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# BOARD OF COMMISSIONERS MEETING AGENDA

Town of Swansboro

Monday, January 24, 2022

## Board Members

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

\*Zoom Link: First Meeting of the month: <https://us02web.zoom.us/j/82680161743>

Second Meeting of the month: <https://us02web.zoom.us/j/86147603054>

## 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

December 13, 2021 Organizational Meeting

#### b. Tax Refunds

The Onslow County Tax Collector recommends refunds of the below listed taxes totaling \$408.17.

Riley, James Milton	\$174.27	Military
Black, Matthew S	\$153.70	Military
Bronk, Karl Andrew & Carrie Margaret	\$16.63	Military
Samuels, Joshua Mark & Nicole Marie	\$26.14	Tag Surrender
Shaw, James Edwin	\$37.43	Tag Surrender

#### c. Resolutions/Proclamations

Resolution Supporting Main Street Extension Improvements

## IV. Appointments/Recognitions/Presentations

### a. Onslow County Tax Revaluation Presentation

Harry Smith  
Onslow County  
Tax Assessor

## V. Public Hearing - *None*

## VI. Business Non-Consent

### a. Schedule of Fees Amendment-Planning and Development

Jennifer Ansell  
Planner

At their January 18, 2022, regular meeting, the Historic Preservation Commission reviewed several example fee structures from other communities around the State and made a recommendation to amend the Schedule of Fees.

*Recommended Action: Amend the Schedule of Fees as proposed*

### b. Financial Report - December 31, 2021

Sonia Johnson  
Finance Director

### c. Budget Ordinance Amendment #2022-6

Anna Stanley  
Parks & Rec Director

Additional funds were received for the 2021 Flotilla boat prizes. Downtown restaurants donated the funds and specifically requested that they go toward improving the prizes for boat winners. The donated funds totaled \$1750.

*Recommended Action: Motion to approve Budget Ordinance Amendment #2022-6*

### d. Future Agenda Items

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

Alissa Fender  
Town Clerk

*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**

Managers Brief

Departmental Reports

Paula Webb

Town Manager

**X. Board Comments**

Board of Commissioners

**XI. Closed Session - *None***

Board of Commissioners

**XII. Adjournment**

Board of Commissioners

**Town of Swansboro  
Board of Commissioners  
December 13, 2021, Organizational Meeting**

In attendance: Mayor John Davis, Mayor Pro Tem Frank Tursi, Commissioner Pat Turner, Commissioner Larry Philpott, Commissioner Harry “PJ” Pugliese and Commissioner Laurent Meilleur.

\*\*\*\*\*

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

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

**Public Comment**

Citizens were offered an opportunity to address the Board regarding items listed on the agenda.

Edward Binanay of 222 Elm Street introduced himself and reviewed his background and experience. He asked for the board’s support in appointment to the one of the vacant advisory board seats.

**Adoption of Agenda**

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

- November 22, 2021, Regular Meeting Minutes
- November 22, 2021, Closed Session Minutes
- 2022 Board of Commissioners Meeting Schedule
- Lease Renewal: 502 Church St. (Heritage Museum)
- Resolution of Support for Traffic Signal at SR 1509 Queens Creek Road & Queens Creek Elementary/Swansboro High School Southern Access

**Appointments/Recognitions/Presentations**

*2021 Samuel Swann Bland Community Service Award*

The Samuel Swann Bland Community Service Award was created to honor the diligence, hard work, leadership, and dedication that characterized the contributions of Sam Bland to the public and the Swansboro Community. The award made annually to a public employee, civic leader, or community volunteer that has demonstrated the qualities of outstanding dedication to the improvement of community services that were exhibited in the career and contributions of Samuel Swann Bland.

Mayor Davis announced that the 2022 Samuel Swann Bland Community Service Award was given to Christy Williams for her hard work, dedication, and diligence in a career spanning forty years bringing dance to Swansboro. The award would be presented to Mrs. William at her home on December 18 at 10am.

### *Recognition of Outgoing Board Member Laurent Meilleur*

Manager Paula Webb spoke of Mr. Meilleur's time on the board, sharing that his critical and analytical thinking was appreciated. He was presented with a carved wooden swan in commemoration of his service to the Town of Swansboro.

### *Oaths of Office Ceremony*

Newly elected officials were required to qualify by taking the oath of office prescribed in Article VI, of the North Carolina Constitution. Honorable Judge Jefferson Griffin of the North Carolina Court of Appeals administered the Oaths of Office to the newly elected Board member Jeffrey Conaway, re-elected Board members, Larry Philpott, Pat Turner, and John Davis.

The newly elected officials shared their appreciation for the support given and were looking forward to working together.

### *Selection of Mayor Pro Tem*

North Carolina General Statute 160A-70 provided that at the organizational meeting, the Governing Board shall elect from among its members a Mayor Pro Tempore. Commissioner Frank Tursi was selected as Mayor Pro Tem. Judge Griffin administered the Oath to Mayor Pro Tem Tursi.

### *Jacksonville Urban Area Metropolitan Planning Organization (JUMPO) TAC*

#### *Appointment*

Each local government will have representation on both the TCC and TAC. For Swansboro, TCC representation is usually your Planning Staff. The TAC representation would be a member of the Board of Commissioners. Initially, the voting status on the TAC for all new members in this boundary expansion will be ex officio (non-voting). This is designed to ease the transition. Commissioner Philpott was selected as the TAC Representative and Commissioner Conaway was selected as the alternate.

### *Board Appointments*

Multiple appointments/re-appointments were made as indicated below for multiple Advisory Boards.

On the Parks Board there were four (4) seats to consider for appointment or reappointment. (3 in town, 1 ETJ) Debbie Harnatkiewicz, Lawrence Abalos, and Jennifer Steele indicated they would like consideration for reappointment for the in-town seat and were re-appointed for another term. Spencer Marsineck was appointed for the ETJ seat, and a recommendation would be sent to Onslow County to finalize his appointment.

On the Planning board there were two (2) seats to consider for appointment or reappointment, one (1) vacant in-town seat, and one (1) vacant ETJ seat. Scott Chadwick

and Michael Favata indicated they would like consideration for reappointment for the in-town seat and were re-appointed for another term. Laurent Meilleur was appointed for the vacant in-town seat. Sherrie Hancock was appointed for the ETJ seat and a recommendation would be sent to Onslow County to finalize her appointment.

On the Tourism Development Authority there were three (3) seats to consider for appointment or reappointment. Sherrie Hancock, Linda Thornley, and Scott Chadwick indicated they would like consideration for reappointment and were re-appointed for another term.

On the Board of Adjustment there was one (1) vacancy for an in-town seat, one (1) vacancy for an in-town (ALT) seat, and one (1) vacancy for an ETJ (ALT) seat. Jerry Morse was appointed to the in-town seat, Thomas Pieratti was appointed to the in-town (ALT) seat, and the ETJ (ALT) seat was left vacant.

On the Historic Preservation Commission there was one (1) vacancy for an in-town seat. Edward Binanay was appointed.

#### *Future Agenda Items*

Future agenda items for the coming month 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.

It was suggested that a Tax Assessment Presentation be given by Onslow County at a future meeting.

#### **Public Comments**

Will Argenbright introduced himself and shared that he was running for County Commissioner.

#### **Board Comments**

Board members shared their congratulatory comments for the newly elected board members and wished all Merry Christmas & Happy New Year.

#### **Adjournment**

On a motion by Mayor Pro Tem Tursi, seconded by Commissioner Philpott, the meeting adjourned at 6:33 pm.



# Board of Commissioners Meeting Agenda Item Submittal

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

Board Meeting Date: **January 24, 2022**

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

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**Overview:**

The Onslow County Tax Collector recommends refunds of the below listed taxes totaling \$408.17.

**Vehicle Tax**

Riley, James Milton	174.27	Military
Black, Matthew S	153.70	Military
Bronk, Karl Andrew & Carrie Margaret	16.63	Military
Samuels, Joshua Mark & Nicole Marie	26.14	Tag Surrender
Shaw, James Edwin	37.43	Tag Surrender

**Recommended Action:** Motion to approve refunds as recommended by Onslow County.

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

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# Board of Commissioners Meeting Agenda Item Submittal

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Item To Be Considered: **Resolution Supporting Main Street Extension Improvements**

Board Meeting Date: **January 24, 2022**

Prepared By: **Paula Webb, Town Manager**

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**Overview:**

Multiple inquiries have come to staff and Town Officials on the road condition of Main Street Extension. On numerous occasions we have contacted NCDOT only to be told they would review the complaint but that the road was currently on a monitoring schedule.

In conversation with MPO Deanne Trebil, she was able to provide that Main Street Extension is scheduled to be re-paved in 2023. NCDOT maintains a list of streets to be paved and issues bid documents yearly. Their list does vary depending on availability of funds, meaning roads may move up or delayed. If Main Street Extension stays on the 2023 list, NCDOT will advertise the paving project in November 2022 with a start date Spring 2023 and completion date Fall 2023.

Direction from the Board on January 10, 2022 was to prepare a resolution of support/encourage NCDOT to move the improvements to Main Street Extension up on its schedule.

**Background Attachment(s): Resolution 2022-R1**

**Recommended Action:** Motion to adopt Resolution 2022-R1 supporting and encouraging NCDOT to move the re-paving improvements of Main Street Extension to a priority status

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

**TOWN OF SWANSBORO  
RESOLUTION (2022-R1)**

**SUPPORTING MAIN STREET EXTENSION IMPROVEMENTS**

WHEREAS, the Town of Swansboro acknowledges that several roads in its corporate limits fall upon NCDOT for maintenance and improvements; and

WHEREAS, Town Officials have taken multiple complaints regarding the deteriorating condition of Main Street Extension and brings attention to the fact that the road is very heavily traveled and directs residents and visitors to our Municipal Park/Recreation Facility daily; and

WHEREAS, the Town of Swansboro was informed that Main Street Extension is currently scheduled to be re-paved in late 2023; and

WHEREAS, Town Officials support and encourage NCDOT to consider moving the improvements of Main Street Extension up to a priority status on its schedule.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Town of Swansboro supports and encourages NCDOT to move the re-paving improvements of Main Street Extension to a priority status.

Adopted this 24<sup>th</sup> day of January 2022.

TOWN OF SWANSBORO

By:

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

Attest:

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

# 2022 Onslow County Revaluation

# PRESENTED BY ONSLOW COUNTY

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## APPRAISAL DEPARTMENT

Harry Smith

Tax Administrator

Kevin Turner

Appraisal Supervisor

# What is Reval?

The process of conducting a mass appraisal of all real estate parcels in the County, **in order to create a fair and equitable tax base.**

# Why Do We Do It?

- The Assessors Office is responsible for valuing all types of property subject to taxation: Real Estate, Personal Property, and Motor Vehicles.
- Over time, real estate values change at different rates, causing inequities in the tax base.
- The revaluation process is designed to adjust all property values back to current market values, creating equity and a fair distribution of the tax burden.

# Onslow County Reval History

- Conducted every eight years by Octennial Plan through 1992
- Advanced cycle in 1990's to do 6 year reval, then 4 years thereafter
- Current resolution is for 4 year reval beginning in 2010 and continuing every 4 years thereafter



# Revaluation Process

- Review property Characteristics
- Collect, verify, and analyze sales data
- Develop Schedule of Values
- Statistical testing
- Mass Appraisal Guidelines
  - IAAO
  - NC Department of Revenue



# Revenue Neutral Disclosure

- Adopted in 2003 Legislative Session
- Must be included in Budget Document for Comparative Analysis

# Examples of Recent Sales Transactions

**Parcel – 153376**  
**2018 Assessed Value-\$237,750**



**NBHD-2014**

**Twtp: Jacksonville**

**Sold 08/31/2021 -\$327,000**

**37% INCREASE**

**Parcel – 024922**  
**2018 Assessed Value-\$122,870**



**NBHD-2375**

**Twp: Jacksonville**

**Sold 09/16/2021 -\$180,000**

**46% INCREASE**



**Parcel – 047106**  
**2018 Assessed Value-\$128,220**



**NBHD-1109**

**Twp: Richlands**

**Sold 09/16/2021 -\$185,000**

**44% INCREASE**

**Parcel – 076919**  
**2018 Assessed Value-\$232,530**



**NBHD-1007**

**Twp: Richlands**

**Sold 06/21/2021 -\$278,000**

**20% INCREASE**

**Parcel – 052632**  
**2018 Assessed Value-\$309,250**



**NBHD-500**

**Twp: White Oak**

**Sold 09/09/2021 -\$400,000**

**29% INCREASE**



**Parcel – 021168**  
**2018 Assessed Value-\$43,020**



**NBHD-543**

**Twp: White Oak**

**Sold 09/14/2021 -\$101,500**

**136% INCREASE**



# Parcel – 053478

## 2018 Assessed Value-\$113,640



**NBHD-4148**

**Twtp: Hubert**

**145 Glenwood Dr.**

**Sold 09/13/2021 -\$165,000**

**45% INCREASE**

**Parcel – 021754**  
**2018 Assessed Value-\$213,940**



**NBHD-4350**

**Town: Swansboro**

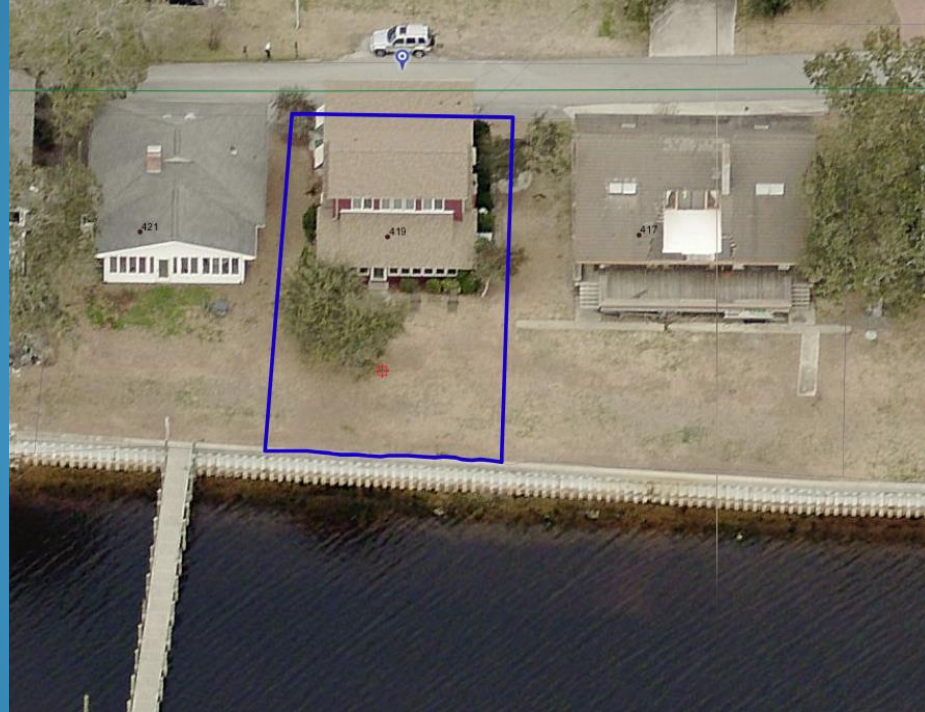
**657 Shore Dr**

**Sold 12/30/2021 -\$330,000**

**54% INCREASE**

# **Parcel – 008072**

## **2018 Assessed Value-\$435,050**



**NBHD-4350**

**Town: Swansboro**

**419 Elm Street**

**Sold 05/19/2021 -\$805,000**

**85% INCREASE**



# **Parcel – 026689**

## **2018 Assessed Value-\$183,790**



**NBHD-4353**

**Town: Swansboro**

**203 Elm Street**

**Sold 06/30/2021 -\$350,000**

**90% INCREASE**

**Parcel – 059316**  
**2018 Assessed Value-\$203,000**



**NBHD-4361**

**Town: Swansboro**

**502 Main St Ext**

**Sold 09/10/2021 -\$270,000**

**33% INCREASE**

# **Parcel – 044301**

## **2018 Assessed Value-\$219,700**



**NBHD-4385**

**Town: Swansboro**

**114 Bonita**

**Sold 11/03/2021 -\$337,000**

**53% INCREASE**



**Parcel – 069435**  
**2018 Assessed Value-\$348,740**



**NBHD-3275**

**Twp: Stump Sound**

**Sold 06/17/2021 -\$440,000**

**26% INCREASE**

# **Parcel – 073403**

## **2018 Assessed Value-\$154,950**



**NBHD-3312**

**Town: Holly Ridge**

**Sold 09/17/2021 -\$228,000**

**47% INCREASE**



**Parcel – 005915**  
**2018 Assessed Value-\$395,000**



**NBHD-3000**

**Town: Surf City**

**Sold 02/10/2021 -\$530,000**

**34% INCREASE**

# Parcel – 035212

## 2018 Assessed Value-\$588,340



**NBHD-3057**

**Town: NTB**

**Sold 09/09/2021 - \$975,000**

**66% INCREASE**

# Real Property

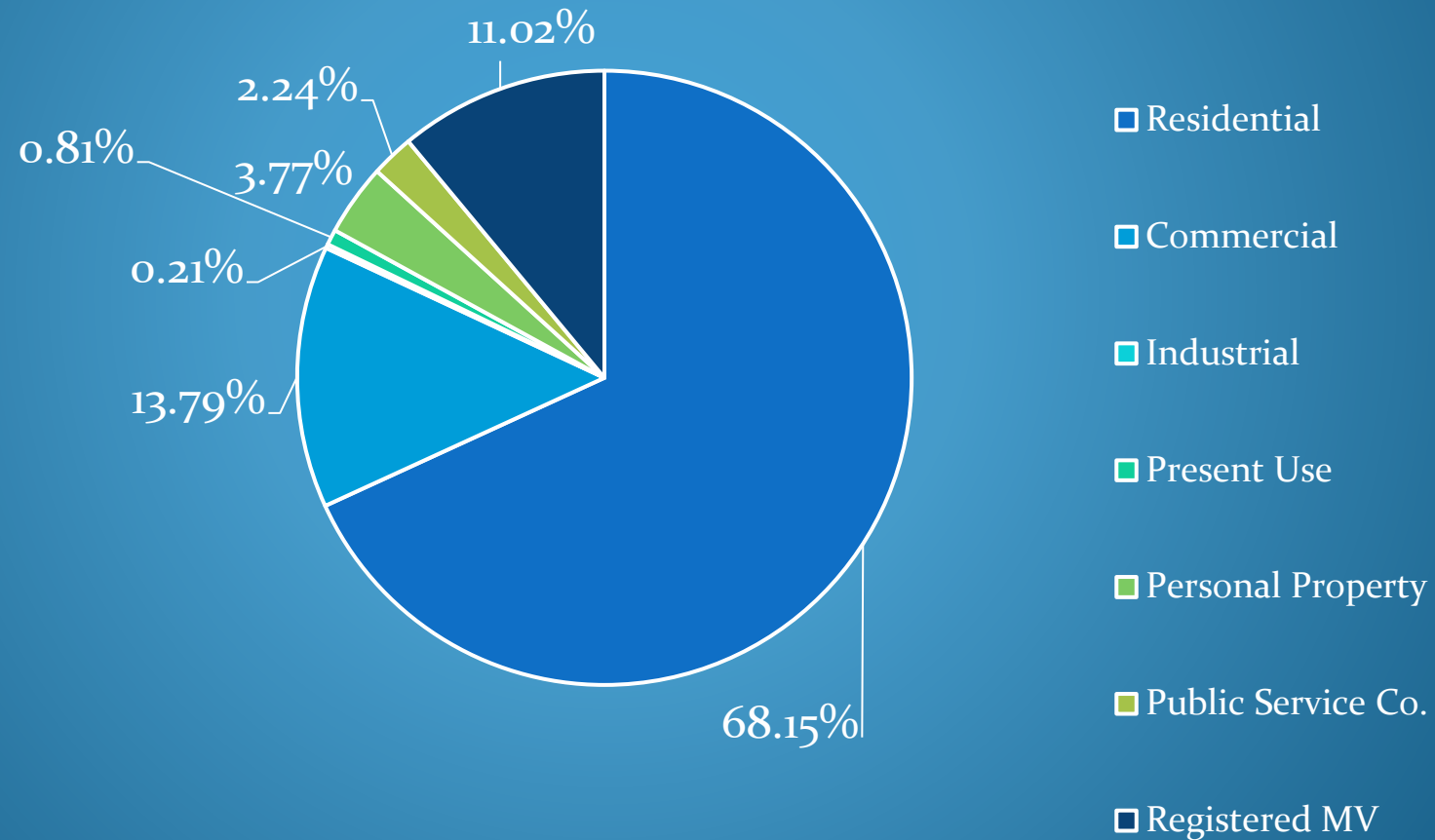
Valued at market value only during revaluation year.

# Personal Property

Personal property is revalued on an annual basis.

The purpose of the revaluation is to equalize market values and ensure equitable assessments within Onslow County.

# Assessed value of taxable property - FY 2021





# Revaluation Timeline

- February 15, 2022 – Target Date to Mail Value Notices
- March 1, 2022 – Begin Informal Review Process
- May 2, 2022 – Board of Equalization and Review will begin to conduct appeal hearings

# MOST FREQUENTLY ASKED QUESTIONS ?

# What if I disagree with the assessed value?

- Informal review with the property owner.
- Formal hearings will be conducted by the Onslow County Board of Equalization and Review.
- North Carolina Property Tax Commission is a division of the Department of Revenue.

# How to support your view

- Have a recent copy of a fee appraisal (within the last year) used for the sale, refinancing of a mortgage, or home equity loan.
- Pictures to show conditions inside and outside of the property.
- Comparative sales in the neighborhood.



# Why did my property value change from last year?

- The values used for last year's tax billing were established in the last revaluation in 2018.
- The 2022 revaluation values will be based on sales of Real Property which occur in 2021.
- The purpose of the revaluation is to equalize property values, not to increase tax revenue.

# How much will my taxes change?

- The revaluation establishes total assessed value of all properties in Onslow County.
- The amount of taxes are influenced by the revenue requirements of the county budget.
- The tax rate is determined by the Board of County Commissioners.

# When will the new value take effect?

The effective date of the new assessed value is January 1, 2022. This value will be the basis for the tax bills mailed in July 2022 and due in September of 2022.

# Additional Questions ?



# Board of Commissioners Meeting Agenda Item Submittal

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Item To Be Considered: **Schedule of Fees Amendment-Planning and Development**

Board Meeting Date: **January 24, 2022**

Prepared By: **Jennifer Ansell, Planner**

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**Overview:** At their January 18, 2022, regular meeting, the Historic Preservation Commission reviewed several example fee structures from other communities around the State and made a recommendation to amend the Schedule of Fees.

The amendments will align our application fees with other communities and establish penalties for completing work without approval. The fee for demolition is also proposed to increase in an effort to discourage it within the Historic District.

**Recommended Action:** Amend the Schedule of Fees as proposed.

**Background Attachment(s):**

1. Proposed Schedule of Fees Amendments-Planning and Development Fees
2. Fee Comparison Chart

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

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## **PLANNING AND DEVELOPMENT FEES**

Land Use Plan Amendments	\$400.00
Street Abandonment Request	\$300.00
Street Name Change	\$100.00
Request for UDO/Ordinance Change	\$400.00
Re-zoning Application Fee	\$400.00
Appeal of Code Enforcement Interpretation	\$400.00
Voluntary Annexation	\$350 Waiver Only By BOC (See Incentive Policy)
Special Use Permit Application Fee	\$400.00
Analysis Special Use Yearly Inspection	No Charge
Variance Application Fee	\$400.00
Subdivision Variance Fee	\$400.00
Site Plan Review	\$300.00/acre or portion thereof
Revision of Approved Site Plan	\$150.00
Traffic Impact Analysis Review Fee	Based on Hourly Contracted Engineering Rate
Historic District COA Application Fee	<u>\$2400.00</u>
<u>Historic District Demolition Fee</u>	<u>\$2,000.00</u>
Historic District Minor Work Application Fee	<u>No Charge/Permit Required</u> <u>\$50.00</u>
COA Extension or Amendment Request	\$ 50.00
<u>After the Fact Penalty (Historic District)</u>	<u>\$500.00 Major</u> <u>\$100.00 Minor</u>
Driveway Permit	\$ 55.00
Right-of-Way Excavation and Encroachment (Civil penalties apply for failure to obtain permit - Reference Town Code 93.028)	\$ 50.00
Remedy of Nuisance Violation (offenses within one calendar year)	1 <sup>st</sup> offense: \$150.00 or actual cost incurred by Town, whichever is greater plus \$25.00 administrative fee 2nd offense: \$225.00 or actual cost incurred by Town, whichever is greater plus \$25.00 administrative fee 3rd offense: \$350.00 or actual cost incurred by Town, 46 whichever is greater plus \$25.00 administrative fee



Temporary Family Health Care Structure	\$100.00
Temporary Family Health Care Structure Annual Renewal Fee (Ref Ordinance 2021-O3 5/24/2021)	\$50.00
Small Wireless Facilities (per location, up to 5)	\$100.00
Small Wireless Facilities (each location after 5) (Ref Ordinance 2021-O3 5/24/2021)	\$150.00

## **Fee Comparison**

<b>Jurisdiction</b>	<b>Major Work</b>	<b>Minor Work</b>	<b>Staff Approval</b>	<b>Routine Maintenance</b>
Town of Swansboro	\$400	\$0	\$0	\$0
Town of Beaufort	\$50	\$50	N/A	
City of Washington	\$50	\$0	N/A	
City of New Bern	\$107 (design review) \$27 (no design review)	\$22	N/A	
City of Wilmington	Min \$0, Max \$100 See attached breakdown	Min \$20, Max \$100 See attached breakdown	N/A	
City of Asheville	Residential \$260 Commercial \$416	\$52	N/A	
City of Raleigh	\$160 to \$1,263 See attached breakdown	\$31 to \$62 See attached breakdown	N/A	
City of Durham	\$315 to \$887 See attached breakdown	\$78 or \$156 (after-the-fact)	N/A	
City of Winston Salem	No charge unless work completed after-the-fact (\$75 first offense, Max \$200)		N/A	
Currituck County	\$25		N/A	
City of Albemarle	No Charge		N/A	
City of Greensboro	No Charge		N/A	

# CERTIFICATE OF APPROPRIATENESS APPLICATION

## Application for major work in local historic districts and local landmarks

### Historic Preservation Commission (HPC)

The HPC generally meets on the second Thursday of the month at 5:30 PM. See the meeting schedule below.

### Application Submittal

1. Applications are due by 1:00 PM and are submitted by appointment only at the planning office at 305 Chestnut Street, 3rd floor. Call 910-254-0900 to schedule an appointment.
2. Do not drop off, email, or mail in an application.
3. Application fees must be paid at the time of submission. If you wish to pay over the phone, please call 910-254-0900 to make arrangements for credit card payment.
4. Applications will be reviewed for completeness before they are accepted. Incomplete applications will not be scheduled for HPC review.
5. A pre-application meeting is **required** for all major works applications; applications cannot be accepted without a pre-application meeting. Pre-application meetings may be scheduled by calling 910-254-0900.
6. Applicants are responsible for posting sign(s) before hearings. If signs are not posted, the case cannot be heard by the HPC.
7. All applicable items listed on the submittal checklist (page 4) are required for an application to be considered complete.

#### Application Fees

Estimated Project Cost	Application Fee
Up to \$17,999	None
\$18,000—\$24,999	\$20
\$25,000—\$49,999	\$25
\$50,000—\$99,000	\$35
\$100,000—\$499,000	\$50
\$500,000 or more	\$100

Approval after-the-fact (work completed without a COA) \$100, plus base fee (above)

#### 2022 Historic Preservation Commission Meetings

Meeting Date	Submission Deadline
January 13	December 7, 2021
February 10	January 4
March 10	February 1
April 14	March 8
May 12	April 5
June 9	May 3
July 14	June 7
August 11	July 5
September 8	August 2
October 13	September 6
November 10	October 4
December 8	November 1
January 12, 2023	December 6
February 9, 2023	January 3, 2023

**Project Description** describe the project in detail; use additional sheets if necessary

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### Application Fee

Estimated Project Cost		Fee
<input type="checkbox"/>	Up to \$17,999	None
<input type="checkbox"/>	\$18,000 — \$24,999	\$20
<input type="checkbox"/>	\$25,000 — \$49,999	\$25
<input type="checkbox"/>	\$50,000 — \$99,000	\$35
<input type="checkbox"/>	\$100,000 — \$499,000	\$50
<input type="checkbox"/>	\$500,000 or more	\$100
<input type="checkbox"/>	Approval after-the-fact (work completed without a COA)	\$100, plus any project cost-based fee (above)

COMPREHENSIVE AND LONG RANGE PLANNING				
	Fee Description	Fee	Unit of Measure	Indices
<b>Comprehensive Planning Fees</b>				
Master Plan	A visual component required when a rezoning application is submitted for a Planned Development or Campus rezoning request.	\$3,209	per application	CPI
Waiver petition of 24 months waiting period	A request for a waiver from the requirement prohibiting the Planning Department to accept a new rezoning petition for property which has been heard within the past 24 months.	\$193	per application	CPI
Comprehensive Plan Amendment	A request to amend the Comprehensive Plan that may affect plan text/policies, Future Land Use Map, or attached area plans.	\$642	per application	CPI
Conditional use rezoning case	A request to modify the City's Official Zoning Map with additional restrictive conditions offered by the applicant.	\$1,284	per application	CPI
General use rezoning case	A request to modify the City's Official Zoning Map.	\$642	per application	CPI
Text Change for Zoning Conditions	A request to modify the zoning conditions that regulate development entitlement for particular parcel(s) that will not modify the City's Official Zoning Map.	\$1,284	per application	CPI
Annexation	A petition to annex or deferred annexation into the City of Raleigh in order to connect to City services.	\$634	per petition	New
Annexation (1 or 2 family lot)	A petition to annex or deferred annexation into the City of Raleigh in order to connect to City services.	\$317	per petition	New
<b>Raleigh Historic Development Commission Fees</b>				
Historic Landmark Designation	Collected from applicants of privately-initiated transactions; partially covers cost of plaque	\$321	per application	CPI
Minor Work – Administrative	Collected from applicants of privately-initiated transactions	\$31	per application	CPI
After-the-fact Minor Work Administrative	Certificate of Appropriateness applications that are filed after the requested work has begun or has been completed are referred to as after-the-fact applications.	\$62	per application	CPI
Major Work – Public Meeting (except large addition & new building)	Collected from applicants of privately-initiated transactions; includes cost of legal noticing requirements	\$160	per application	CPI
After-the-fact Major Work - Public Meeting (except large addition & new building)	Certificate of Appropriateness applications that are filed after the requested work has begun or has been completed are referred to as after-the-fact applications.	\$316	per application	CPI
Major Work – New Building Construction/Additions greater than 25% of building square footage	Collected from applicants of privately-initiated transactions; includes cost of legal noticing requirements	\$321	per application	CPI
After-the-fact Major Work - New Building Construction/Additions greater than 25% of building square footage	Certificate of Appropriateness applications that are filed after the requested work has begun or has been completed are referred to as after-the-fact applications.	\$632	per application	CPI
Major Work- Demolition of building or structure	Collected from applicants of privately-initiated transactions; includes cost of legal noticing requirements	\$642	per application	CPI
After-the-fact Demolition of building or structure	Certificate of Appropriateness applications that are filed after the requested work has begun or has been completed are referred to as after-the-fact applications.	\$1,263	per application	CPI
Post-approval COA Issuance Re-Review of Conditions of Approval	Collected from applicants of privately-initiated transactions	\$96	per application	CPI



## DSC Fees and Payment Menu – Planning, Public Works, Transportation, Water Management

**7. Historic Properties – Certificate of Appropriateness (COA) - Planning**

- Fee includes 4% technology fees and, for Major and Master COAs, notice, and 1 sign\*. Additional signs, as required to provide sufficient notification, are \$104 + [Processing fees](#). [Processing fees](#) apply according to payment method and are extra and added at checkout.
- Major COAs are required for modifications to building or site elements that may impact the original character of the structure, construction of new structures, and additions to and demolition of historically-significant structures. See [Work Requiring a Certificate of Appropriateness](#).
- Applications fees are doubled for “after-the-fact” or “retroactive” applications submitted after work has begun or been completed.

Fee Type	Description	Total Fee \$ and Type with Label	Parts of Total	Fee Details
7.1a. Minor Certificate of Appropriateness (COA)	Planning staff approval; payment includes technology	<b>\$78** + <a href="#">Processing Fee</a></b> 4-Planning; <i>Label as COA-Project Name</i>	\$75.00 + \$3.00 \$78.00	Base Fee** + 4% Technology Fee Total Fee**
7.1b. After-the-Fact Minor COA	Minor COA application made after work begun or completed	<b>\$156 + <a href="#">Processing Fee</a></b> 4-Planning; <i>Label as COA-Project Name</i>	\$150.00 + \$6.00 \$156.00	Base Fee** + 4% Technology Fee Total Fee**
7.2a. Major COA with NO new construction, NO demolition	Historic Preservation Commission review and approval; includes letter notice, 1 sign*, and technology	<b>\$315* ** + <a href="#">Processing Fee</a></b> 4-Planning; <i>Label as COA-Project Name</i>	\$150.00 + \$6.00 + \$159.00 \$315.00	Base Fee** + 4% Technology Fee + Notice Fees* Total Fee* **
7.2b. After-the-Fact Major COA, NO new construction, NO demolition	After-the-fact Historic Preservation Commission application made after work begun or completed; includes letter notice, 1 sign*, and technology	<b>\$471* + <a href="#">Processing Fee</a></b> 4-Planning; <i>Label as COA-Project Name</i>	\$300.00 + \$12.00 + \$159.00 \$471.00	Base Fee** + 4% Technology Fee + Notice Fees* Total Fee* **
7.3a. Major COA with EITHER new construction OR demolition	Historic Preservation Commission review and approval; includes letter notice, 1 sign*, and technology	<b>\$419* ** + <a href="#">Processing Fee</a></b> 4-Planning; <i>Label as COA-Project Name</i>	\$250.00 + \$10.00 + \$159.00 \$419.00	Base Fee** + 4% Technology Fee + Notice Fees* Total Fee* **
7.3b. After-the-fact Major COA with EITHER new construction OR demolition	After-the-fact Historic Preservation Commission application made after work begun or completed; includes letter notice, 1 sign*, and technology	<b>\$679* + <a href="#">Processing Fee</a></b> 4-Planning; <i>Label as COA-Project Name</i>	\$500.00 + \$20.00 + \$159.00 \$679.00	Base Fee** + 4% Technology Fee + Notice Fees* Total Fee* **
7.4a. Major COA with BOTH new construction AND demolition	Historic Preservation Commission review and approval; includes letter notice, 1 sign*, and technology	<b>\$523* ** + <a href="#">Processing Fee</a></b> 4-Planning; <i>Label as COA-Project Name</i>	\$350.00 + \$14.00 + \$159.00 \$523.00	Base Fee** + 4% Technology Fee + Notice Fees* Total Fee* **
7.4b. After-the-Fact Major COA with BOTH new construction AND demolition	After-the-fact application made after work begun or completed; includes letter notice, 1 sign*, and technology	<b>\$887* + <a href="#">Processing Fee</a></b> 4-Planning; <i>Label as COA-Project Name</i>	\$700.00 + \$28.00 + \$159.00 \$887.00	Base Fee** + 4% Technology Fee + Notice Fees* Total Fee* **

\* If multiple signs are necessary to adequately notify neighbors, \$104.00 per extra sign will be charged + the applicable [Processing Fee](#).

\*\* Application fees are doubled for COAs, Historic Sign designations, and Sign Permits begun or completed without required approvals.

**7. Historic Properties – Certificate of Appropriateness (COA) (Continued)**

Fee Type	Description	Total Fee \$ and Type with Label	Parts of Total	Fee Details
7.5a. Master COA for Public Projects	Historic Preservation Commission review and approval; includes letter notice, 1 sign*, and technology	<b>\$471* ** + <a href="#">Processing Fee</a></b> 4-Planning; <i>Label as COA-Project Name</i>	\$300.00 + \$12.00 <u>+ \$159.00</u> \$471.00	Base Fee** + 4% Technology Fee <u>+ Notice Fees*</u> Total Fee* **
7.5b. After-the-Fact Master COA for Public Projects	After-the-fact Historic Preservation Commission application made after work begun or completed; includes letter notice, 1 sign*, and technology	<b>\$783* + <a href="#">Processing Fee</a></b> 4-Planning; <i>Label as COA-Project Name</i>	\$600.00 + \$24.00 <u>+ \$159.00</u> \$783.00	Base Fee** + 4% Technology Fee <u>+ Notice Fees*</u> Total Fee* **

\* If multiple signs are necessary to adequately notify neighbors, \$104.00 per extra sign will be charged + the applicable [Processing Fee](#).

\*\* Application fees are doubled for COAs, Historic Sign designations, and Sign Permits begun or completed without required approvals.

**8. Historic Properties – Governing Body Approvals - Planning**

- Includes 8.1, Historic District Designation, 8.2, Historic Landmark Designation, and 8.3, Landmark Sign Designation. Fee includes required notification fees for 1 governing body hearing†, 1 sign\*, and 4% technology fees.
- [Processing fees](#) apply according to payment method and are extra and added at checkout.
- Additional signs, as required to provide sufficient notification, are \$104 each + [Processing fees](#).
- Application fees are doubled for after-the-fact designation of a Historic Landmark or Landmark Sign, for work begun or completed without required approvals, plus required notification fees and technology as listed below.

Fee Type	Description	Total Fee \$ and Type with Label	Parts of Total	Fee Details
8.1. Historic District Designation	New or expanded local Historic District; includes all notice with 1 sign*, and technology, and 1 governing body hearing†	<b>\$21,482*† + <a href="#">Processing Fee</a></b> 4-Planning; <i>Label as HDD-Project Name</i>	\$20,000.00 + \$800.00 <u>+ \$682.00</u> \$21,482.00	Base Fee + 4% Technology Fee <u>+ Notice Fees*†</u> Total Fee*†
8.2a. Historic Landmark Designation	Designation or removal of landmark designation; 1 governing body hearing†; includes all notice with 1 sign*, technology, and in-person recordation fee	<b>\$1,437.04*†** + <a href="#">Processing Fee</a></b> 4-Planning; <i>Label as LDMARK-Project Name</i>	\$800.00 + \$32.00 + \$578.00 <u>+ \$27.04</u> \$1,437.04	Base Fee** + 4% Technology Fee + Notice Fees*† <u>+ Recordation Fee</u> Total Fee*†**
8.2b. After-the-Fact Historic Landmark Designation	After-the-fact removal of landmark designation; 1 governing body hearing†; includes all notice with 1 sign*, technology, and in-person recordation fees	<b>\$2,269.04*† + <a href="#">Processing Fee</a></b> 4-Planning; <i>Label as LDMARK-Project Name</i>	\$1,600.00 + \$64.00 + \$578.00 <u>+ \$27.04</u> \$2,269.04	Base Fee** + 4% Technology Fee + Notice Fees*† <u>+ Recordation Fee</u> Total Fee*†**

\* If multiple signs are necessary to adequately notify neighbors, \$104.00 per extra sign will be charged + the applicable [Processing Fee](#).

\*\* Application fees are doubled for COAs, Historic Sign designations, and Sign Permits begun or completed without required approvals.

† If the case must be heard by both governing boards, newspaper notification fees are increased by \$479.00 + the applicable [Processing Fee](#).

**TOWN OF SWANSBORO  
FINANCIAL REPORT  
(AS OF DECEMBER 31, 2021)**

*REVENUES*

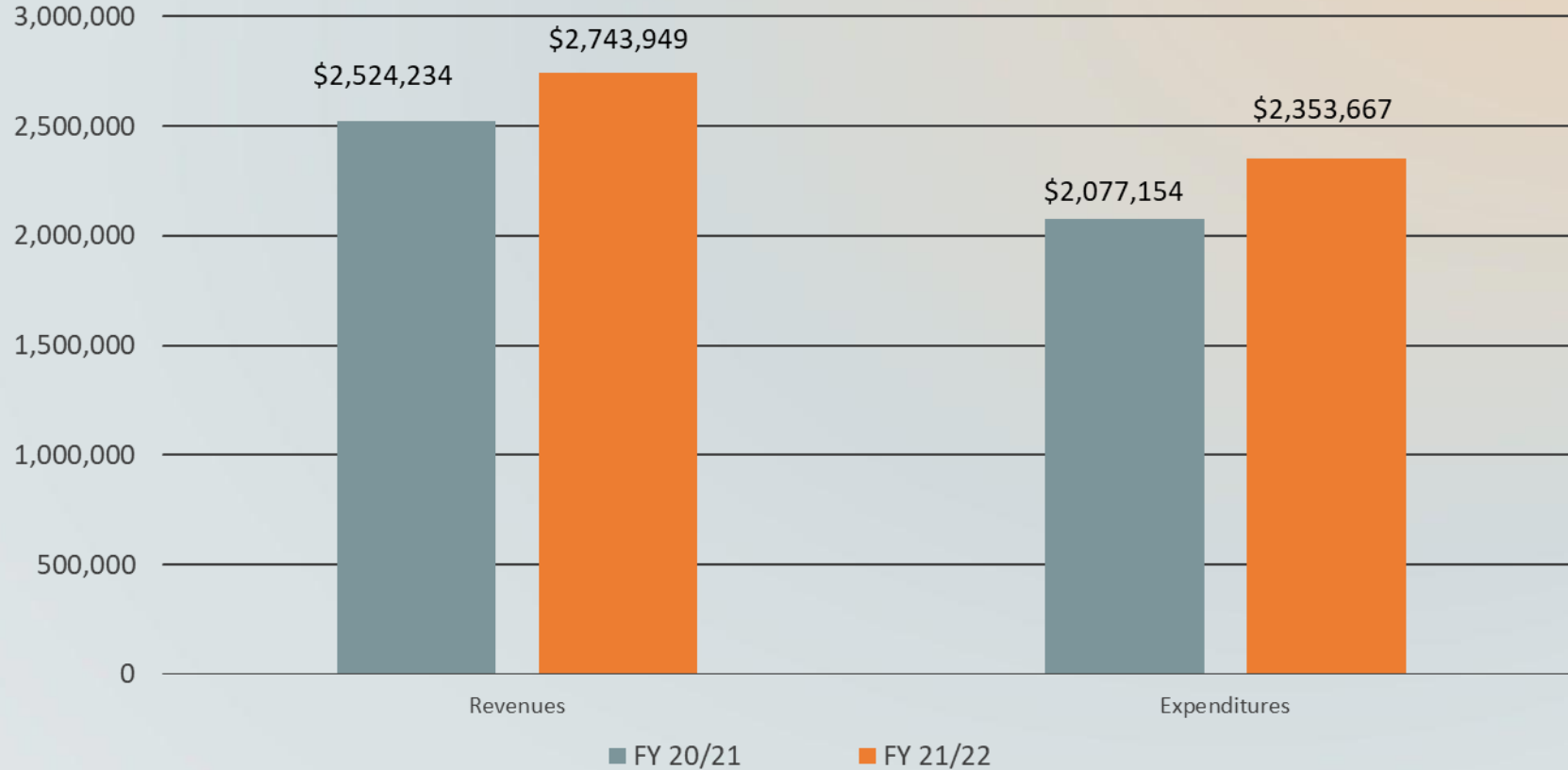
*EXPENDITURES*

*LOAN PAYMENTS*

*INVESTMENTS*

**TOWN OF SWANSBORO  
REVENUES/EXPENDITURES  
TWO YEAR COMPARISON  
(AS OF DECEMBER 31, 2021)**

**GENERAL FUND**

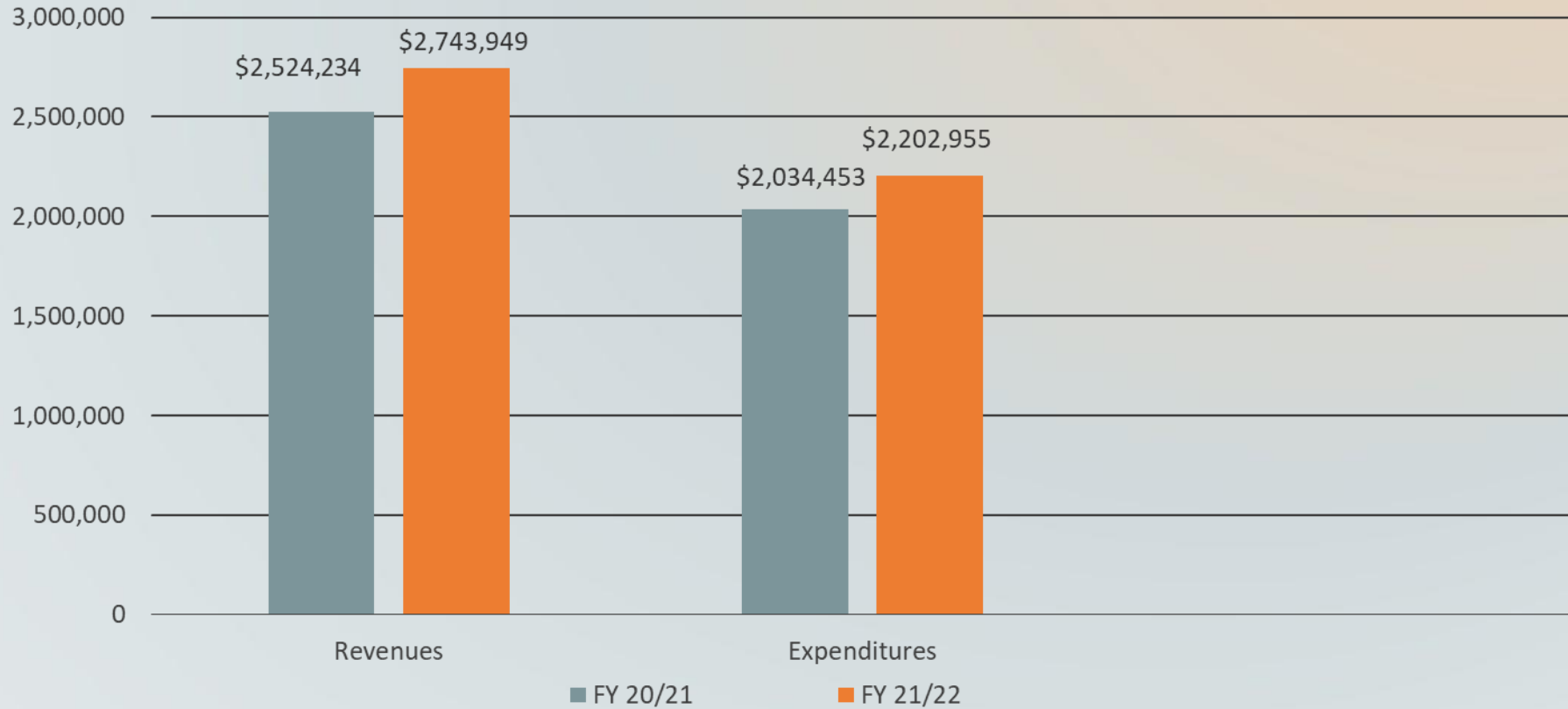


**ENCUMBRANCES INCLUDED**  
**Total Excess of Revenues Over Expenditures \$390,282**

**TOWN OF SWANSBORO  
REVENUES/EXPENDITURES  
TWO YEAR COMPARISON  
(AS OF DECEMBER 31, 2021)**

**(ACTUAL)**

**GENERAL FUND**



**(ENCUMBRANCES NOT INCLUDED)**

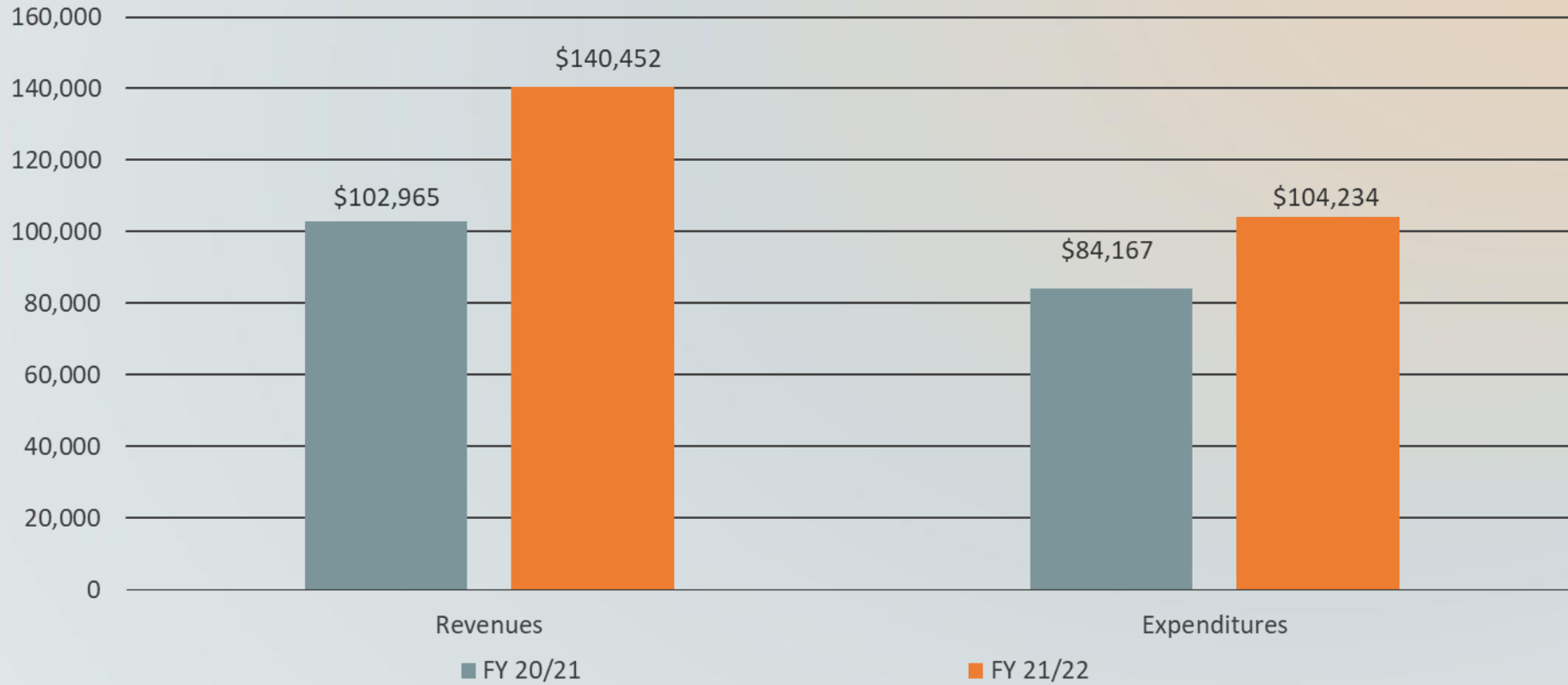
**Total Excess of Revenues Over Expenditures \$540,994**



DEPT.	BUDGET	(PAID YEAR TO DATE) ACTUAL	(PURCHASE ORDERS) ENCUMBERED BALANCE	SPENT % December 31, 2021
GOVERNING BODY	27,422	11,051	1,142	44.5%
ADMIN SERVICES	410,302	179,059	858	43.9%
FINANCE	253,881	133,994	-	52.8%
LEGAL	42,000	24,118	-	57.4%
PUBLIC BUILDINGS	406,657	142,447	19,628	39.9%
FIRE	796,411	389,749	16,426	51.0%
PERMITTING	259,117	115,942	116	44.8%
POLICE	1,043,180	523,090	3,960	50.5%
PUBLIC WORKS-STREETS	197,114	83,440	36,805	61.0%
POWELL BILL-STREETS	105,081	7,832	24,154	30.4%
PARKS & RECREATION	338,538	146,719	33,137	53.1%
CHURCH STREET DOCK	13,708	2,198	1,000	23.3%
EMERGENCY MANAGEMENT	66,185	60,000	4,160	96.9%
FESTIVALS & EVENTS	117,804	57,919	8,319	56.2%
NON DEPARTMENTAL	398,158	325,396	1,008	82.0%
TOTAL	4,475,557	2,202,955	150,712	52.59%

**TOWN OF SWANSBORO  
REVENUES/EXPENDITURES  
TWO YEAR COMPARISON  
(AS OF DECEMBER 31, 2021)**

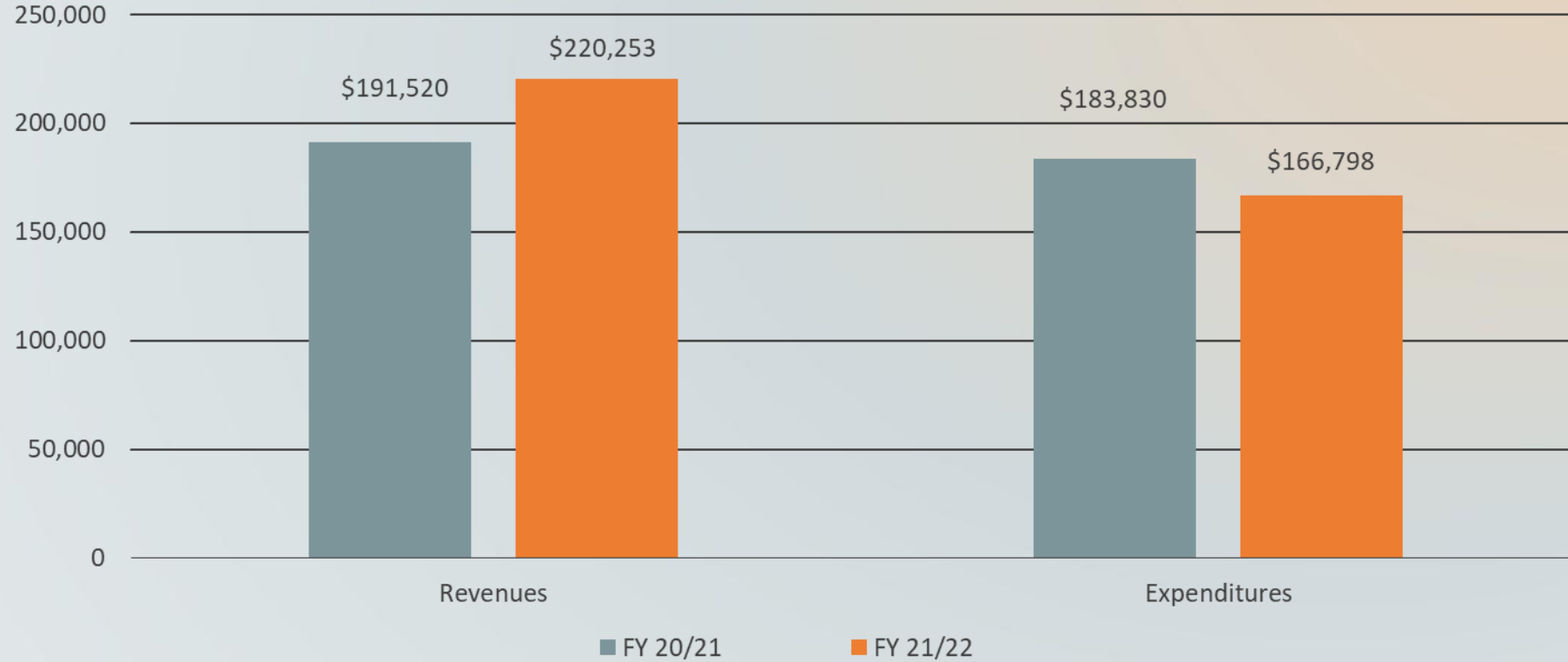
**STORMWATER ENTERPRISE FUND**



**ENCUMBRANCES INCLUDED**  
**Total Excess of Revenues Over Expenditures \$36,218**

**TOWN OF SWANSBORO  
REVENUES/EXPENDITURES  
TWO YEAR COMPARISON  
(AS OF DECEMBER 31, 2021)**

**SOLID WASTE ENTERPRISE FUND**



**ENCUMBRANCES INCLUDED**  
**Total Excess of Revenues Over Expenditures \$53,455**

# TOWN OF SWANSBORO LOAN REPORT (AS OF DECEMBER 31, 2021)

Item	Principal Balance	Interest Rate	End Date	Annual Debt Service
Town Hall/Tanker	\$534,076	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	\$1,296,903	60		\$329,726

**TOWN OF SWANSBORO  
CASH & INVESTMENTS REPORT  
(AS OF DECEMBER 31, 2021)**

**CASH & INVESTMENTS**

<b>BANK</b>	<b>BALANCE</b>	<b>INTEREST RATE</b>
<b>First Citizens Bank</b>	\$5,173,633	.03%
<b>NC CMT-General</b>	\$100,004	.01%



*Any Questions*

?



# Board of Commissioners Meeting Agenda Item Submittal

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Item To Be Considered: **Budget Ordinance Amendment #2022-6**

Board Meeting Date: **January 24, 2022**

Prepared By: **Anna Stanley, Parks & Recreation Director**

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**Overview:**

Additional funds were received for the 2021 Flotilla boat prizes. Downtown restaurants donated the funds and specifically requested that they go toward improving the prizes for boat winners. The donated funds totaled \$1750.

Acknowledge receipt of \$1750 for Festival & Events /Flotilla Expenses for prizes and payout.

**Source of Funds: Festivals & Events**

**Background Attachment(s):** Budget Ordinance Amendment #2022-6

**Recommended Action:** Motion to approve Budget Ordinance Amendment #2022-6

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

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

**BUDGET ORDINANCE AMENDMENT #2022-6**

**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>
Festivals & Events Department	\$1,750.00

<u>Revenues</u>	<u>Increase</u>
Festivals & Events	\$1,750.00

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

Adopted by the Board of Commissioners in regular session, January 24, 2022.

Attest:

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

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



# Board of Commissioners Meeting Agenda Item Submittal

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

Board Meeting Date: **January 24, 2022**

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

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

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

## **Proposed for February 14, 2022**

No items proposed – recommend to cancel

## **Proposed for February 28, 2022**

- \* Finance Report
- \* American Rescue Plan Funding Recommendations (to date)

## **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*)
- \* Postponed Text Amendments (deferred by Board 1.10.22 due to return to hybrid meetings)
  - o Temporary Signs
  - o Sign Amortization
  - o Political Signs
- \* Historic Preservation Commission Recommendations (Joint Meeting Items)
- \* Visitor's Center Improvements

## **March Meetings:**

**Retreat – 2nd**

Regular – 14th

Budget Workshop  
21st – 24th  
(exact day(s) TBD)

Regular – 28th

## MANAGER'S REPORT

### Town Projects/Initiatives Update

January 24, 2022

Submitted By: Paula Webb, Town Manager

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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 tentatively plan to be out collecting traffic counts prior to Thanksgiving.

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 Manger 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.

- **Downtown Traffic and Parking Plan implementation:** Our contractor (The Timmons Group) provided the Town with sealed plans for moving forward on this project on June 7, 2020 (shown below). Staff will be moving forward on implementing these improvements after the summer season.

Public Works Director Jim Stipe is ordering signs in preparation for project implementation. As promised, once those signs arrive a more definite date will be given, and public awareness will begin prior to implementation.

Public notifications were distributed to residents/businesses downtown and thru social media outlets that painting/stripping would begin on Monday, January 10th. Signs have been installed and will be uncovered once the painting is complete. One adjustment was made along Moore Street - that portion west of Water Street to Elm Street was made one-way instead of two-way because, there are homes with no driveways that must use the road for parking. We have also been discussing where 1-2 additional handicap spaces might be placed and we believe the end of Main Street may accommodate 1-2 spaces. Anywhere else would require tearing up the sidewalks due to code requirements. Handicap spaces are currently located at the Visitor's Center and Bicentennial Park.

The new traffic movement was introduced on Friday, January 14<sup>th</sup>. No issues reported to date. PD is supposed to beef up patrol of the downtown to ensure compliance. Jim Stipe is working on cost for adding the two handicap spaces – hopefully by summer. **This item will be removed from the report next month.**

## Town of Swansboro, NC Manager's Report

- **NC DCM Resilient Coastal Communities Program (RCCP) Grant** – On March 17, 2021, the North Carolina Department of Environmental Quality's Division of Coastal Management award their first round of RCCP Grant funding. The Town of Swansboro was competitive enough to receive one of the grants. The intent of the grant is to funds efforts in four key phases in their Coastal Communities Resiliency Program:

1. Community Engagement and Risk & Vulnerability Assessment
2. Planning, Project Selection and Prioritization
3. Project Engineering and Design
4. Project Implementation

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

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

A community engagement meeting will be scheduled in early 2022 to gather input and reactions to the topics above and others the public might want to add. *Dewberry is working to create a survey monkey link for those that want to offer comment online versus attending an in-person meeting.*

- **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.

## Town of Swansboro, NC Manager's Report

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.

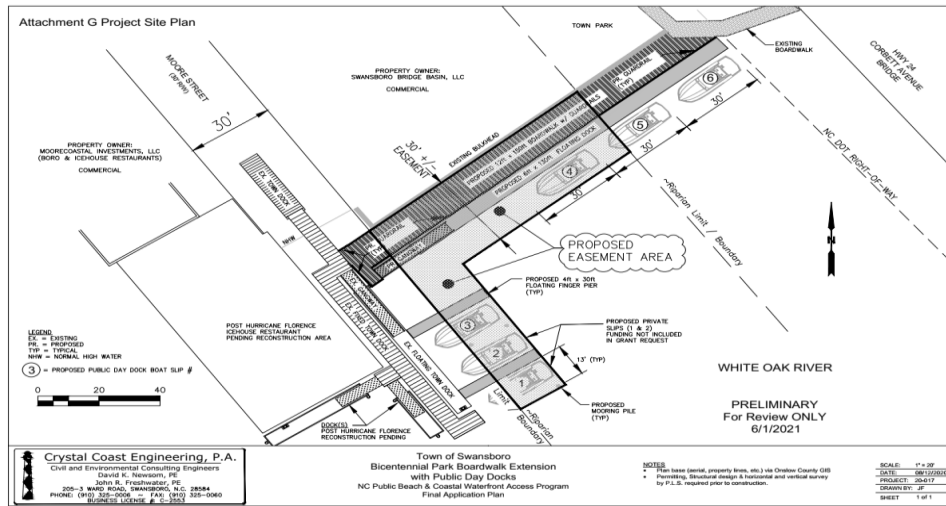
On 12/1/21, received notification that NCDCCR is drafting a subgrant agreement. The National Park Service has given clearance to begin the project. **A budget amendment accepting the \$424K was approved on January 10, 2022. NCDCCR still working to finalize the subgrant agreement.**

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

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

# Town of Swansboro, NC

## Manager's Report



We are working on finalizing the easement shown above then move forward with construction later this year.

- **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, and she hopes to get started on the project within the next month.



## 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. Awaiting official notification from the Office of State Budget/Appropriations. Four easements still needed for this priority area from Fredricka Lane to the Catholic Church connection. Two letters have been sent to property owners regarding the required easements since October 8, 2021.

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. We have responded acknowledging the appropriation but have no other details except that we will receive emails over the next seven weeks to guide us through the process of receiving these funds by the end of February. These funds could be appropriated for the second section of Priority 2.

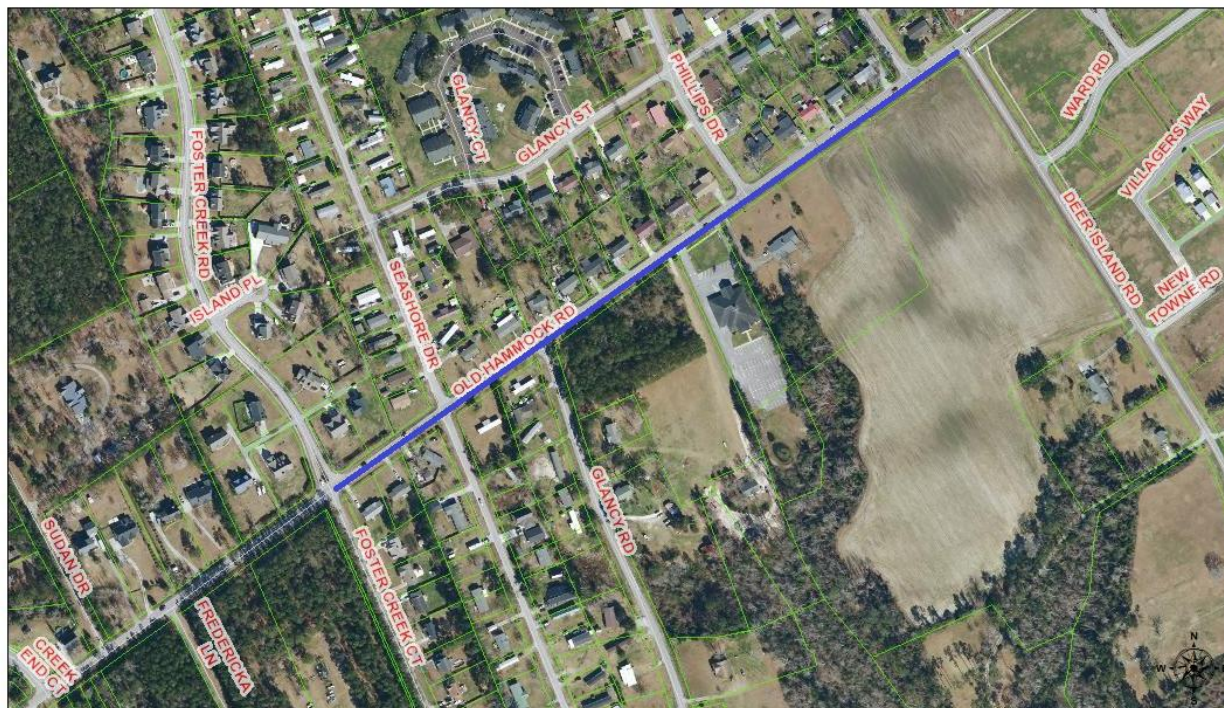
Some stormwater drain work has been completed by NCDOT on Priority 2 along Old Hammocks Road. This priority area includes two sections. The first section from Deer Island Road to Fredricka Lane and the second section from Fredricka Lane to the Catholic Church connection. All easements are secured for section one. Three easements are still pending for this section



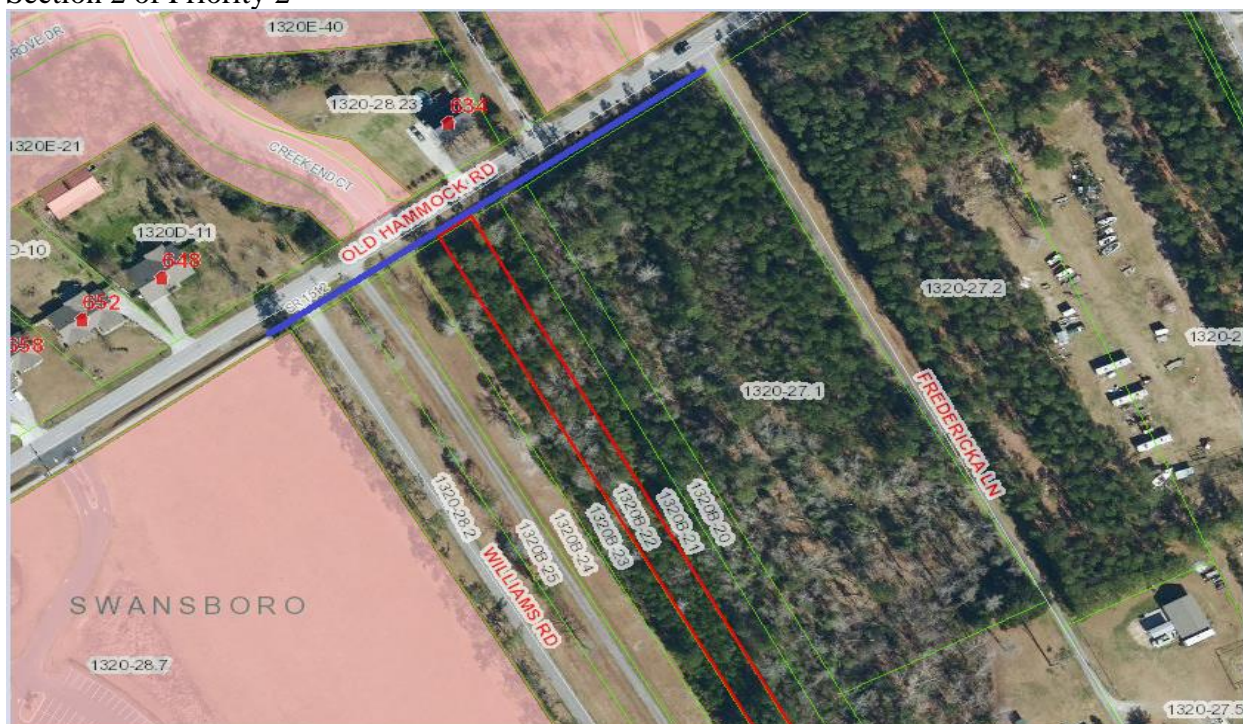
## Town of Swansboro, NC Manager's Report

(two in the mail 1/20) and the other no word on but was the last easement mailed due to ownership clarification. NCDOT does have some additional drainage work to do along the flag lots at Buena Vista Del Mar (adjacent to Williams Road).

## Section 1 of Priority 2



## Section 2 of Priority 2





## Town of Swansboro, NC Manager's Report

- 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



- **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 image 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 – I have not been able to review it yet.

## Town of Swansboro, NC Manager's Report

- **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, NCDENR Restoration Specialist to see if there was an exemption for historic structures on the Substantial Damage/Improvement Rule. 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 and therefore no exemptions were available. 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. *We have asked Mr. Wood if there is anything we can do to improve the structure and bring it back to a contributing status.* What this ultimately means is that we will have to follow a phased plan for improvements. The building is valued at \$57,000. FEMA rules are interpreted as we would only be able to accomplish one phase per year. 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), then the phased approach would not be required from a FEMA standpoint. 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.*

- **International Organization for Standardization** - An ISO Inspection was conducted by the Department of Insurance Office of State Fire Marshal (OSFM) at the Fire Department earlier this week. This inspection is conducted every 5-7 years and is meant to score a fire department's ability to protect the community. ISO stands for Insurance Services Office (ISO), which is an independent, for-profit organization. The ISO scores fire departments on how they are doing against its organization's standards to determine property insurance costs. After analyzing the data collected, the Town then receives a Public Protection Classification (PPC) on a scale from 1 to 10. The higher the ISO fire protection class (with Class 1 being the best), the "better" the department. The Town's current rating is a 4.

Chief Degnan feels confident the Town did well and would like to thank the current Administration, former Chief Mark Tessing and the department members for their hard work and dedication in maintaining a premier Fire and EMS agency. We should have the results in about 2 months.

*We received our Inspections/Rating Report, and the Swansboro Fire District will hold onto its Class 4 Rating. If you are interested in reading the full report, let me know and I can get the entire report out to you.*

## **Department Reports for December 2021**

### **Administrative Services**

- Phone Records Report for December: 1,963 calls  
     Town Hall – 611                      Parks and Recreation – 284  
     Police Department – 504      Fire Department – 95                      Outgoing totals – 469
- Building permits sold for December: 51 residential/commercial combined; \$8,840.24 total fees collected (includes 8 re-inspections)
- 162 Building inspections scheduled/15 Fire Inspections processed
- 75 Various receipts processed
- 351 ONWASA payments processed; 6 New Services;
- 5 Work Orders generated for Public Works
- 8 Notarization's performed
- Admin Staff worked at Visitor's Center 3 days each week (Darla, Alissa, and Lisa)
- Conducted interviews for Deputy Clerk position, hired Aliette Cuadro, began training
- Employee Christmas Party Planned and Held
- US Census Report Submitted – Permits
- Finalized November Departments Report
- Attended presentation of Sam Bland Award
- Organizational Meeting preparations – Arranged Judge, order plaques/name plates
- Issued News Releases for
  - Christmas and New Year's Holiday closures
  - Downtown Traffic Movement
  - Yard Waste Collection Delays
  - Christmas Tree Collection
- 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
- Site visit to the Emergency Operations Center alternate location at Swansboro United Methodist
- Arranged attendance to Essentials of Municipal Government Course
- Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.). Website Home Page defaults: 10,288. Top 5 pages viewed in December – Employment 688, Police Dept 671, Contact Us 634, Permitting 615, Parks/Rec 614

### **Finance**

- Sales & Use Tax received in December 2021 is \$97,805
- Accounts Payable Summary for December 2021:
  - 158 Invoices-Totaling \$334,399
  - 10 Purchase Orders Issued

## Department Reports for December 2021

- PEV ChargePoint Station-Accumulated (kWh) for December 2021 (118.0)
- Processed payroll-12/3, 12/17, and 12/31; updated employee accrual balances- (spreadsheet & Asyst)
- Stormwater Fees Collected-December 2021-\$2,819
- Updated Stormwater spreadsheet
- November 2021 Bank Reconciliation-Town accounts
- November 2021 Bank Reconciliation-Swansboro TDA
- Processed Swansboro TDA checks
- Attended ARP/CLFRF Zoom Office Hours hosted by UNC School of Government
- Updated the Management Discussion and Analysis (MD&A) for the audit report.
- The Finance Director received the draft of the financial report. Draft has been reviewed by the Finance Director and submitted to the Local Government Commission (LGC)
- Updated the statistical section of the Annual Comprehensive Financial Report
- Submitted the Participant Application for the Certificate of Achievement Award to the Governmental Finance Officers Association

### Fire Department

#### *Fire Calls (December)*

- 50 Total Fire Calls
  - 18 Calls in Town including - 5 MVC, 3 Alarms Systems, 1 Vegetation Burning, 1 MVC vs PED, 2 Service Calls, 1 Smoke Scare, 2 Dispatched & Cancelled, 1 Water Search, 2 Smoke Detectors
  - 1 Call in White Oak District – 1 Service Call
  - 9 Calls Mutual Aid – 3 Dispatched & Cancelled, 1 Brush Fire, 1 Building Fire, 2 Extrications, 1 Electrical Wiring, 1 Alarm System
  - 22 EMS – 5 Calls to White Oak District, 15 Calls to Swansboro, 1 Medical Assist to Mutual Aid, 1 Medical Assist to Town
- 140 Training hours - Paid Staff
- 9 Training hours – Volunteer Training
- 72 Hours Volunteer Duty Days = 3 - 24hr Shifts

**Cost Saved - 72 hrs. x \$14.00 = \$1,008.00**

#### *Fire & EMS (2021 Totals)*

- 535 Total Calls
  - 326 Calls in Town
  - 77 Call in White Oak District
  - 132 Calls for Mutual Aid



## Department Reports for December 2021

- 2908 Paid Training Hours
- 582 Volunteer Training Hours
- 1832 Volunteer Duty Hours      75 – 24 hour shifts  
    2 – 12 hour shifts  
    1 – 8 Hour Shift

**Cost Saved - 1832 hrs. x \$14.00 = \$25,648.00**

### *Paid staff*

- Chief Degnan and Captain Hannon successfully completed the Fire Officer 2 class at Coastal Carolina College
- Chief Degnan and Captain Taveirne applied to the National Fire Academy for the April 2022 Fire Investigator National Certification course

### *Volunteer staff*

- We currently have eight volunteers on staff, all of which are interior firefighters. We can count these individuals towards our initial response of 4 certified firefighters to any structure fire. North Carolina requires at least 4 firefighters from a department to respond to a structure fire or the State will consider anything less a “No Response” and the department’s charter can be revoked immediately

### *Vehicle repairs*

- All vehicles are in good working order

### *Department activities*

- All year end reports and activities have been completed. The crews have been in a stand-down mode for the holiday season. Beginning in January, annual NFPA Fire Pump testing will be scheduled and completed. We will also be participating in multi-agency training with Bear Creek, Hubert, and Piney Green in all areas of fire ground communications and tactics. The hope is to increase inter-agency cooperation and sharing of resources

## **Parks and Recreation**

### **DIRECTOR’S REPORT**

#### *Festivals/Events*

- Revised and finalized 2022 applications for all vendors/festivals
- Updated festival website
- Sponsorship packet-the marketing inter last summer created a new sponsorship packet for the festivals and smaller events hosted by Parks and Recreation. Packet is being reviewed for additional changes. The goal is to have the packet ready for distribution by the middle of January

#### *Mullet Festival*

- Compiling final expenses to prepare for the 2022 budget

## **Department Reports for December 2021**

### *July 4*

- Contract executed with the Tams.
- Working with Town Manager to secure island for fireworks and any necessary permits needed to clear land

### *Comprehensive Master Plan*

- Continue to participate in bi-weekly meeting with McAdams
- Reviewed second draft of survey, solicited feedback, and provided to firm
- Continue to contact groups for survey distribution, homeowners, library, and schools
- Continue gathering information requested on parks, programs, finances, staff, and maintenance the department currently has/offering

### *Miscellaneous*











- Continue to work with Computer Warriors on camera project-ordered cameras. Cameras received; meet with staff to review placement. Installation should take place after the first of the year
- Researching staff scheduling programs/software
- Researching other recreation departments fees for programs, parks, and indoor facilities.
- Advertise 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
- Serve on the Onslow County Senior Games Committee, monthly meetings
- Continue to monitor docks daily, on-call on weeknights and weekends to take reservations and handle docking problems
- Serve on the Jacksonville Onslow Sports Commission board as a liaison. Attend quarterly meetings, update the board on the department's programs, events, and festivals
- Continue to manage and monitor budget and funds
- Attend Board of Commissioner meetings
- Conduct Parks Advisory Board meetings

### *Metrics*

- Facebook management continues – 13,227 followers.



## Department Reports for December 2021

Page Overview	
<b>Discovery</b>	
 Post reach	17,705
 Post engagement	3,862
 New Page Followers	36
<b>Interactions</b>	
 Reactions	183
 Comments	67
 Shares	62
 Photo Views	1,720
 Link Clicks	240
<b>Other</b>	
 Hide All Posts	4
 Unfollows	0

- Activity Report for November

Organization Activity						
From 12/5/2021 to 1/4/2022						
	Registrations	Reservations	Memberships	Check-Ins	Profiles Created	POS Transactions
All	172	25	4	0	125	0
Resident	35	1	0	0	16	
Non-Resident	137	22	4	0	109	
No Residency Set	0	0	0	0	0	
Demographics						
< 18	65	2	0	0	36	
18 - 65	77	11	3	0	76	
65+	30	10	1	0	13	
Male	59	14	1	0	34	
Female	113	9	3	0	91	
Other Genders	0	0	0	0	0	
Online vs In-House						
Online	126	0	0	N/A	100	
In-Person	46	23	4	N/A	25	

### *December Revenue*

- Slip Fee - Town Dock \$2,040
- Rental Fees-Parks \$130
- Rentals Rooms \$1,080
- Dog Park Registrations \$45

## **Department Reports for December 2021**

- |                    |         |
|--------------------|---------|
| • Rec Program Fees | \$1,743 |
| • Gym Memberships  | \$0     |
| • Vendor Fees      | \$140   |

### **RECREATION PROGRAM SUPERVISOR**

#### **Routine monthly job responsibilities:**

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

#### **Planned programs and other monthly work:**

##### *Kids Holiday Camp*

- Planned crafts, games, and daily schedules for program
- Contacted prospective field trip venue to made reservation for program
- Conducted full day programs with scheduled staff
- Emailed program schedules and required forms to all parents prior to start of camp

##### *Santa Fest*

- Prepared letter of appreciation for volunteers
- Decorated Recreation Center facility for event
- Carried out supervised program with staff and volunteers
- Gave instructions to each of the volunteers upon arrival to help with setup, program roles, and breakdown
- Prepared prizes for Ugly Sweater Fun Run winners.
- Prepared all rooms in recreation center with all supplies needed
- Completed contract with TapSnap for event details and setup information

##### *Gingerbread House Decorating*

- Created program instructional guide for program attendees
- Purchased additional supplies needed for program
- Set up room with all necessary supplies

## Department Reports for December 2021

### *Elf in the Woods*

- Set up classroom/multipurpose room with necessary materials for program
- Conducted program with Recreation Coordinator and other staff

### *Bob Ross Paint-a-Long*

- Inventoried paint supplies for program
- Purchased additional canvas and painting supplies for future painting programs

### *Theatre Trips*

- Discussed with staff/program leader prospective trip locations for upcoming musicals/plays.
- Created next 4 planned trip programs in RecDesk for registration

### *Seaside Book Buzz Monthly Book Club*

- Discussed with staff/program leader alternate meeting locations and requested list of books for program
- Confirmed new location at Dini's Martinis and Desserts in downtown Swansboro
- Created program and shared event on social media

### *Easter Egg Hunt*

- Contacted Gigi Robles about dates and participation in Easter Egg Hunt
- Confirmed that she was going to sponsor

### *Teacher Workday Kids Camp – January 18 & 19*

- Reviewed inventory for arts and crafts in classroom
- Researched new games/activities for program
- Began program timeline for program activities with hourly schedule

### *Fellowship Night Field Trip*

- Scheduled program with Instructor/staff to meet at Carolina Home and Garden with Seaside Arts Council for January 26th
- Opened program for registration in RecDesk

### *Holiday Wreath Making Class*

- Re-scheduled program to an earlier date of December 7
- Inventoried supplies with staff/instructor for program

### *Pound Fitness Series*

- Discussed next series dates with instructor due to town closures for the holidays.
- Scheduled next series to start January 8, 2022.
- Requested new contract be completed by instructor and emailed required documents to be completed

## **Department Reports for December 2021**

### *Senior Games 2022*

- Contacted Golfin' Dolphin and requested as event site for mini golf
- Site approved by event and marketing director for April 8th.
- Confirmed with Onslow County Parks and Recreation of site approval

### **Permitting**

#### *Planning Board*

- December 7, 2021, Regular Meeting
  - The Board voted unanimously to recommend approval of an amendment to remove Section 152.271, Additional Signs as Special Use, from the Unified Development Ordinance and add language under Section 152.270 to require a sign permit for church, school and public building (non-governmental) signage and to establish sign size requirements.

#### *Historic Preservation Commission*

- December 8, 2021, Special Meeting

The Commission continued discussion of the following items discussed during the September 21, 2021 joint meeting with the Board of Commissioners:

  - 1) Educate the homeowners and public;
  - 2) Town Boards to continue to work together/partner for common goals;
  - 3) Provide additional staff for better enforcement;
  - 4) Rewrite the design requirements;
  - 5) Potentially create a preservation fund and/or preservation incentives;
  - 6) Improve guidelines and the zoning ordinances; and
  - 7) Consider Demo by Neglect regulations.

The Commission agreed to tackle two to three topics at each meeting and discussed the following:

#### **Enforcement**

- All members agreed more staff is needed for enforcement purposes. Mr. Larkin made a motion to recommend to the Board of Commissioners the addition of a staff member. Mr. Conaway seconded. All in favor, the motion was approved unanimously.

#### **Education**

- Workshops could be held twice a year for homeowners in the Historic District, the first in May 2022. They could partner with other towns to cover some of the expenses, have John Wood come in to speak; and cover areas such as restoration, repairs, yard maintenance, etc.
- Mrs. Ansell would prepare a SurveyMonkey survey and bring the proposed questions to the Board in January for review. She will reach out to Amelia Dees Gillette for input.
- Staff would continue to send out the Historic District flyer to new property owners in the district. It has been added to the Town's website with the map that had been previously created in conjunction with the Historic Association. Onslow County GIS

## **Department Reports for December 2021**

has also added two layers to their online mapping system for the local district and National Register district, which was also available to the public.

- The Commission inquired if they could create a Facebook page to push out information on the district.

### **Partnerships**

- The Commission discussed appointing a liaison to attend the Historic Association meetings, Kim Kingrey, Vice-Chair, was appointed.
- **December 21, 2021, Regular Meeting**
  - Cancelled.

### ***Projects/Miscellaneous***

- Shipwright Pointe, Section II Acceptance: Received inspection report from consultant engineer, Ron Cullipher, and submitted it to Tidewater Associates on December 6, 2021
- 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. Stormwater fees are being charged. 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
- 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
- Ireland Ave/Unnamed Estates: Sketch Plan submitted for 60 lots in July 2020 for Residential Cluster. Advised Lori Morris with Parker & Associates on September 22, 2020 that the Town would allow Whitney Ave to become a “through” street to connect to Hamrick Road through the Rotary property. Hamrick is a dirt road but is a recorded 60’ right of way. This would allow traffic to exit safely on Main Street Ext rather than at Ireland Ave as previously proposed. The right-of-way would need to be improved to NCDOT standards, to include sidewalks along both sides of all streets, to the intersection at Main Street Ext. Staff was contacted by two of the property owners on Hamrick Road with concerns about future development. They would like to receive copies of any future plans and be included in any board meetings
- Lodge View Minor Plat: Final plat recorded for 7 lots on Norris Road in ETJ. Awaiting surety on sidewalks

## **Department Reports for December 2021**

- Yacht Club Flood Ordinance Violations: Building permit expired November 2019 based on permit revision issued; no inspections requested. Town has determined work constitutes a Substantial Improvement; structure will need to be brought into compliance with current Flood Damage Prevention Ordinance/Building Code. Staff conducted an inspection of the property on November 18th with owner's representative Russ Davis to document the condition of the property
- Boro Temporary Structure: To be removed by October 31, 2021 (180 additional days allowed by Session Law 2020-97) per permit 2020-1226 as allowed by the Flood Damage Prevention Ordinance for Temporary Non-Residential Structures in the floodplain and agreement with Randy
- 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
- One Harbor Church: Received letter from Tom Tapping and Isaac Hopkins on December 22, 2021 documenting the progress on site
- 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: Awaiting confirmation from Dewberry on scheduling a public information meeting to prioritize concerns/potential projects

### **Police Department**

#### *Patrol:*

- 190 Reportable Events
- 21 Motor Vehicle Crashes
- 2 Felony Arrests
- 16 Misdemeanor Arrests
- 10 Arrests by Warrant Service
- 3 DWI Arrests
- 3 Misdemeanor Drug Arrests
- 15 Arrests with Transport to the Onslow County Jail
- 135 Citations
- 106 Verbal/Written Warnings



## **Department Reports for December 2021**

- 10 Felonies Investigated (5-Fraud; 3-Larcenies; 2-Break & Entering)
- 22 Misdemeanors Reported (7-Property Damage; 3-Trespassing; 2-Larcenies; 2-Assaults; 1-Indecent Exposure; 1-Harrasment; 1-Intimidation; 7-Traffic Related)
- 9 Disputes/Public Disturbances
- 3 Crisis Intervention with Mental Patient
- 2 Drug Overdoses
- 2 Domestic
- 25 Alarm/Open Door Reports
- 34 Suspicious Incident/Person/Vehicle Reports
- 5 Town Ordinance Violations
- 9 Civil Disputes
- 56 Requests by Citizens/Motorists for non-Crime Related Assistance
- 208 Requests by Other Agencies for Assistance

### *Community Service/Training:*

- 11 Vehicle Unlocks
- 3 Funeral Escorts
- 27 Business Closing Standby's
- 17 Foot Patrols
- 4 Requests by Citizens for Residence Check
- Officer Shotwell completed Standardized Field Sobriety Testing Training. 32 hours training conducted by New Hanover County Sheriff's Office and held at Cape Fear Community College

### *Admin Services:*

- Answered 289 phone calls during business hours
- Assisted 107 Walk in requests for assistance during business hours
- Took 23 requests for reports during business hours

### **Public Works**

(no report provided)