Visitor's Center Improvements

Manager Webb reviewed that in 2019, it was decided that the Town would make improvements to the Visitor's Center after the Chamber of Commerce moved out of the building. Improvements would include drafting a plan that offered suggestions from downtown merchants and boaters on specific amenities to include an additional restroom, showers, and a washer/dryer.

Attention was made to FEMA regulations that consider substantial improvement to be when any combination of work exceeds 50% of the market value of a structure. If the work exceeds 50% of the value, the entire structure must be brought into compliance with the current flood ordinance regulations. The Town's private appraisal gave a value of \$57,000, while the Onslow County Tax Office provided a building value of \$10,850 (2021). What that meant was that the Town would have to phase the improvements (roughly \$28,000 per year). More importantly staff was not confident what improvements could be done per phase with only \$28,000.

In addition, staff learned from John Wood, of the NC State Historic Preservation Office that the structure lost its contributing status when it was moved from its original location, raised (due to FEMA regulations), and a handicap ramp added (required for ADA Compliance). One of the only exemptions to the substantial improvement rule was alteration to a historic structure (contributing). Without other significant architectural changes (such as moving the side entry steps to the front of the building for example) it seems unlikely that anything could be done to regain the contributing status because we were required to adhere to flood zone elevations and ADA compliance regulations. Mr. Wood did indicate that he would need to make a site visit to better determine what steps the Town could take to regain the contributing status.

The Town was awarded \$20,000 from the Onslow County TDA that must be spent by June 30, 2022. Manager Webb confirmed that the Town could utilize the \$20K County TDA funds to pay an engineer to develop such plan as described in Option 2 below.

Option 1. Continue with the phased approach, which could take 3-4 years to complete due to the 50% rule.

Option 2. Raise the building to meet the current Coastal A Zone requirements (treated like the VE zone; foundation would have to be breakaway, and all equipment like air

handlers, electrical components must be elevated) then the 50% rule would no longer apply, and we can make the improvements all at one time in lieu of a phased project. This option would need Historic Preservation Commission review and approval.

The Board felt that bringing the facility back to its original intent (restrooms) was important and should be the first step then make the necessary steps to regain the contributing status, then focus on raising the structure.

Amelia Dees-Killette, of the Swansboro Historical Association, shared that the need to rank the importance of what to do was not necessary and believed that all options could be accomplished, and everyone involved could be happy.

On a motion by Commissioner Philpott, seconded by Commissioner Pugliese, and approved unanimously, the proposed goals related to the Visitors Center were to be presented to John Wood to obtain his guidance on how to accomplish those goals.

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 with the Board that the Resilient Coastal Communities Program was holding a drop-in style public input meeting on February 23rd. The purpose of the meeting was to gain feedback on proposed options to improve the Towns resiliency to coal hazards.

The following items were addressed:

- Considerations for the Advisory Board Appreciation Reception to be held in person was approved and would be planned accordingly.
- Mayor Davis requested the addition of recognition for a recent student who placed 2nd at the state level. Per the Boards policy on recognitions, those were conducted for the achievement of state championship only.
- A closed session for review of legal matters was requested to be scheduled for a future meeting.

Public Comments

Junior Freeman of 108 Ridge Cove Lane encouraged the board to keep in mind while going through the upcoming budgeting process, that permitting fees have specific treatment requirements. He also commented on the Demo by neglect issue and as he

recalled the town did not have any recourse to get those structures back in repair and wanted to see something come in form of an ordinance. Regarding the \$2,000 penalty, he felt a fine for violating the ordinance would be better. Additionally, he commented that the Visitor's Center main purpose was for a restroom facility and not for a Visitors Center, and the building was adaptable as it stands now for plumbing changes. Revaluations from the county forthcoming on properties could result in an increase in the structures value.

Manager's Report/Comments

In addition to the report provided in the agenda packet, Manager Webb brought attention to her memo pertaining to funds received from the state for EOC and Sidewalks. A scope of work was requested which could be provided for sidewalks, but the EOC scope of work had not been determined to date. She believed that they assumed the project was shovel ready, however the decision on location and the building specifics were still needing to be determined and finalized. Mrs. Webb shared that the main cost was dependent on where the structure would be located. She shared that ONWASA would be abandoning one of their Waste Water Treatment sites in the future, and consideration could be made to relocate Public Works to that site and the EOC be erected on the Public Works property.

After discussion it was decided that the project scope of work determination would be held during their March 2, 2022, Planning Retreat.

Board Comments

Mayor Pro Tem Tursi shared that he was hopeful there would be a good turnout for the upcoming RCCP Community input meeting on February 23rd. Additionally, he shared that he was selected by the Federal Government to be on a task force formed by the Bureau of Offshore Energy Management for the sighting of offshore wind development. There could be opportunities in the future for Swansboro and he would report back to the board after his meetings.

Adjournment

On a motion by Commissioner Philpott, seconded by Commissioner Conaway, the meeting adjourned at 7:29 pm.

Town of Swansboro
Board of Commissioners
February 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

Adoption of Agenda

On a motion by Commissioner Philpott, seconded by Commissioner Turner, the Agenda and Consent Items were unanimously approved.

Meeting Minutes

- January 10, 2022, Regular Meeting
- January 10, 2022, Closed Session
- January 24, 2022, Regular Meeting
- January 31, 2022, Special Meeting

Resolution

- Support of The Eastern Carolina Council of Governments

Business Non-Consent

American Rescue Plan (ARP) Funding Recommendations

The Federal American Rescue Plan Act of 2021 (ARP) established Coronavirus State and Local Fiscal Recovery Funds ("CSLRF"), which will be distributed to state and local governments for the purpose of responding to negative economic impacts of stemming from COVID-19.

The Town (to date) had been awarded a total of \$1,065,724. Of that total \$532,862.13 had been received with the remaining \$532,862.13 anticipated by July 2022. The Town had until 2024 to obligate the funds and until 2026 to spend those funds obligated. Based on requests from departments and manager recommendations, manager Webb shared that it was not desired to spend all the funds at once and there would be \$217,000 remaining, unless the Board chose to do something different.

Finance Director Sonia Johnson reviewed details (slideshow herein attached) related to the regulations for spending of ARP funding.

Individual department heads provided further details related to their funding requests.

Town Clerk, Alissa Fender covered her requests for Administrative Services Department as follows:

- The Town's current phone system was purchased in January of 2014 and has become outdated and poor functioning. Updating the equipment would provide additional functions which are not currently available. Those include the remote function which supports the ability for phone use anywhere. The find me follow me feature which provides programming for the phones to ring alternate numbers if the first line wasn't answered.
- Website rebuild quotes were obtained from 3 companies which all provided the same device type friendly, and fully ADA accessible.
- The Towns current agenda manager program has been phased-out and was no longer supported for assistance. Three programs were demoed and quoted to provide agenda packet creation for unlimited boards & meetings. The phased-out program only provided creation for 1 board and capped at two meetings a month.

The board provided feedback related to the items and the ongoing cost was of concern. More details related to what the cost covers and the difference from what we pay now was requested for further consideration at a future meeting.

Fire Chief, David Degnan covered his requests which included the following:

- Turn out gear extraction washer and dryer, had been deferred in prior budgets. The standard home washers are too small for the gear, and the spin cycle forces water through seams and causes microburst, essentially damaging the gear. The extraction washer and dryer does not spin the gear, so it is not damaged, thus prolongs the life of the gear.
- The Town current self-containing breathing apparatuses are 10 years old and will be out of warranty in April of 2022. The technology was upgraded every 5 years, with recommendation to be replaced every 10 years. At this point they do not meet the standards of the National Fire Protection Association (NFPA), and if there were an injury the department would be held to those standards.
- The Town only has 2 portable radios that are compatible with Western Carteret, which we have a mutual aid agreement with. Western Carteret operates with VHF radios and Swansboro had 800 MHz radios. More than two firefighters respond to calls and with only two compatible then firefighters are being sent into dangerous situation without means to communicate. The proposed radios were tri-band, meaning they operate 3 types of frequencies.

- Fire Service Harness are useable in many different circumstances to include during use of the ladder truck. Historically 20-25% of injuries occurred due to slips or falls. The construction of them was nylon which withstands hot environments, retains shape, and does not rub/damage the turnout gear.

Manager Webb reviewed the request from the remaining departments as follows:

Police Department

- There are 5 vehicles that should have been addressed under the rotation schedule which had been put off due to budget cuts. It was recommended for the purchase of 3 vehicles with ARP funds and then two would be put into the budget unless the Board desired to fund all 5. With the current new car availability issues, there would be a wait for the purchased vehicles to come in. The cost per vehicle was \$38,000.
- Flashlights with cases and ammunition were also requested, however, ammunition was an item that should be considered in the budget each year.

Parks and Recreation

- Rope climber feature of the Municipal Park needed replacement
- Improvements to the splash pad area to include the installation of a brick sitting area and shaded areas
- Commercial toilets, with automatic flush valves
- Golf Cart/Gator for utilization by Parks & Rec, Public Works, and PD, and would be of benefit during festivals to serve as 1 of the shuttle vehicles reducing the amount would have to be rented.
- Installation of cameras and transfer box for visibility at Parks & Rec and the Visitors Center.
- Drinking fountains
- Small hut at Church Street Dock
- Playground mulch
- Holly Park Playground (possible PARTF Grant option)

In response to an inquiry about previously requested safety boxes at the park, Mrs. Webb explained that the NC League of Municipalities had a safety grant that could be applied for to purchase those.

Public Works

- Water street resurfacing (possible 319 EPA Grant opportunity)
- Visitor's improvements for \$40,000 (sufficient for that project). There were requests into the Swansboro TDA and Onslow County TDA for \$20,000

- Electronic message boards (not recommended because they were rented from the base when needed at no cost)
- \$200,000 for priority 3 sidewalks which would complete the connection from Highway 24 to the Park Place subdivision.
- Pavement Roller, dump truck and tractor.

The purchase of equipment was proposed to fall under a loan program. It was noted that an existing equipment loan has recently been paid off so there would not be a large hit to the budget. Finance Director, Johnson shared that loan rates came in at 2.53%. Debt service for the equipment would be \$38,778.00, and then for equipment and police vehicles it would be \$63,360.00, the previous debt service was \$51,892.00.

Payroll

- In Jan of 2021 there was a bonus provided to employees, and in keeping competitive with neighboring jurisdictions, it was requested to provide further premium pay of a onetime payment of \$1,000 to full-time employees, \$500 to part-time, and \$125 for any part-time that had worked under 100 hours.

Board members appreciated seeing the requests but felt that the spending of these funds should be considering throughout the budget process. It was mentioned that a balance should be left in case something else came up and that paying for interest on items should not be considered when it could be bought outright. Additional details related to the reoccurring cost for items needs to be considered and discussed further at budget workshops.

On a motion by Mayor Pro Tem Tursi, seconded by Commissioner Conaway, approval was unanimously provided to purchase all 5 police vehicles with ARP funds which would provide for \$76,000 less in the budget.

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

Budget Ordinance Amendment #2022-7

Finance Director Johnson reviewed that the budget ordinance needs to be amended for the following departments.

1. Legal Department-Additional funds needed in the amount of \$15,000 for unfunded legal fees incurred from litigations. Source of Funds-Appropriated Fund Balance
2. Emergency Management – The Town received \$49,159.52 from the State of NC Department of Public Safety for Category A (Debris Removal), Category B (Emergency Protective Services), and Category G (Dock Repairs) due to damages

from Hurricane Isaias. Funds will be used to upfit Swansboro United Methodist Church/temporary EOC in preparation of 2022 hurricane season. Source of Funds-Grant-Various

3. Non-Departmental- In FY 20/21, the comprehensive operating software was approved and \$62,000 was transferred to the Capital Reserve account. Requesting \$30,000 to be transferred to the General Fund to begin software implementation. Source of funds: Transfer from Capital Reserve

On a motion by Mayor Pro Tem Tursi, seconded by Commissioner Philpott, Budget Ordinance Amendment #2022-7 was approved unanimously.

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 deferred Sign Amendments were requested to be heard, and to be scheduled at an April meeting.

Public Comments

No comments were offered.

Manager's Report/Comments

In additional to the report provided in the agenda packet, Manager Webb reported:

- 20 Surveys were received from the RCCP meeting
- Grant documents for Emmerton School project and the Architectural Survey were signed
- Grant for the state funding received for the Emergency Operation Center and sidewalk were signed, and funds would be received in the future
- Met with Randy Swanson on CAMA Grant and easement documents were agreeable
- Meeting scheduled with Coastal Federeation Bree Cheron on the Walnut Street Stormwater retrofit project, to discuss partnership details
- Phase 2 sidewalk project has 1 easement remaining for signature
- Meeting with John Wood on March 1st at 10 am to discuss the Visitor's Center project

Board Comments

Mayor Pro Tem Tursi shared that the turn out for the RCCP public meeting had poor turnout and another meeting should be considered and include something that would draw in attendance such as food trucks. He also felt that the survey doesn't gather any worthwhile information. As a state grant, they have more resources available to draw and or entice for more participation. Manager Webb shared that she had spoken Beth Smyre and it was not desired to hold another meeting due to deadlines.

Board members shared their appreciation to staff for the preparation of the ARP funding details.

Closed Session

On a motion by Commissioner Philpott, seconded by Commissioner Turner, 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 Commissioner Philpott, seconded by Commissioner Pugliese, the meeting adjourned at 8:53 pm.



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Tax Refund Request**

Board Meeting Date: **April 25, 2022**

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

Overview:

The Onslow County Tax Collector recommends refunds of the below listed taxes totaling \$111.01.

Vehicle Tax

BESSETTE, GERALD ROGER	\$66.91	Tag Surrender
SMITH, JAMISON MICHAEL	\$44.10	Military

Recommended Action:

Motion to approve refunds as recommended by Onslow County.

Action: _____



Proclamation

Office of the Mayor

Administrative Professionals Week – April 24-30, 2022

Administrative Professionals Day – April 27, 2022

WHEREAS, April 24-30, 2022, has been designated Administrative Professionals Week; and

WHEREAS, April 27, 2022, has been designated as Administrative Professionals Day; and

WHEREAS, this occasion is observed globally as a way to show appreciation and support for all administrative support personnel; and

WHEREAS, these individuals provide valuable assistance to administrators, staff, and citizens throughout our Town; and

WHEREAS, the work of administrative professionals requires advanced knowledge and expertise in communications, computer software, office technology, project management, organization, customer service and other vital office management responsibilities; and

WHEREAS, Administrative Professionals Week serves as a time to salute the valuable contributions of administrative professionals in the workplace; recognizing the singular importance of their work in accomplishing the mission and vision of their place of work;

NOW, THEREFORE, BE IT RESOLVED, I, Mayor John Davis and the Board of Commissioners of the Town of Swansboro, hereby proclaim April 24-30, 2022 as Administrative Professionals Week and April 27, 2022 as Administrative Professionals Day in Swansboro.

This 25th day of April 2022.

Attest:

Alissa Fender, Town Clerk

Mayor John Davis

PROCLAMATION



WHEREAS, firefighters are unsung heroes who are prepared to be summoned at any moment to risk their own safety to preserve lives and suppress fires; and

WHEREAS, firefighters must retain their composure in a variety of emergency situations while fulfilling requirements including connecting hoses to hydrants, operating pumps to power the hoses, climbing ladders, using tools to break through debris, entering burning buildings to extinguish a fire and rescue individuals and providing medical attention; and

WHEREAS, occasionally, firefighters may have to remain at the scene of a disaster for days on end; and

WHEREAS, firefighters usually remain on call during shifts that can last 24 hours. While at the fire station, they routinely inspect equipment and perform practice drills; and

WHEREAS, some jobs that specialized firefighters conduct include extinguishing forest fires and cleaning up hazardous materials; and

WHEREAS, the Town of Swansboro is greatly indebted to the valiant and hardworking paid and volunteer firefighters who serve the Town and its citizens:

NOW, THEREFORE, I, John Davis, Mayor of the Town of Swansboro, North Carolina, do hereby proclaim May 4, 2022, as

“INTERNATIONAL FIREFIGHTER’S DAY”

This 25th day of April 2022.

Attest:

Alissa Fender, Town Clerk

John Davis, Mayor

Proclamation

53RD ANNUAL PROFESSIONAL MUNICIPAL CLERKS WEEK

Whereas, The Office of the Professional Municipal Clerk, a time honored and vital part of local government exists throughout the world; and

Whereas, The Office of the Professional Municipal Clerk is the oldest among public servants; and

Whereas, The Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels; and

Whereas, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all; and

Whereas, The Professional Municipal Clerk serves as the information center on functions of local government and community; and

Whereas, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, province, county and international professional organizations.

Whereas, it is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.

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 1 through May 7, 2022, as

“Professional Municipal Clerks Week”

and further extend appreciation to our Professional Municipal Clerk, Alissa Fender, and Deputy Clerk, Aliette Cuadro, and to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

This 25th day of April 2022.

Attest:

Alissa Fender, Town Clerk

Mayor John Davis



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Board Appointments**

Board Meeting Date: **April 25, 2022**

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

Overview: Due to resignations, and no appointments being made at prior meetings, there are appointments needed for the Board of Adjustment and Historic Preservation Commission. A list of vacancies is provided below as well as a Talent Bank Sheet with those citizens with interest to serve.

Board of Adjustment

One (1) vacancy to consider for appointment for ETJ (ALT)

There are no application(s) on file ETJ (ALT)

Historic Preservation Commission

One (1) vacancy to consider for appointment for Alternate seat.

There are 3 application(s) on file (see Talent Bank Sheet).

Action to Consider:

1. Consider appointments to the Board of Adjustment
2. Consider appointments to the Historic Preservation Commission

Background Attachments:

NCGS 160A-362 and NCGS 128-1.1

ETJ Resolutions

Talent Bank Sheet

Action: _____

§ 160A-362. Extraterritorial representation.

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

§ 128-1.1. Dual-office holding allowed.

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

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

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

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

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

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

TOWN OF SWANSBORO
Resolution 2022-R4

Nomination(s) to Serve as Extraterritorial Representative(s)

WHEREAS, NCGS 160D-307 provides that the County Board of Commissioners is the appointing authority for extraterritorial representatives on municipal planning boards and boards of adjustment; and

WHEREAS, the Swansboro Board of Commissioners desires to recommend that the following resident(s) of its extraterritorial jurisdiction be considered for appointment to a planning-related board;

NOW THEREFORE BE IT RESOLVED that the Town of Swansboro Board of Commissioners respectfully requests the following extraterritorial resident(s) be appointed by the Onslow County Board of Commissioners to the board(s) indicated:

<u>Municipal Board</u>	<u>Nominee</u>	<u>Address</u>	<u>Term Expiration</u>
Board of Adjustment	_____	_____	_____

Adopted this ____ day of _____ 2022.

John Davis, Mayor

Attest:

Alissa Fender, Town Clerk

THUMBNAIL PROFILES TALENT BANK APPLICANTS

Lawrence Abalos Town Limits (910) 389 - 7500 (11/2021)

Interested in Planning Board

- Self Employed
- Bachelor's degree
- Current member of Parks & Rec board, Vice President of Swansboro Century Club, Coastal FCS Board member, Youth Sports Coach
- Would like to be a part of our community growth and development.

Richard Christian Smith Town Limits (252)725-5274 (12/2021)

Interested in Historic Preservation Planning Board Board of Adjustment Park Board Tourism Authority

- Attorney: The Law Office of R. Christian Smith, PLLC
- Juris Doctor
- Civic community involvement includes Boy Scouts of America, One Harbor Church, First Baptist Church
- Retired from NC Army National Guard, Extensive Storm response experience, previous Prosecutor, Probation Officer
- Loves residing in Swansboro and wants to see it experience responsible growth that allows additional residents to call Swansboro home, improve quality and variety of services while maintaining health and safety of community along with small town feel.

Matthew Prane Town Limits (910)750-2103 (12/2021)

Interested in Park Board

- USMC
- Bachelor's degree, Master of Science in Strategic Leadership
- 10 years of coaching and volunteer service within the Boy Scouts of America
- Interested in serving on the board to be more involved with the development of programs that meet the needs of the community. Most interested in development of an aquatic facility to meet the needs of everyone in the community to include future opportunities for afterschool programs, activities and person development

Dusty Rhodes **Town Limits** (910)389-2034 (2/2022)

Interested in Board of Adjustment Tourism Authority

- Director of Safety of Security for Onslow County Schools
- Bachelor's degree
- Currently supporting Crimestoppers, Local Emergency Planning. Previously served on Parks Board.
- Important to be involved in the Community, Born and Raised here, would like to give back.

Kelley Brown (910)238-0191 (2/2022)

Interested in Tourism Authority

- Sales Manager Hampton Inn Suites
- Highschool graduate
- Currently supporting Chamber of Commerce on the BOD, Military Affairs Committee, TAC in Jacksonville, and FHBI Volunteer
- The hotel has a special position, as we are consistently involved in the community and in the growth of the town, as it advances all interests.

William H. Kelly Town Limits (910)382-2275 (3/2022)

Interested in Historic Preservation Planning Board

- Accident Investigator MCB Camp Lejeune
- Highschool graduate with some college
- Volunteer Firefighter with Piney Green VFD from 1997-2006
- Wants to get more involved with the community, has lived in the community for several years and wants to help Swansboro stay the Friendly City by the Sea.

Jonathan McDaniel Town Limits (252) 725-3723 (4/2022)

Interested in Historic Preservation

- Vice President & Professional Engineer at Tidewater & Associates, INC
- Bachelor's Degree Environmental Engineering
- Currently serves on the Town's Flood Management Appeals Board, elder with One Harbor Church, member of Swansboro Historical Association
- Passionate about North Carolina history and architecture, and wants to preserve and invest in Swansboro's Downtown historic district

Note: Applications are kept on file for one year.

(Updated 4/05/2022) afender Z:\Town Clerk\Advisory Board Members



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Harnatkiewicz Special Use Permit**

Board Meeting Date: **April 25, 2022**

Prepared By: **Jennifer Ansell, Planner**

Overview: Jack Harnatkiewicz has applied for a Special Use Permit to extend the existing dock at 147 Front Street to add four slips for annual rental and additional spaces for day dockage.

The dock will provide eleven total slips; the Unified Development Ordinance defines a “Marina” as dockage with over ten slips. Marinas are allowed in the B-2HDO zoning district pursuant to the issuance of a special use permit.

Planning Board Recommendation: The Planning Board reviewed the request at their April 5, 2022 regular meeting, however they did not make a recommendation on the application. A motion to recommend approval was made and seconded but failed 2 to 5. A subsequent motion was made to recommend denial but also failed for lack of a second.

Action Needed: 1) Hold a public hearing;

2) A motion to approve or deny the Special Use permit application pursuant to Section 152.210 of the Unified Development Ordinance.

In granting a special use permit, the Board of Commissioners shall give due regard to the nature and state of all adjacent structures and uses, and the districts within which the proposed use is to be located.

The Board of Commissioners shall consider whether it is necessary or appropriate to affix conditions thereto for the purposes of protecting neighboring properties and/or the public interest assuring that the use is harmonious with the area, ensuring that the use is consistent with the spirit of the ordinance, and shall affix to such permit any reasonable and appropriate conditions as it finds are necessary for any of those purposes.

Upon its determination that all the criteria in Section 152.210 are met, the Board of Commissioners shall enter a written order with findings of fact and conclusions of law and shall issue the special use permit as requested or with such conditions as it finds necessary and appropriate.

Attachments

Applicable Ordinance Sections

Special Use Application

Resolution 2016-R7, Pier Head Line

Lady Swan Letter

SPECIAL USES

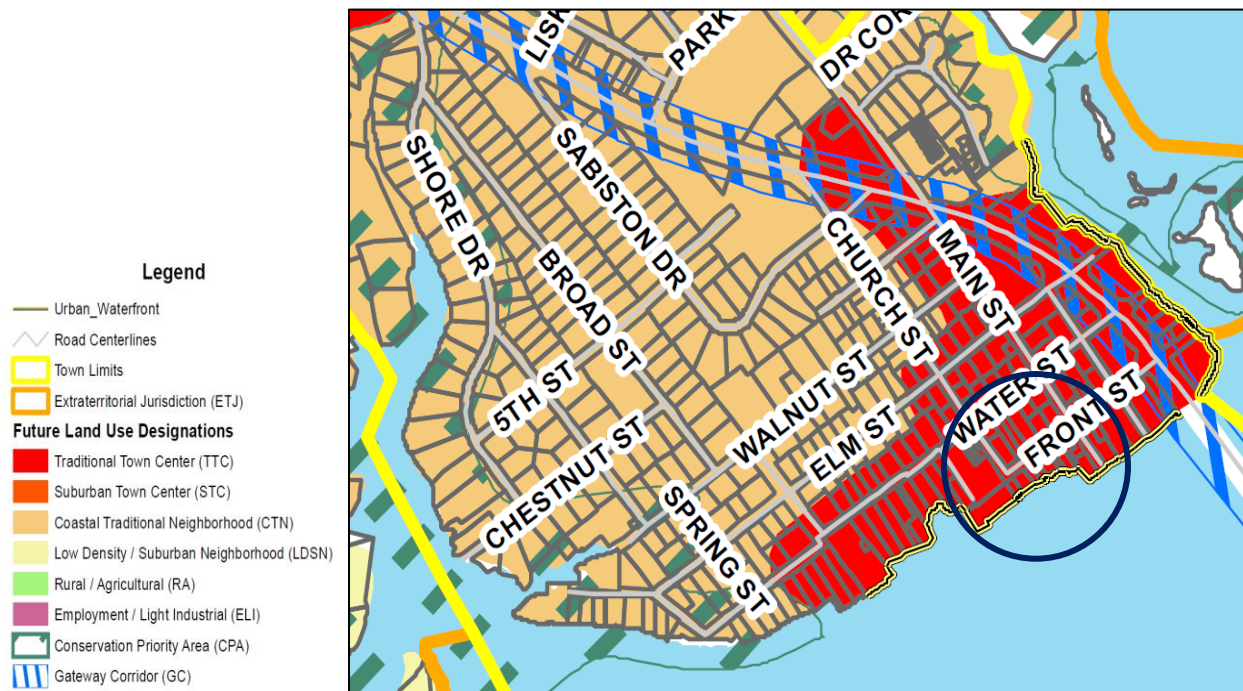
§ 152.210 PROCEDURE FOR SPECIAL USE PERMITS.

- A) Special use permits may be issued by the Administrator, after approval by the Board of Commissioners, for the uses as designated in the table of regulations for special uses. Applications shall include all of the requirements pertaining to it as specified in this section. A hearing shall be held, and all interested persons shall be permitted to offer relevant comments. The Town Board of Commissioners shall consider the application and may approve or deny the requested special use permit.
- B) In granting a special use permit, the Board of Commissioners shall give due regard to the nature and state of all adjacent structures and uses, and the districts within which the proposed use is to be located, and shall make written findings of fact concerning the existence or absence of the following criteria:
- 1) The special use is allowed pursuant to § [152.210](#) and meets all the required conditions and specifications, including without limitation, those set out in § [152.211](#). The special use, “Marinas”, is allowed by the Table of Uses in the B-2HDO zoning district.
 - 2) The special use will not materially endanger the public health or safety if located where proposed and developed according to the plan as submitted and approved. A Major CAMA Permit has been obtained for the dock expansion, a copy of which has been attached. The permit requires that a minimum setback be maintained from adjacent facilities, sets a maximum length for the dock, and requires an as-built survey to be provided.
 - 3) The special use will not substantially injure the value of adjoining or abutting property, OR the special use is a public necessity. There are existing, similarly situated docks along the waterfront in the vicinity of this site:



- 4) The location and character of the special use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is located.

The special use shall demonstrate conformance to the Land Use Plan or other plan in effect at the time and address impacts of the project as required by G.S. §160A-382(b). The CAMA Land Use Plan Update (2019) identifies the property as Traditional Town Center (TTC) and Urban Waterfront:



The Urban Waterfront designation recognizes areas having cultural, historical, and economic significance. Maritime traditions and longstanding development patterns make these areas suitable for maintaining or promoting dense development along the shore. With proper planning and stormwater management, these areas may continue to preserve local historical and aesthetic values while enhancing the economy.

To provide for the continued cultural, historical, aesthetic, and economic benefits of urban waterfronts, activities such as in-fill development, reuse, and redevelopment facilitate efficient use of already urbanized areas, reduce redevelopment pressure on surrounding areas, and work to minimize the adverse cumulative environmental effects on estuarine and ocean systems. While recognizing that opportunities to preserve buffers are limited in highly developed urban areas, they are encouraged where practical.

The Traditional Town Center (TTC) designation is characterized by mixed use pedestrian-oriented development with a mixture of small to mid-size retail, restaurants and multifamily residences intertwined with civic and institutional spaces. Upper story residential uses are encouraged. Pedestrians would be prioritized, and automobiles are accommodated.

- 5) Upon the issuance of any special use permit, the Board of Commissioners shall consider whether it is necessary or appropriate to affix conditions thereto for the purposes of protecting neighboring properties and/or the public interest assuring that the use is harmonious with the area, and ensuring that the use is consistent with the spirit of the ordinance, and shall affix to such permit such reasonable and appropriate conditions as it finds are necessary for any of those purposes. If any conditions affixed to any special use permit or any part thereof is held invalid by any competent authority, then said special use permit shall be void.
- C) *Orders of Board of Commissioners.* Upon its determination that all of the criteria set out in this section are met, the Board of Commissioners shall enter a written order with findings

of fact and conclusions of law and shall issue the special use permit as requested or with such conditions as it finds necessary and appropriate pursuant to this section.

- D) Upon its determination that one or more of the criteria set out in this section are not met, the Board of Commissioners shall issue its written order with findings of fact and conclusions of law and shall deny the requested special use permit.
- E) Any special use permit approved or approved with conditions shall be recorded in the office of the Register of Deeds of Onslow County, North Carolina.
- F) All such additional conditions shall be entered in the minutes of the meeting at which the special use permit is granted and also on the special use permit approval, and on the approved plans submitted therewith. All specific conditions shall run with the land and shall be binding on the original applicant for the special use permit, the heirs, successors, and assigns. In order to ensure that such conditions and requirements for each special use permit will be fulfilled, the petitioner for the special use permit may be required to enter into a contract with the Town of Swansboro providing for the installation of the physical improvements required as a basis for the issuance of the special use permit. Performance of said contract shall be secured by cash or surety bond which will cover the total estimated cost of the improvements as determined by the Town of Swansboro; provided, however, that said bond may be waived by the Town Board of Commissioners within its discretion.
- G) In addition to the conditions specifically imposed by the Town Board of Commissioners, special uses shall comply with the height, area, and parking regulations of the zone in which they are located (no variances from requirements within zoning ordinance are allowed).
- H) In the event of failure to comply with the plans approved by the Board of Commissioners or with any other conditions imposed upon the special use permit, the permit shall thereupon immediately become void and of no effect. No building permits for further construction nor a certificate of compliance under this special use permit shall be issued, and the use of all completed structures shall immediately cease and such completed structures not thereafter be used for any purpose other than a use-by-right as permitted by the zone in which the property is located.
- I) Where plans are required to be submitted and approved as part of the application for a special use permit, modifications of the original plans may be authorized by the Town Board of Commissioners.

TOWN OF SWANSBORO

Special Use Application

APPLICANT'S NAME Jack Harnatkiewicz

MAILING ADDRESS 129 N. Lisk Dr Swansboro Phone # 910 787-3707

OWNER'S NAME Jack Harnatkiewicz

OWNER'S ADDRESS 129 N. Lisk Dr Swansboro Phone # 910 787 3707

TAKE NOTICE THAT THE UNDERSIGNED HEREBY PETITIONS THE BOARD OF COMMISSIONERS OF THE TOWN OF SWANSBORO FOR A SPECIAL USE AS DESCRIBED BELOW AND AS ALLOWED BY ARTICLE 10 OF THE UNIFIED DEVELOPMENT ORDINANCE:

See Attached

ON THE PREMISES LOCATED AT: 147 Front St Swansboro
LOT _____ BLOCK _____ MAP 1407-18

THE PROPERTY IS ZONED: B-2HDO-B-2HDO

THIS 3 DAY OF March, 2022

APPLICANT'S SIGNATURE _____

DATE FILED 3-11-22

RECIPIENT SIGNATURE _____

ZONING ADMINISTRATOR _____

APPLICANT OR APPLICANT REPRESENTATIVE MUST BE PRESENT FOR AN APPLICATION TO BE HEARD. IF SOMEONE OTHER THAN THE APPLICANT WILL BE THE REPRESENTATIVE, THE FOLLOWING MUST BE COMPLETED.

I/We Jack Harnatkiewicz am /are the owner(s) of the property located at 147 Front St Swansboro NC 28584. I/We hereby authorize Jack Harnatkiewicz to appear my behalf in order to ask for a special use permit at this location. I/We understand that the special use permit, if granted, is permanent and runs with the land unless otherwise conditioned.

Jack Harnatkiewicz 3-11-22
Owner Date

Owner Date

Onslow County, North Carolina

I certify that the above person(s) personally appeared before me this day, each acknowledging to me that he/she voluntarily signed the foregoing document for the purpose stated herein.

Date: 3/11/2022 Aliette M. Cuadro

(Official Seal)



ALIETTE M. CUADRO
Notary Public
North Carolina
Onslow County

My commission expires: 2/20/2027

SPECIAL USE PERMIT APPLICATION CHECKLIST

STOP

If the following items are not included in your application submittal, your application will not be accepted. Please note that this is not a comprehensive list; there may be other items required following the review of your application.

- ☒ Fee(s) as prescribed by the current Town of Swansboro [Fee Schedule](#)
- ☒ Application submitted at least 17 days prior to the next Planning Board meeting
- ☒ Application must be filled out completely
- ☒ Owner affidavit on application must be completed if applicant is not the property owner
- ☒ A narrative describing the proposed use of the property. This should include proposed hours of operation, number of employees, etc. Items 1-4 under [Section 152.210](#) (B) of the Unified Development Ordinance (UDO) will also need to be addressed in this narrative.

A report from a licensed real estate appraiser to address finding #3 on value is required


- ☒ A site plan depicting all existing and proposed structures, proposed outdoor dining areas, existing and proposed parking areas and circulation, proposed signage locations, utilities including hydrant locations, etc. is required with all applications. A comprehensive list can be found in [Appendix IV](#) to the UDO
- ☒ For new construction, or if the proposed cost of renovations to the structure exceed 50% of the building value per the Onslow County Tax Office, the [Building Design and Compatibility](#) standards of the UDO will apply, and detailed building elevations demonstrating compliance with these standards

must be included. A private appraisal may be provided in lieu of the documented tax value

- ☒ The [Parking](#) standards will apply whenever there is new construction, when any principal building is enlarged or increased in capacity by adding dwelling units, guest rooms, seats, or floor area, or when there is a conversion from one type of use or occupancy to another. The number of spaces, dimensions, proposed layout, and circulation pattern need to be depicted on the site plan
- ☒ The [Landscaping Regulations](#) will apply to all new or changed uses of land, buildings, and structures and to any use of building or structure which sits idle more than 180 consecutive days or is abandoned, except for those uses exempted in sections (C)(1) through (C)(3) under [Section 152.525](#). A landscaping plan must be included with the application when required
- ☒ The [Lighting](#) standards of the UDO apply to any fixtures proposed to be installed. A lighting plan should be included to demonstrate compliance with the ordinance standards
- ☒ [Sidewalks](#) are required for property located in Town Limits when the development of vacant property occurs, the redevelopment of property occurs, or when there are substantial additions to property.

Additionally, sidewalks are required in the Extraterritorial Jurisdiction (ETJ) when the development or redevelopment of vacant commercial property occurs; provided that the development involves the razing, dismantling, or removal of all principal structures existing on a tract of land substantially to ground level. See [Section 152.180](#), Note 5

Proposed sidewalks must be shown on the site plan



Applicant Signature

3-11-22
Date

With the addition of the town dock at the port of Swansboro the boat traffic to downtown significantly increase and has been a great addition to the downtown water front. We want to extend our current dock to allow more boaters access to the downtown area. The dock extension will have 4 slips available for rent on a yearly bases. There also will be slips available for day docking. With a place for kayaks and jet skis also. The town of Swansboro needs more docking options, all dock spaces get full. We watch boats circle the turning basin waiting for a spot to open. CAMA has already approved this project.

§152.210

- The dock is allowed in pursuant to §152.210 and meets all conditions and specifications in §152.211
- The dock will not endanger the public health or safety verified by the CAMA permit approval. Permit #22-22
- The dock will not injure the value of any properties.
- The dock is in harmony with the area and conforms to Land Use Plan as required by G.S. §160A-382(b)

Permit Class
NEW

Permit Number
22-22

STATE OF NORTH CAROLINA
Department of Environmental Quality
and
Coastal Resources Commission

Permit

for

☒ Major Development in an Area of Environmental Concern
pursuant to NCGS 113A-118

☐ Excavation and/or filling pursuant to NCGS 113-229

Issued to **John and Debra Harnatkiewicz, 147 Front St., Swansboro, NC 28584**

Authorizing development in Onslow County at adj. to the White Oak River, at 147 Front Street, in Swansboro, as requested in the permittee's application dated 11/16/21, including attached workplan drawings (2), Existing dated 11/13/21 and 1 of 1 dated "Revised 11/14/21".

This permit, issued on **March 9, 2022**, is subject to compliance with the application (where consistent with the permit), all applicable regulations, special conditions and notes set forth below. Any violation of these terms may be subject to fines, imprisonment or civil action; or may cause the permit to be null and void.

Marina Expansion within Urban Waterfront

- 1) This permit authorizes only the docks, piers, tie pilings and boat lifts, and other structures and uses located in or over the water that are expressly and specifically set forth in the permit application. No other structure, whether floating or stationary, shall become a permanent part of this marina expansion without permit modification. No non-water dependent uses of structures shall be conducted on, in or over Public Trust waters without permit modification.
- 2) No portion of the docking facility shall exceed a maximum of 157 feet waterward from the waterward edge of the existing bulkhead, to comply the established Town of Swansboro pier-head line, located at the designated U.S. Army Corp of Engineers AIWW setback.

(See attached sheets for Additional Conditions)

This permit action may be appealed by the permittee or other qualified persons within twenty (20) days of the issuing date.

Signed by the authority of the Secretary of DEQ and the Chair of the Coastal Resources Commission.

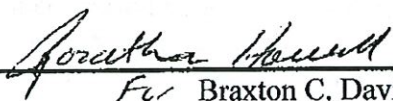
This permit must be accessible on-site to Department personnel when the project is inspected for compliance.

Any maintenance work or project modification not covered hereunder requires further Division approval.

All work must cease when the permit expires on

December 31, 2025

In issuing this permit, the State of North Carolina agrees that your project is consistent with the North Carolina Coastal Management Program.


For **Braxton C. Davis, Director**
Division of Coastal Management

This permit and its conditions are hereby accepted.

Signature of Permittee

ADDITIONAL CONDITIONS

- 3) The waterward edge and adjacent riparian limits of the authorized marina shall be staked by the permittee prior to the start of the dock construction and the permittee shall contact the appropriate DCM Field Representative for an inspection to verify the authorized dock dimensions from normal high water. The stake shall remain in place for the duration of the construction project.
- 4) No sewage, whether treated or untreated, shall be discharged at any time from any boats using the marina. Any sewage discharged at the marina shall be considered a violation of this permit for which the permittee is responsible. This prohibition shall be applied and enforced throughout the entire existence of the permitted structure.
- 5) The permittee shall install and maintain at his expense any signal lights or signals prescribed by the U.S. Coast Guard, through regulation or otherwise, on the authorized facilities. At minimum, permanent reflectors shall be attached to the structure in order to make it more visible during hours of darkness or inclement weather.
- 6) This permit authorizes 7 additional formalized boat slips for a maximum of 11 formalized boat slips at this marina.
- 7) The pier and associated structures shall have a minimum setback distance of 15 feet between any parts of the structure and the southwestern adjacent property owner's area of riparian access.
- 8) Should Lot to the northeast be sold prior to the initiation of construction of the docking facility, the permittee shall obtain a written agreement from the new owner(s) waiving the minimum setback, and authorization to construct the portion of the docking facility within the property owner's riparian setback, and submit it to the Division of Coastal Management prior to initiating construction of the docking facility.
- 9) No attempt shall be made by the permittee to prevent the full and free use by the public of all navigable waters at or adjacent to the authorized work.
- 10) The authorized structure and associated activity shall not cause an unacceptable interference with navigation and shall not exceed the dimensions shown on the attached permit drawings.
- 11) No portion of the permitted structure shall be located within 100 feet of the near bottom edge of the federally maintained AIWW channel.
- 12) This permit does not authorize the interference with any existing or proposed Federal project, and the permittee shall not be entitled to compensation for damage to the authorized structure or work, or injury which may be caused from existing or future operations undertaken by the United States in the public interest.
- 13) The marina shall display a sign showing the location of the nearest pumpout facility, including other appropriate waste disposal information, at the entrance and exit from the main pier.

ADDITIONAL CONDITIONS

Easement

- 14) An Easement from the Department of Administration's State Property Office may be required under N.C.G.S. 146-12(e). The permittee shall contact the State Property Office prior to the initiation of construction of any structures over state-owned submerged lands to determine if such an easement will be required. Any required easements shall be obtained, and a copy provided to the Division of Coastal Management, prior to the construction of any new boat slips or other docking facilities authorized under this permit.

As-Built Survey

- 15) An as-built survey shall be performed on the marina, and copies of the survey provided to the Division of Coastal Management, within 60 days of completion of construction of these portions of the project.

Sedimentation and Erosion Control

- 16) In order to protect water quality, runoff from construction shall not visibly increase the amount of suspended sediments in adjacent waters.
- 17) Appropriate sedimentation and erosion control devices, measures or structures shall be implemented to ensure that eroded materials do not enter adjacent wetlands, watercourses or properties.

USACE Conditions

- 18) In order to further protect the endangered West Indian Manatee, *Trichechus manatus*, the applicant must implement the U.S. Fish & Wildlife Service's Guidelines, and strictly adhere to all requirements therein. The guidelines can be found at <https://www.fws.gov/raleigh/pdfs/ManateeGuidelines2017.pdf>.

General

- 19) This permit shall not be assigned, transferred, sold, or otherwise disposed of to a third party without the written approval of the Division of Coastal Management.
- 20) All construction debris associated with the removal or construction of the permitted development shall be contained within the authorized project area and disposed of in an approved upland location.
- 21) The permittee and/or his or her contractor shall meet with a representative of the Division prior to project initiation.

NOTE: The permittee is advised to institute a comprehensive marina management plan to address the general use and potential risks associated with the daily use of the marina.

NOTE: This permit does not eliminate the need to obtain any additional state, federal or local permits, approvals or authorizations that may be required, including but not limited to any authorizations required by the Town of Swansboro.

ADDITIONAL CONDITIONS

NOTE: The U.S. Army Corps of Engineers authorized the project by way of Programmatic General Permit 198000291 (Action ID SAW-2022-00073).

NOTE: The N.C. Division of Water Resources authorized the proposed project by way of Water Quality Certification No. 004636 and assigned the project DWR Project No. 2021-1839.

NOTE: Future development of the permittee's property may require a modification of this permit. Contact a representative of the Division at (252) 808-2808 prior to the commencement of any such activity for this determination. The permittee is further advised that many non-water dependent activities are not authorized within 30 feet of the normal high-water level.

NOTE: An application processing fee of \$400 was received by DCM for this project. This fee also satisfied the Section 401 application processing fee requirements of the Division of Water Resources.



***Bake, Bottle & Brew
CAMA Permitting Addendum
147 Front St.
Swansboro, NC 28584
for Clarification of Existing Boat Slips & Lifts
(Not for Construction)***

***November 13, 2021
Not to Scale
Drawn by JF***



Crystal Coast Engineering, P.A.

Civil and Environmental Consulting Engineers

David K. Newsom, PE

John R. Freshwater, PE

205-3 WARD ROAD, SWANSBORO, N.C. 28584

PHONE: (910) 787- 3728

BUSINESS LICENSE #: C-2553

CAMA Process Planning
and Permit Facilitation by:

COASTAL PLANNING SERVICES, INC.

Kathy B. Vinson, AICP

Comprehensive Land Use Planning and Development Assistance

P.O. Box 827
Morehead City, NC 28557

Office 252.354.4916
Fax 252.247.5875

Town of Swansboro
Resolution 2016-R7

Resolution Adopting an Official Pier-Head Line along the Downtown
Waterfront Shoreline

WHEREAS the existing pier-head line is one factor used to determine the permitted length of piers and docking facilities and typically limits the length of new structures to the established pier or docking facility length along the same shoreline for similar uses; and

WHEREAS in consultation with the US Army Corps of Engineers the Town of Swansboro has the ability to increase the potential length of piers and docking facilities by adopting an official pier-head line that extends beyond the established pier or docking facility length; and

WHEREAS the Town of Swansboro Waterfront Access and Development Plan contains a policy recommendation that the Town should, if it appears necessary to accomplish access facility projects, adopt an official pier-head line that maximizes the potential length of piers; and

WHEREAS a longer pier-head line extending to the landward edge of the federal channel setback along the downtown waterfront shoreline would provide more flexibility and room for construction of piers and docking facilities and facilitate access facility projects; and

WHEREAS the Board of Commissioners at the March 15-16, 2016 annual planning retreat recommended taking action to further implement the Waterfront Access and Development Plan by establishment of an official pier-head line along the downtown waterfront shoreline; and

WHEREAS adoption of an official pier-head line will not relieve property owners of the responsibility for obtaining CAMA permits for construction of piers and docking facilities and will not affect other applicable local, state, and federal regulations for permitting of piers and docking facilities.

NOW THEREFORE BE IT RESOLVED, that Mayor Scott Chadwick and the Board of Commissioners of the Town of Swansboro:

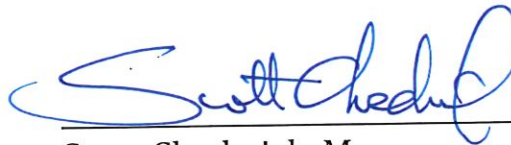
1. The Town of Swansboro establishes an official pier-head line affecting the downtown waterfront shoreline beginning at the NC Highway 24 Bridge and ending at Ward's Shore and extending to the landward edge of the federal channel setback adjacent the shoreline.
2. The Town staff and consulting planner are authorized to submit documentation of the local action establishing the official pier-head line to the US Army Corps of Engineers.
3. Upon receipt of concurrence from the US Army Corps of Engineers of the official pier-head line, notification is to be provided to the NC Division of Coastal Management for use in the issuance of CAMA permits for construction of piers and docking facilities along the affected shoreline.

Adopted this 24th day of May, 2016.

Attest:



Paula W. Webb, Town Clerk



Scott Chadwick, Mayor

Exhibit A: Aerial photograph of the downtown waterfront shoreline with federal channel, setbacks to the federal channel, and designated pier-head line indicated.

Swansboro Federal Project

Map showing the Federal Channel and Setback in the area of Swansboro, NC

Via the Wilmington District, U.S. Army Corps of Engineers
Google Earth (KMZ, KML) Files

Current Pier Head Line Limited
by Existing Pier Lengths

Proposed Pier Head Line
Consistent with Federal Channel
Setback

Federal Channel Line

Federal Channel
Setback

Proposed Official Pier-Head Line
For Town of Swansboro Review & Comment Only
Provided by:

COASTAL PLANNING SERVICES, INC.
Comprehensive Land Use Planning
and
Development Assistance

Kathy B. Vinson, AICP
P.O. Box 827

Phone 252.240.9297 Fax 252.247.5875
Morehead City, NC 28557

With assistance from:

Crystal Coast Engineering, P.A.
Civil and Environmental Consulting Engineers
David K. Newsom, PE & John R. Freshwater, PE
205-3 WARD ROAD, SWANSBORO, N.C. 28584
PHONE: (910) 325-0006 ~ FAX: (910) 325-0060
BUSINESS LICENSE #: C-2553

May 12, 2016

Google earth

© 2014 Google

1000 ft



April 1, 2022

Dear Mr. Chadwick,

I am contacting you to express my concerns regarding the proposed 11-slip marina at the Bake, Bottle, and Brew on Front Street. It is my understanding that the CAMA Permit has been issued and now the project must be reviewed by the planning board, historical association, and town commissioners for approval of a special use permit. As a mariner and marine business owner who has worked on the local waters for the last 32 years, I believe I have a good understanding of the issues and navigation problems this dock may cause for the general public and myself.

The Swansboro basin area is notorious for its strong currents which often make it difficult for boaters to maneuver to existing dock spaces. The town referred to this problem when they applied for, and then received, the Boating Infrastructure Grant (BIG) in 2013. This grant allowed the town to build a dock specifically targeting large transient boats 26' or greater in length.

With the external forces of wind and water, the existing dock at the Bake Bottle and Brew currently makes it difficult for those larger boats to access two of the slips on one side of the town dock. If the 11-slip marina is constructed, boats 26' and larger will lose access to four of the slips at the town dock. On a paper drawing, everything is legal and looks fine for the dock's location, but in practice boats on the water don't respond like cars on the road. Larger boats will simply not be able to maneuver into those slips. Since the dock was funded and built for large boats, the placement of the new dock seems to conflict with the intent of the grant. It is my understanding that should the town not adhere to the stipulation of the grant targeting boats 26' and larger, Swansboro could possibly be responsible for paying back the \$100,000 that the town received to build it. As a taxpayer, this is a concern to me.

As a business owner operating two tour boats from the same general area of the proposed dock, my major concern is that the new structure will cut off my access to the dock where my business is located. My wife and I own and operate Lady Swan Tours, located at the Fish House Docks. We have been at that location for the last seven years and in business for ten years. As we come and go from our dock several times a day during the season, we already fight the current, tide, and winds to ensure the safe transportation of our passengers. It is necessary for us to maneuver close to the existing town dock to line our boat up for navigating into our slip and that action causes us to cross over the area of the proposed new dock. If the new structure is built, it will block navigation to our dock making it impossible for us to operate our boats. **This dock will put us out of business.** These navigation issues will also impact the ability of the owners of Fish House Dock to lease slips for boats at their commercial dock.

The CAMA Permit clearly describes other concerns that must be addressed for the structure to be built. On page two of the permit under "Additional Conditions", items 9 and 10 describe conditions regarding navigation that directly relate to what has been explained above.

Last year, Lady Swan Tours brought over 4,500 people to Swansboro to ride on our cruises. A great many of those 4500+ people then shopped in stores, ate in restaurants, attended concerts, leaned more about the history of our town, and made plans to visit again. If our business cannot operate, it impacts more than just Lady Swan Tours.

We are certainly not opposed to a business expanding its services and offerings to help grow their customers. Perhaps the length of the dock could be modified to extend to a distance that does not block access to our dock? Currently, there are pilings located a distance off the existing Bake, Bottle, and Brew dock that we can navigate around. It appears that two to four slips could be added in that location that would not interfere with boats transiting to and from Fish House Dock.

It may be difficult to understand the navigation issues I have described unless you have experienced them yourself. To that end, I would like to invite the planning board, town commissioners, and other town officials to come out with us on our boat to see the concerns we have. I hope you will be willing to fully investigate all the issues I have addressed before making your final decision regarding construction of the proposed dock project.

Respectfully,

Tim and Jane Simpson

Owners/Operators

Lady Swan Tours

TOWN OF SWANSBORO
FINANCIAL REPORT
(AS OF MARCH 31, 2022)

REVENUES

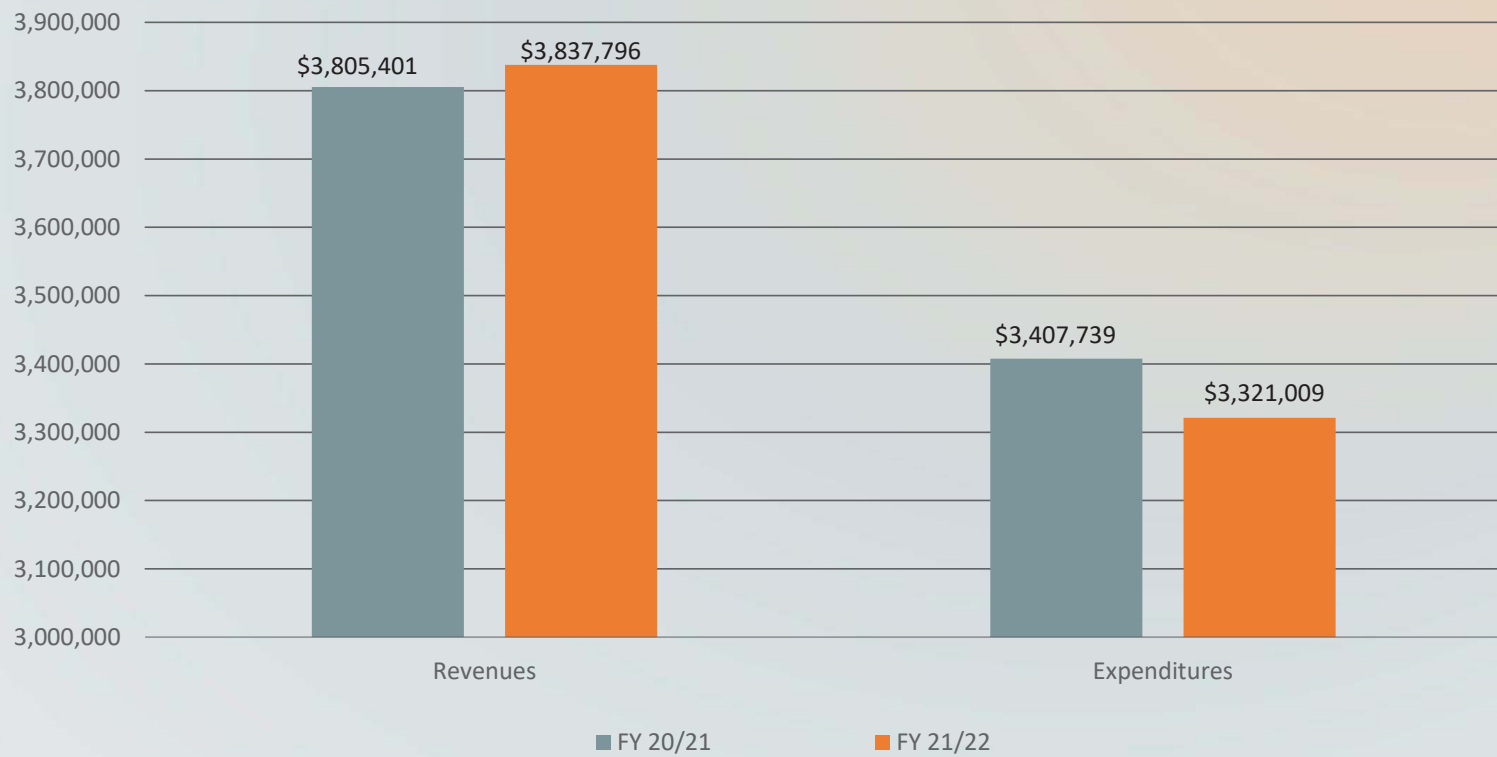
EXPENDITURES

LOAN PAYMENTS

INVESTMENTS

TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF MARCH 31, 2022)

GENERAL FUND



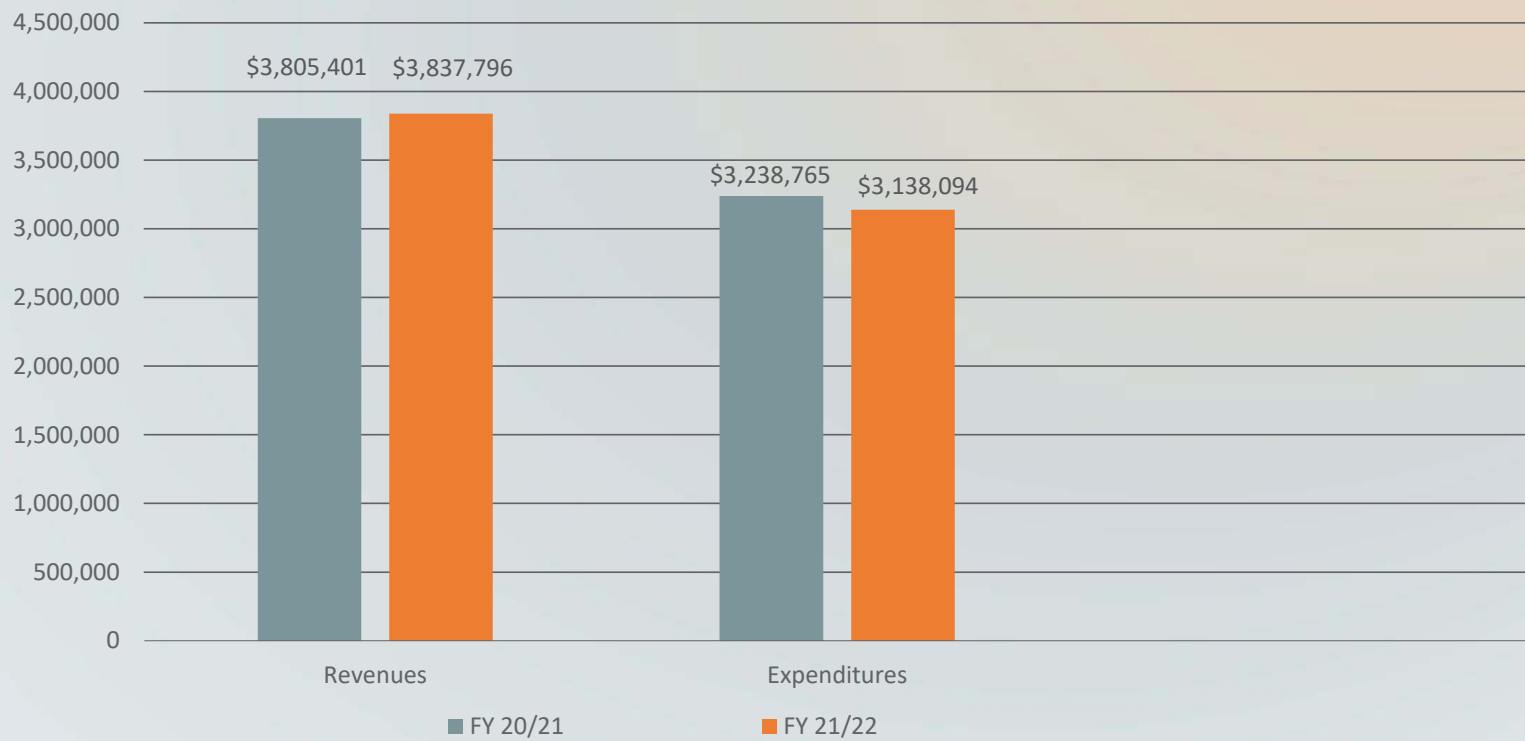
ENCUMBRANCES INCLUDED

Total Excess of Revenues Over Expenditures **\$516,787**

TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF MARCH 31, 2022)

(ACTUAL)

GENERAL FUND

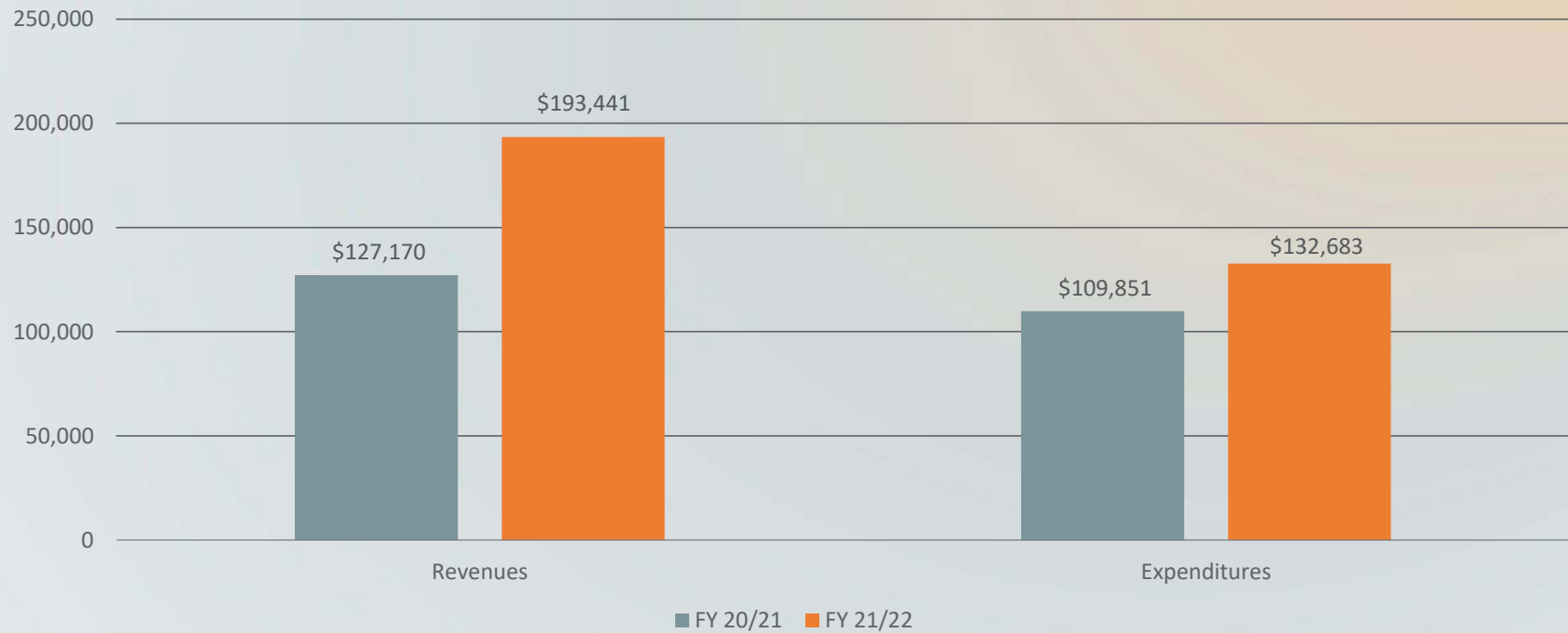


(ENCUMBRANCES NOT INCLUDED)
Total Excess of Revenues Over Expenditures ⁴⁷ \$699,702

DEPT.	BUDGET	(PAID YEAR TO DATE) ACTUAL	(PURCHASE ORDERS) ENCUMBERED BALANCE	SPENT % March 31, 2022
GOVERNING BODY	27,422	21,577	1,095	82.7%
ADMIN SERVICES	410,302	256,404	15,795	66.3%
FINANCE	253,881	185,773	-	73.2%
LEGAL	57,000	31,695	-	55.6%
PUBLIC BUILDINGS	412,907	291,230	26,433	76.9%
FIRE	796,411	548,780	25,120	72.1%
PERMITTING	259,117	167,406	116	64.7%
POLICE	1,043,180	745,685	4,526	71.9%
PUBLIC WORKS-STREETS	197,114	147,779	3,657	76.8%
POWELL BILL-STREETS	105,081	30,372	62,527	88.4%
PARKS & RECREATION	338,538	221,991	27,885	73.8%
CHURCH STREET DOCK	13,708	3,116	1,000	30.0%
EMERGENCY MANAGEMENT	115,345	63,085	8,464	62.0%
FESTIVALS & EVENTS	119,554	74,645	5,399	67.0%
NON DEPARTMENTAL	463,158	348,555	899	75.5%
TOTAL	4,612,717	3,138,094	182,915	72.00%

TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF MARCH 31, 2022)

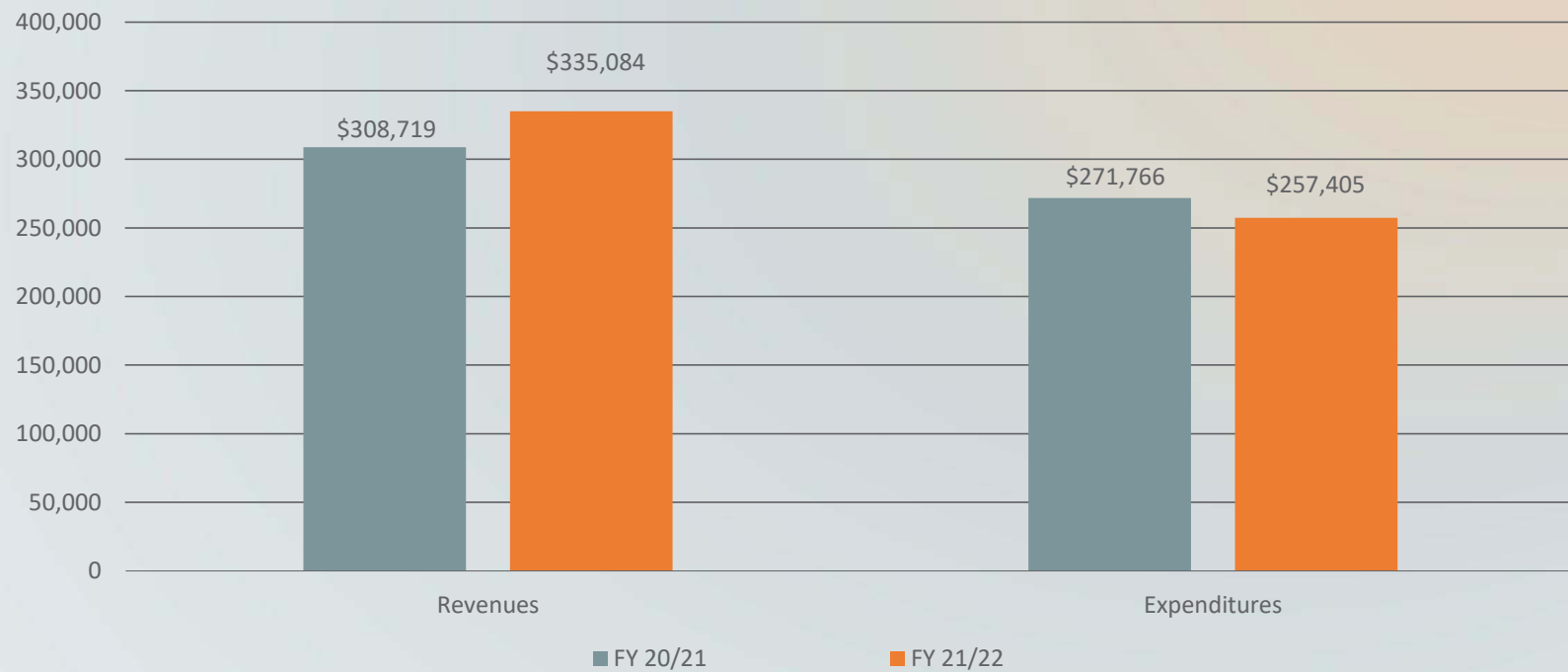
STORMWATER ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures \$60,758

TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF MARCH 31, 2022)

SOLID WASTE ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures **\$77,679**

TOWN OF SWANSBORO
LOAN REPORT
(AS OF MARCH 31, 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	51		\$329,726

TOWN OF SWANSBORO
CASH & INVESTMENTS REPORT
(AS OF MARCH 31, 2022)

CASH & INVESTMENTS

BANK	BALANCE	INTEREST RATE
First Citizens Bank	\$11,022,818	.03%
NC CMT-General	\$383,307	.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: **Budget Ordinance Amendment #2022-9**

Board Meeting Date: **April 25, 2022**

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

Overview:

1. **Public Works-Streets**-The Office of State Budget Management is administering 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 \$100,000 for sidewalk construction. NCDOT has been notified and they are working on an agreement.

Source of Funds-Grants-Various

2. **Public Works**-A staff member retired, and payment of accrued vacation leave to include retirement benefits of \$14,458 needs to be disbursed. (Allocated in 5 departments)

Source of Funds-Appropriated Fund Balance

3. **Fire Department**- A staff member resigned, and payment of accrued vacation leave/comp time to include retirement benefits of \$8,868 needs to be disbursed.

Source of Funds-Appropriated Fund Balance

4. **Non-Departmental**- Occupancy tax currently exceeds the budgeted amount for FY 21/22 by \$25,607. The net proceeds of the tax collected to the Swansboro Tourism Development Authority shall be the gross proceeds of the tax less the 3% cost to the town of administering the tax.

Source of Funds: Taxes-Occupancy

5. **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.

Options:

1. Replace the current unit that is not operational-\$9,898
2. Replace both units- \$18,804
3. Repair the current unit that is not operational-\$1,974

Requesting \$18,804 to be appropriated from fund balance for its intended purpose.

Source of funds: Appropriated Fund Balance

Recommended Action:

1. Motion to approve Budget Ordinance Amendment #2022-9

Action: _____

**AN ORDINANCE AMENDING THE ANNUAL BUDGET FOR FY 21/22
BUDGET ORDINANCE AMENDMENT #2022-9**

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	\$18,804
Public Works-Streets	\$103,614
Fire Department	\$8,868
Permitting	\$7,229
Powell Bill Streets-State Aid	\$723
Non Departmental-Stormwater & Solid Waste Enterprise Fund	\$28,499

<u>Revenues</u>	<u>Increase</u>
Appropriated Fund Balance	\$42,130
Grants-Various	\$100,000
Taxes-Occupancy	\$25,607

Section 2. To amend the Stormwater Enterprise Fund budget, the following changes are to be made:

<u>Appropriations</u>	<u>Increase</u>
Project Costs	\$1,446

<u>Revenues</u>	<u>Increase</u>
Transfer from General Fund	\$1,446

Section 3. To amend the Solid Waste Enterprise Fund budget, the following changes are to be made:

<u>Appropriations</u>	<u>Increase</u>
Project Costs	\$1,446

<u>Revenues</u>	<u>Increase</u>
Transfer from General Fund	\$1,446

Section 4. 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, April 25, 2022.

Attest:

John Davis, Mayor

Alissa Fender, Town Clerk



Board of Commissioners Meeting Agenda Item Submittal

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

Board Meeting Date: **April 25, 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.

April 28, 2022 – Budget Workshop #2, 4 pm

Proposed for May 9, 2022

- * Board of Commissioners Policy # 17 Discussion
- * Beautification/Appearance Discussion

Proposed for May 23, 2022

- * Public Hearings
 - o Temporary Signs
 - o Political Signs
- * Finance Report

Future Agenda Items

- * American Rescue Plan Funding Recommendations (updates)
- * Further LUP Review/Amendments
- * Comprehensive Transportation Plan Revisions
- * Gateway Plan Discussion/Town Limits Beautification
- * 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)
- * Beautification/Appearance Discussion

June Meetings:

Regular – 13th

Regular – 27th

MANAGER'S REPORT

Town Projects/Initiatives Update

April 25, 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.

- **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

Town of Swansboro, NC Manager's Report

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, NCDRCM 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 NCDRCM 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 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 NCDRCM to see if this project would qualify.

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.

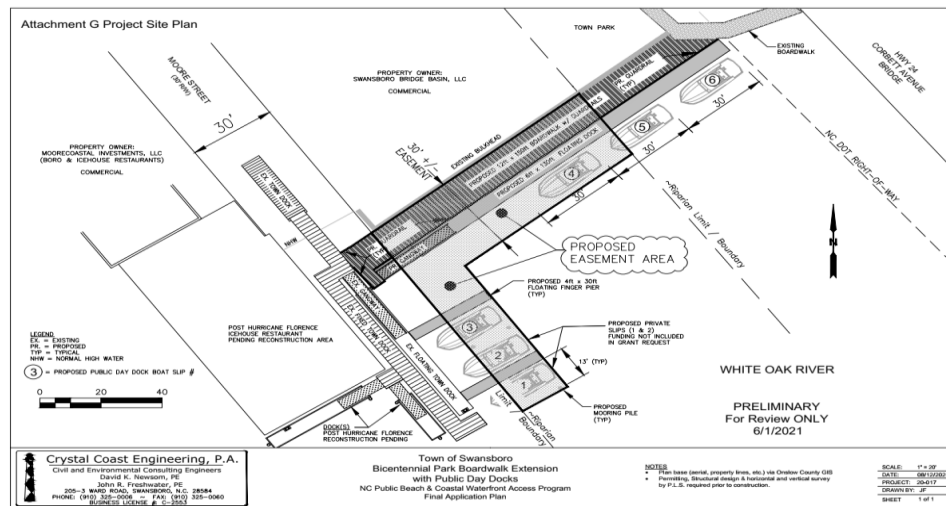
In addition, the CLG Grant/Historic District Architectural Survey Contract with Grubbs & Associates was also executed this week. The survey is due to be completed by September 2022. Representatives from Grubbs & Associates began survey work last week.

- **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

Town of Swansboro, NC Manager's Report

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.

- **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



- **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).

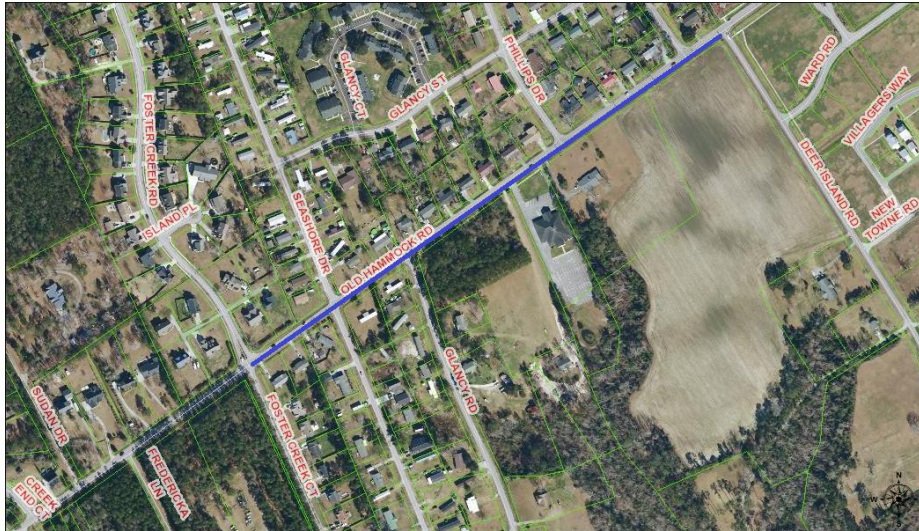
- Priority 1 - Sidewalk installation along NC-24 (Corbett Ave) from SR 1511 (Hammocks Beach Rd) to SR 1514 (Phillips Loop Rd); \$120,000 - **Completed**
- Priority 2 - Old Hammocks Beach Rd from SR 1513 (Deer island Rd) to existing sidewalk near Fredericks Ln; \$335,000 – Expected to begin in late October 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 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.

Town of Swansboro, NC Manager's Report

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



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.

Town of Swansboro, NC Manager's Report

- 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.

During the April 4 Budget Workshop a future Priority 4 was identified.



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 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

Town of Swansboro, NC Manager's Report

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.

Department Reports for March 2022

Administrative Services

- Phone Records Report for March: 3,360 calls
 - Town Hall – 795 Parks and Recreation – 347
 - Police Department – 382 Fire Department – 111 Outgoing totals – 1,725
- Building permits sold for March: 80 residential/commercial combined; \$22,434.20 total fees collected (includes 23 re-inspections)
- 382 Building inspections processed/27 Fire Inspections processed
- 82 Various receipts processed
- 345 ONWASA payments processed; 3 New Service, 8 other requests
- 16 Work Orders generated for Public Works
- 9 Notarizations performed
- Admin staff worked at Visitor's Center 3 days each week (Darla, Alissa, Ali, and Lisa)
- US Census Report Submitted – Permits
- Finalized February 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
- Arranged NCLM Employee Wellness Screenings for April 21
- Arranged & created flyer for Annual Clean Sweep Week – April 25-29
- Setup/hosted Advisory Board Banquet at the Rec Center
- Ongoing Deputy Clerk training
- Budget preparations, ongoing
- Reviewed ADA Transition plan for updates/edits
- Reviewed Emergency Preparedness and Operations Plan for updates/edits
- Attended demo review of Tyler Technologies Agenda Program
- Attended multiple software implementation meetings with Tyler Technologies
- Posted Job openings for Public Works Director and Building Inspector
- Records Request
 - 114 Park Place
- Issued New Releases/Constant Contact for:
 - Downtown Traffic Change Reminder
 - Yard Waste Collection Delay 3/9/2022
 - Swansboro Architectural Survey
 - March 12th Weather Alert
 - Parks & Rec Master Plan (Sent two times)
 - Clean Sweep Week
 - Yard Waste Collection Delay 3/23/2022

Department Reports for March 2022

- Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.). Website Home Page defaults: 9,908 Top 5 pages viewed in March: Board of Commissioners Minutes 1,351 | Permitting 1,229 | Employment 1,019 | Police Department 868 | Visitors 845 |

Finance

- Sales & Use Tax received in March 2022 is \$118,649
- Accounts Payable Summary for March 2022:
 - 236 Invoices-Totaling \$269,931
 - 29 Purchase Orders Issued
- PEV ChargePoint Station-Accumulated (kWh) for March 2022 (448.0)
- Processed payroll-03/11 and 03/25; updated employee accrual balances- (spreadsheet & Asyst)
- Stormwater Fees Collected-March 2022-\$2,585
- Updated Stormwater spreadsheet
- February 2021 Bank Reconciliation-Town accounts
- February 2021 Bank Reconciliation-Swansboro TDA
- Processed Swansboro TDA checks
- Gathered financial information for March 28, 2022 regular meeting
- 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
 - Swansboro Architectural Survey Update-Kick Off Meeting
 - Attended the NC GFOA Spring Conference
- Finalized the Fire Department Budget for County submittal
- LGC-131: Notice of Debt Principal & Interest-Municipal Building & Tanker Truck
- Attended Tyler Technologies Bi-Weekly Status calls & uploaded requested documents into the Portal
- Attended the following Tyler Technologies Planning Sessions:
 - Current Future State Analysis (CFSA)
 - Purchasing Procedures
 - Accounts Payable
 - General Ledger & Budget Management
 - Personnel Management
 - Fixed Assets
 - Cashiering
 - Chart of Accounts Configuration

Department Reports for March 2022

Fire Department

Fire Calls

- 45 Total Calls
 - 33 Calls in Town including – 24 EMS Calls, 2 MVC, 1 Gas Leak, 2 Service Calls, 1 Fire Alarm, 2 Cancelled Enroute
 - 5 Calls in White Oak District – 5 EMS Calls
 - 7 Calls Mutual Aid – 2 Structure Fire Calls, 1 Car Fire, 4 Cancelled Enroute
- 144.5 Training hours - Paid Staff
- 28 Training hours – Volunteer Training
- 25.75 Hours Volunteer Duty Days = 1 - 24hr Shifts

Paid staff

- Chief Degnan has begun preparations to outfit the Alternate EOC at the Swansboro United Methodist Church. Chief Degnan is working with the Town Manager, Town Clerk, Finance Director, and the Police Chief to update the Emergency Response Plan and ensure that the infrastructure is in place prior to the start of this year's hurricane season
- EOC equipment has been purchased and will continue to be acquired for operational readiness for this year
- The generator and necessary electrical breaker for the generator transfer switch will be installed on April 18, 2022. Chief Degnan has been working with church staff and Blue Water Electric and no issues have been encountered so far
- Spectrum has installed internet and cable services in the alternate EOC at the church for our use during the hurricane season. We will start service on June 1, 2022 and end service on November 30, 2022 to avoid unnecessary spending when not in use

Volunteer staff

- Assistant Chief McElroy conducted monthly volunteer training at the department

Vehicle repairs

- Engine 1703 required a front-end alignment and will need two new front tires. Repairs are pending approval
- The fire boat trailer required repair for a loose leaf spring connection
- 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 of our fire pre-plans for all commercial structures in our fire district
- Firefighter Kyle Hunter has completed his NC Driver/Operator certification training and has obtained State certification

Department Reports for March 2022

- Fire staff will conduct annual open water boat training on April 6 for the upcoming summer season. The training will consist of boat piloting and navigation, victim rescue and search patterns in the Intercostal Waterway
- Chief Degnan is working with Firefighter Stanley on the design and creation of a firefighter survival training room in the upstairs section of the fire station. This room will be used to teach firefighters on rescue and self-survival techniques when trapped in a dangerous environment as well as build confidence while operating in their firefighting and respiratory gear

Parks and Recreation

DIRECTOR'S REPORT

- Festivals/Events
- Continue to accept vendors for Arts by the Sea and Mullet Festival
- Sent out sponsorship packets sent out to 30 new businesses and dropped off packets to 20 new businesses
- Contacted previous sponsors that have not confirmed for 2022.
- Meeting with new and previous sponsors
- New sponsorships secured: presenting sponsor, Team Chevrolet of Swansboro, media sponsor, graphic design sponsor
- Contacting all previous in-kind sponsors to confirm for 2022

Mullet Festival

- Obtaining quotes for bands and began executing contracts
- Began logistical planning

Arts by the Sea

- Met with committee for potential new event: Wine and Food Tasting
- Researched what if any permits are required for wine tasting
- Entertainment Chair is contacting potential wine distributors
- Meeting with a couple downtown restaurants to sponsor the souvenir glass
- Delegated to staff to contact local dance studios, school bands, and other stage performances

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
- Performers have been confirmed and preparing contracts
- Working with graphic designer to create a logo specifically for Pirate Fest
- Instructed staff to update all social media for the event

Senior Games

Department Reports for March 2022

- Senior Games began March 24 and will run throughout the month of April
- Spoke and facilitated at the opening ceremony events

Tunnels 2 Towers

- Met with local Tunnel 2 Towers representative and set the date for next event: September 17, 2022
- Discussed next meeting dates; meeting with town staff for logistics, and subcommittees

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

- Annual budget-prepared first draft and submitted to Town Manager. Met with Town Manager and Finance Director to review and made suggested revisions
- Submitted Onslow County Non-profit Tourism Assistance Grant for the 2022-23 Festival and presented to the budget committee
- Met with Tennisbloc for new program opportunities. Company would offer tennis and pickleball lessons for the department
- Attended Land and Water Conservation Grant webinar. Series of three webinars that will continue in April and May
- Met with Planning Director to review the Bicycle/Pedestrian Plan and discussed potential projects
- Attended Advisory Board Appreciation Reception
- 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

Department Reports for March 2022

- Conduct Parks Advisory Board meetings

Metrics

- Facebook management continues – 13,378 followers.
- Post Reach- 21.416
- Post Engagement-2993
- New Followers-57
- Activity Report for March

Organization Activity						
From 3/5/2022 to 4/4/2022						
	Registrations	Reservations	Memberships	Check-Ins	Profiles Created	POS Transactions
All	279	67	10	0	261	0
Resident	38	8	3	0	24	
Non-Resident	241	58	7	0	237	
No Residency Set	0	0	0	0	0	
Demographics						
< 18	147	12	0	0	92	
18 - 65	99	40	8	0	151	
65+	32	14	2	0	18	
Male	99	28	5	0	101	
Female	180	38	5	0	160	
Other Genders	0	0	0	0	0	
Online vs In-House						
Online	181	0	0	N/A	200	
In-Person	98	66	10	N/A	61	

March Revenue

- | | |
|------------------------------|-------------|
| • Slip Fee - Town Dock | \$1,768.50 |
| • Rental Fees-Parks | \$175 |
| • Rentals Rooms | \$2,630 |
| • Dog Park Registrations | \$40 |
| • Rec Program Fees | \$11,166.80 |
| • Gym Memberships | \$285 |
| • Vendor Fees | \$1,705 |
| • 2022 Festival Sponsorships | \$3,500 |

RECREATION PROGRAM SUPERVISOR

Routine monthly job responsibilities:

- Processed Payments/Refunds for programs and special events

Department Reports for March 2022

- 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

Planned programs and other monthly work:

Spring Pickleball Tournament

- Finalized age groups, registration fees, tournament format, and food for event
- Discussed with pickleball volunteer board with details of tournament
- Reviewed pickleball survey results to determine and finalize date for May 7
- Reviewed medal options for purchasing for tournament winners

Summer Camp 2022

- Created design for camp t-shirt
- Requested quote and ordered t-shirts from team connection
- Reviewed camp field trips and schedule with summer camp staff

Onslow County Senior Games

- Attended meeting on March 15 with Onslow County Parks & Recreation
- Prepared and taped courts at Jacksonville Commons for Pickleball tournament
- Prepared brackets for tournament with Jacksonville Recreation & Parks
- Managed tournament on March 31 at Jacksonville commons
- Managed Tennis event on March 28 at Kerr St. courts in Jacksonville.
- Helped set up and conduct games at opening ceremonies on March 26.

Touch-a-Truck

- Contacted potential participants and emailed event registration forms
- Contacted food trucks for participation
- Emailed Special Event Form to Onslow County for approval of food trucks on site
- Booked DJ Sam Lewis for event

Boys Rec Night

- Prepared Rec Center and instructed program on March 25

Department Reports for March 2022

- Confirmed guest speaker and local business owner, Deunta Williams, prior to event
- Confirmed donated food pickup time with Moore's BBQ

Summer Teen Adventure Camp

- Contacted potential sites for field trips (rock wall, paint ball, kayaking, and others)
- Set camp dates for August 15-19
- Reviewed field trip prices and locations online

Spring Break Youth Sports Camp

- Completed daily schedule for camp with activities and timeline
- Advertised on peachjar and boosted program reach on Facebook
- Contacted High School and sent flyer to for volunteers for the program

Theatre Trips

- Discussed dates for program offerings in April and May with program leader/staff
- Reserved and paid for tickets with Thalian Hall and Rivertowne Players for upcoming matinee shows

Easter Egg Hunt

- Reached out to Scouts of America for volunteering with event
- Planned setup and event details with Gigi Robles of Southern Coast Realty

Tai Chi Class

- Created class completion certificate for the participants
- Met with instructor about change of site and time for new class
- Requested feedback from participants on new location site and availability for new class time

Body Basics: Flex & Flow Fitness Class

- Planned next class offering with instructor
- Changed day, time, and location of program to downtown Pug Pavilion
- Discussed with instructor drop in participant fee collection program registration protocol

Fellowship Night: Park Trash Cleanup

- Scheduled program for April 25
- Contacted staff leader/instructor of program to discuss details and needed supplies for park cleanup program

24 Hour Art-a-Thon

- Meeting with instructor about individual classes offered at the Rec Center
- Helped instructor with designing flyer and setting up event and programs on Facebook
- Recorded video for Art-a-Thon and shared on social media

Department Reports for March 2022

Tennis Bloc Partnership

- Attending phone meeting with Director about dates, times, questions, and information about services provided for partnership
- Contacted Recreation Department references about experience with company

Teacher Workday Kids Camp

- Instructed full day program on March 21
- Emailed camp schedule to all parents prior to program date

Permitting

Planning Board

- March 1, 2022, Regular Meeting
 - The Board continued discussion of their Land Use Plan program of work:
 - 1) Building design/maintenance standards were discussed. The Board agreed that they were satisfied with the provisions of the ordinance contained in Chapter 151 of the Town Code (maintenance) and Building Design and Compatibility of the UDO.
 - 2) The Board discussed further aligning the zoning map with the Future Land Use map. Ms. Ansell agreed to provide an analysis of the properties up to Norris Road for discussion at their next meeting.

Historic Preservation Commission

- March 15, 2022, Regular Meeting
The March regular meeting was cancelled due to lack of quorum.

Projects/Miscellaneous/Training

- **Visitor's Center Project:** (New) 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.
- **Architectural Survey Update (HPF Grant):** (New) Met with Ellen Turco (Richard Grubb & Associates) and Beth King (NC SHPO) to kick off the survey effort and provide additional maps/data on the district. The team will be providing an update of the project at the Historic Commission's regular meeting April 19th.
- **Emmerton School HPF Grant:** (New) Attended an orientation meeting on March 14th with representatives of the SHPO on the Emmerton School Historic Preservation Fund (HPF) grant.
- **Strickland Brothers, 1029 W. Corbett Ave:** (New) Reviewed and solicited TRC comments on a site plan submitted for the parcel at 1029 W. Corbett Ave (adjacent to Swansboro Music & Pawn) for a quick-change oil facility. The use is permitted in the B-1 zone.

Department Reports for March 2022

- **Bird Micro-Electric Mobility:** (New) 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.
- **Howell Property:** (New) 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).
- **Blazin Bird:** (New) Inspected the landscaping, parking and dumpster screening on March 17th
- **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
- **Pine Bluff Shores Section III:** Reviewed 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:** (Update) Received final inspection report from consultant engineer, Ron Cullipher, and submitted it to Tidewater Associates on March 21, 2022
- **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. (Update) 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

Department Reports for March 2022

- **Yacht Club Flood Ordinance Violations:** (Update) Staff met with representatives of the estate on March 9, 2022. Agreed to work with them on a timeline for compliance due to difficulty securing estimates
- **Boro Temporary Structure:** (Update) 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) Reached out to Tim Anderson on March 22nd, have not received a response
- **One Harbor Church:** Received letter from Tom Tapping and Isaac Hopkins on December 22, 2021 documenting the progress on site. (Update) 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:** (Update) 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
- **Advisory Board Appreciation:** (New) Attended the appreciation banquet on March 24th

Department Reports for March 2022

Police Department

Patrol:

- 169 Reportable Events
- 7 Motor Vehicle Crashes
- 4 Felony Arrests
- 11 Misdemeanor Arrests
- 2 Arrests by Warrant Service
- 4 DWI Arrests
- 4 Drug Arrests (1-Felony)
- 11 Arrests with Transport to the Onslow County Jail
- 142 Citations
- 100 Verbal/Written Warnings
- 6 Felonies Investigated (3-Fraud; 1-Larceny; 1-Obtaining Property by False Pretense; 1-Drug)
- 32 Misdemeanors (7-Property Damage; 6-Drug; 4-Larcenies; 1-Assault; 1-Carry Concealed Weapon; 1-Trespassing; 1-Child Abuse; 1-Worthless Check; 1-Abuse of 911; 9-Traffic Related)
- 11 Disputes/Public Disturbances
- 3 Domestic
- 3 Crisis Intervention with Mental Patient
- 1 Overdose
- 17 Alarm/Open Doors
- 17 Suspicious Incidents/Persons/Vehicles
- 5 Town Ordinance Violations
- 1 Civil Dispute
- 73 Request by Citizens/Motorists for non-Crime Related Assistance
- 217 Requests by Other Agencies/Departments for Assistance

4,516 Total Events Performed by Patrol

Community Service/Training:

- 12 Vehicle Unlocks
- 4 Funeral Escorts
- 25 Business Closing Stanby's
- 44 Foot Patrols
- 5 Requests by Citizens for Residence Checks
- Provided security for a private event held at the Rotary Civic Center.
- Provided security for the Annual Rotary Oyster Roast.
- Officer Morin and Officer Brim completed Crisis Intervention Team Training. 40 hours training conducted by Trilium Health Care and held at Pitt Community College.

Department Reports for March 2022

- Sgt. Kackenmeister completed Police Law Institute. 80 hours training conducted by the NC Justice Academy and held at Pitt Community College.

Admin Services:

- 276 phone calls during business hours
- Assisted 143 walk in requests for assistance during business hours
- Took 21 requests for reports during business hours

Public Works

Grass Cutting

- Town Hall
- Fire Dept
- The Pug
- Heritage Center
- Visitors Center
- 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

- Replaced light bulbs in chief Jackson's office
- Began repairs and replacement of outside fixtures at town hall
- Sprayed and weeded all flower beds and mulch areas at all public buildings
- Weekly set up and break down of community room for church and board meetings

Vehicle Maintenance

- Regular maintenance

Storm Water

- All town storm drains cleared in preparation of thunderstorms
- Broad Street/Shore drive stormwater drain pipe replacement project started
- Check dams and brush removal completed at storm water drain easement at 218 River Reach drive

Streets

- Cut out and patched three sinkholes and/or potholes on Seashore Drive.
- Cut out and patched one sinkhole on Park Place Drive at Whistling Heron Drive

Yard Waste

Department Reports for March 2022

- Collected 879 bags and 932 bundles with 12 loads and 28 man hours expended

Parks & Rec

- Repaired two areas of fencing along the front parking lot at Municipal Park
- Repaired fence section at Pineland Park that was destroyed by a vehicle
- Tree line and brush line trimmed at Municipal Park
- Water fountain at Municipal Park repaired
- 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