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# BOARD OF COMMISSIONERS MEETING AGENDA

Town of Swansboro

Monday, January 10, 2022

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## Board Members

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

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\*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 Item:

FY 22-23 Budget Schedule

## IV. Appointments/Recognitions/Presentations

a. FY 20-21 Audit Report

Greg Redman, CPA

b. Public Safety Employees Recognition

David Degnan  
Fire Chief

c. Employee Introduction

Paula Webb  
Town Manager

## V. Public Hearing

a. Allowances for Church, School and Public Building Signage

Jennifer Ansell  
Planner

An amendment is proposed to remove Section 152.271, Additional Signs as Special Use, from the Unified Development Ordinance. It is not clear why the requirement to obtain a

special use permit exists specifically for church, school, and public building signs as these are typically non-intrusive sign types. Additionally, the amendment would remove the reference to banners, special events signs, etc. as they are addressed under Sections 152.268 and 152.269 of the ordinances.

The amendment would also 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.

**Recommended Action:**

*1) Hold the Public hearing;  
2) A motion to approve Ordinance 2022-O1 to amend Section 152.270, Signs Requiring a Permit and Fee, and Section 152.271, Additional Signs as Special Use, of the Unified Development Ordinance as proposed.*

## **VI. Business Non-Consent**

- a. Text Amendment/Town Code Chapter 74 Traffic Schedules Schedule V. One-Way Streets

Alissa Fender  
Town Clerk

At the February 22, 2021, Regular Meeting the Board unanimously adopted the Downtown Traffic Analysis for changes to be made effective after the tourist season concluded. The Town Code Chapter 74 Traffic Schedules Schedule V. One-Way Streets needs to be updated to reflect these changes and address other wording for conciseness.

**Recommended Action:** *Motion to approve Ordinance 2022-O2.*

- b. Budget Ordinance Amendment #2022-5

Jim Stipe  
Public Works Director

An emergency repair to the sewage system is needed at the Public Safety Building. This will be the third repair in five years. The restrooms are currently out of order. Requesting \$6,250 be appropriated from fund balance.

**Recommended Action:** *Motion to approve Budget Ordinance Amendment #2022-5*

- c. Accepting Emergency Supplemental Historic Preservation Funds and Adopting a Grant Project Ordinance for Emmerton School Repairs

Paula Webb  
Town Clerk

The Town has been awarded \$424,000 through the Emergency Supplemental Historic Preservation Fund (ESHPPF) Hurricane Disaster Relief for Emmerton School (Old Town Hall) at 502 Church Street. The funds will assist in remaining Hurricane Florence damage repairs and resiliency measures for future events. The grant was established as a 100% reimbursable grant.

*Recommended Action:*

*1) Accept the ESHPPF Grant in the amount of \$424,000; and  
2) Adopt Grant Project Ordinance; and >3) Authorize the Town Manager to take all actions necessary on behalf of the Town to receive the grant funds.*

## **VII. Items Moved from Consent**

## **VIII. Public Comment**

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

## **IX. Manager's Comments**

Paula Webb

## **X. Board Comments**

Board of Commissioners

## **XI. Closed Session**

Board of Commissioners

Recommended Action: Motion to enter Closed Session Pursuant to NCGS 143-318.11 (a) (5) to instruct the public body's staff on negotiating terms for property acquisition.

## **XII. Adjournment**

Board of Commissioners



# Board of Commissioners Meeting Agenda Item Submittal

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Item To Be Considered: **FY 22-23 Budget Schedule Adoption**

Board Meeting Date: **January 10, 2022**

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

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**Overview:** As provided, see FY 22-23 Budget Schedule for your consideration.

**Background Attachment:** FY 22-23 Budget Schedule

**Recommended Action:** Motion to approve FY 22-23 Budget Schedule

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**Reviewed By:**

Town Manager    1/6/2021  
Town Clerk      1/6/2021

Finance Director    12/01/2021  
Town Attorney      \_\_\_\_\_

**Date Action Approved by Board:** \_\_\_\_\_ **Action if different from Recommended:**

\_\_\_\_\_  
\_\_\_\_\_

## **BUDGET SCHEDULE – FISCAL YEAR 2022-23\***




January 10, 2022	Adoption of Budget Calendar
January 17, 2022	Budget instructions distributed to Department Heads
February 09, 2022	FY 22-23 draft CIP, capital outlay requests and major program request changes (i.e., new personnel, large contracts, etc.) are due. Any increase that will cause the budget request to be greater than 5-10% of current year's initial budget must be submitted at this point.
February 16, 2022	Operating and year-end projection worksheets due to Finance
February 28, 2022	Finance presents first draft of budget to Town Manager
March 1-7, 2022	Town Manager, Finance Director and Department Heads review departmental requests. Departments-try to leave schedules open.
March 8-11, 2022	Budget Revisions & Team Lock Down to balance Budget
March 18, 2022	Budget Distribution, available for public inspection
March 21-24, 2022	Budget Workshop: Budget Overview, if necessary
April 12-29, 2022	Additional Budget Workshops, if necessary
May 09, 2022	Set Public Hearing for June 13, 2022
June 13, 2022	Board holds Public Hearing
June 27, 2022	Board adopts Fiscal-Year 2022-2023 Budget
July 1, 2022	FY 22-23 Begins

***\*All dates are subject to change***

# Town of Swansboro Audit Report Presentation

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*Gregory T. Redman, CPA*  


# Independent Auditor's Report

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## Opinion

In my opinion, based on my audit, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the Town of Swansboro, North Carolina as of June 30, 2021, and the respective changes in financial position and cash flows, where appropriate, thereof and the respective budgetary comparison for the General Fund for the year then ended **in accordance with accounting principles generally accepted in the United States of America.**

**“Unmodified Opinion”**

**Reference Page 2 of the Annual  
Comprehensive Financial Report**



## Government-Wide Financial Analysis

	Governmental Activities		Business-type Activities		Total	
	2021	2020	2021	2020	2021	2020
Current and other assets	\$ 4,666,799	\$ 3,891,926	\$ 163,641	\$ 104,981	\$ 4,830,440	\$ 3,996,907
Capital and other noncurrent assets	7,053,832	7,182,468	-	239,822	7,053,832	7,422,290
Total assets	<u>\$ 11,720,631</u>	<u>\$ 11,074,394</u>	<u>\$ 163,641</u>	<u>\$ 344,803</u>	<u>\$ 11,884,272</u>	<u>\$ 11,419,197</u>
Deferred outflows of resources	\$ 710,088	\$ 377,898	\$ 24,842	\$ 18,412	\$ 734,930	\$ 396,310
Long-term liabilities	\$ 2,898,586	\$ 2,527,941	\$ 85,184	\$ 56,843	\$ 2,983,770	\$ 2,584,784
Other liabilities	1,065,007	829,019	33,974	37,448	1,098,981	866,467
Total liabilities	<u>\$ 3,963,593</u>	<u>\$ 3,356,960</u>	<u>\$ 119,158</u>	<u>\$ 94,291</u>	<u>\$ 4,082,751</u>	<u>\$ 3,451,251</u>
Deferred inflows of resources	\$ 293,926	\$ 301,503	\$ 132	\$ 15,049	\$ 294,058	\$ 316,552
Net position:						
Net investment in capital assets	\$ 5,599,105	\$ 5,569,892	\$ 227,836	\$ 239,822	\$ 5,826,941	\$ 5,809,714
Restricted	1,169,631	691,177	-	-	1,169,631	691,177
Unrestricted	1,404,464	1,532,760	69,193	14,053	1,473,657	1,546,813
Total net position	<u>\$ 8,173,200</u>	<u>\$ 7,793,829</u>	<u>\$ 297,029</u>	<u>\$ 253,875</u>	<u>\$ 8,470,229</u>	<u>\$ 8,047,704</u>

# Changes in Net Position

	Governmental Activities		Business-type Activities		Total	
	2021	2020	2021	2020	2021	2020
Revenues:						
Program revenues:						
Charges for services	\$ 493,238	\$ 410,080	\$ 533,193	\$ 436,631	\$ 1,026,431	\$ 846,711
Operating grants and contributions	584,617	417,820	-	-	584,617	417,820
Capital grants and contributions	9,474	50,508	-	-	9,474	50,508
General revenues:						
Property taxes	1,827,866	1,745,281	-	-	1,827,866	1,745,281
Other taxes	78,930	71,088	-	-	78,930	71,088
Grants and contributions not restricted to specific programs	1,473,942	1,268,190	-	-	1,473,942	1,268,190
Other	98,952	407,162	5,415	-	104,367	407,162
Total revenues	<u>\$ 4,567,019</u>	<u>\$ 4,370,129</u>	<u>\$ 538,608</u>	<u>\$ 436,631</u>	<u>\$ 5,105,627</u>	<u>\$ 4,806,760</u>
Expenses:						
General government	\$ 700,524	\$ 939,050	\$ -	\$ -	\$ 700,524	\$ 939,050
Public safety	2,266,322	1,989,854	-	-	2,266,322	1,989,854
Transportation	449,106	276,500	-	-	449,106	276,500
Economic development	143,597	145,233	-	-	143,597	145,233
Environmental protection	-	-	-	-	-	-
Cultural and recreation	369,351	342,413	-	-	369,351	342,413
Other	221,532	187,429	-	-	221,532	187,429
Interest on long-term debt	9,706	41,269	-	-	9,706	41,269
Stormwater	-	-	117,630	123,764	117,630	123,764
Solid Waste	-	-	405,335	335,165	405,335	335,165
Total expenses	<u>\$ 4,160,138</u>	<u>\$ 3,921,748</u>	<u>\$ 522,965</u>	<u>\$ 458,929</u>	<u>\$ 4,683,103</u>	<u>\$ 4,380,677</u>
Increase in net position before transfers and special items	\$ 406,881	\$ 448,381	\$ 15,643	\$ (22,298)	\$ 422,524	\$ 426,083
Transfers and special items	(27,510)	(163,802)	27,511	163,802	1	-
Increase in net position	\$ 379,371	\$ 284,579	\$ 43,154	\$ 141,504	\$ 422,525	\$ 426,083
Net position, July 1	7,793,829	7,509,250	253,875	112,371	8,047,704	7,621,621
Net position-beginning, restated	-	-	-	-	-	-
Net position, June 30	<u>\$ 8,173,200</u>	<u>\$ 7,793,829</u>	<u>\$ 297,029</u>	<u>\$ 253,875</u>	<u>\$ 8,470,229</u>	<u>\$ 8,047,704</u>

# Balance Sheet Governmental Funds

**Town of Swansboro, North Carolina  
Balance Sheet  
Governmental Funds  
June 30, 2021**

	<b>2021 General</b>	<b>2020 General</b>
<b>Assets</b>		
Cash and cash equivalents	\$ 3,442,222	\$ 3,135,321
Restricted cash	39,235	39,384
Receivables, net:		
Taxes	26,394	35,653
Accounts	527,007	333,636
Grants	-	-
Due from other funds	-	-
<b>Total Assets</b>	<b>\$ 4,034,858</b>	<b>\$ 3,543,994</b>
<b>Liabilities</b>		
Due to other funds	\$ 11,991	\$ -
Accounts payable and accrued liabilities	737,366	542,336
Other liabilities	-	-
<b>Total Liabilities</b>	<b>\$ 749,357</b>	<b>\$ 542,336</b>
<b>Deferred Inflows of Resources</b>		
Property taxes receivable	\$ 26,394	\$ 35,653
Prepaid taxes	26,507	-
<b>Total Deferred Inflows of Resources</b>	<b>\$ 52,901</b>	<b>\$ 35,653</b>
<b>Fund Balances</b>		
Restricted:		
Stabilization by State Statute	\$ 527,007	\$ 333,636
Streets	24,325	24,474
Capital improvements	-	-
Festivals and events	-	-
Assigned:		
Subsequent year's expenditures	249,260	378,472
<b>Unassigned</b>	<b>\$ 2,432,008</b>	<b>2,229,423</b>
<b>Total Fund Balances</b>	<b>\$ 3,232,600</b>	<b>\$ 2,966,005</b>
<b>Total Liabilities, Deferred Inflows of Resources, And Fund Balances</b>	<b>\$ 4,034,858</b>	<b>\$ 3,543,994</b>

Reference Page 18 of the Annual  
Comprehensive Financial Report

## Unassigned Fund Balance as a Percentage of Total General Fund Expenditures

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	<b>2021</b>	<b>2020</b>
Unassigned fund balance	\$ 2,432,008	\$ 2,229,423
Total General Fund expenditures	4,057,911	4,003,323
Unassigned fund balance as a Percentage of Total General Fund expenditures	60%	56%
LGC recommended amount	32%	32%
Average of similar-sized towns	63%	N/A

Reference Page 18 and 20 of the Annual Comprehensive  
Financial Report

# Statement of Net Positions Proprietary Funds

Town of Swansboro, North Carolina  
Statement of Net Position  
Proprietary Funds  
June 30, 2021

	Major Enterprise Funds		
	Stormwater Fund	Solid Waste Fund	Totals
<b>Assets</b>			
Current assets:			
Cash and cash equivalents	\$ 41,313	\$ 61,385	\$ 102,698
Accounts receivable (net)	60,943	-	60,943
Due from other funds	-	-	-
Total Current Assets	<u>\$ 102,256</u>	<u>\$ 61,385</u>	<u>\$ 163,641</u>
Noncurrent assets:			
Capital assets:			
Land and other non-depreciable assets	-	-	-
Other capital assets, net of depreciation	64,240	163,596	227,836
Capital assets (net)	<u>\$ 64,240</u>	<u>\$ 163,596</u>	<u>\$ 227,836</u>
Total Assets	<u>\$ 166,496</u>	<u>\$ 224,981</u>	<u>\$ 391,477</u>
<b>Deferred Outflows of Resources</b>			
Pension deferrals	<u>\$ 12,421</u>	<u>\$ 12,421</u>	<u>\$ 24,842</u>
<b>Liabilities</b>			
Current liabilities:			
Accounts payable - trade	\$ 6,184	\$ 27,188	\$ 33,372
Due to other funds	-	-	-
Customer deposits	-	-	-
Compensated absences - current	301	301	602
Total Current Liabilities	<u>\$ 6,485</u>	<u>\$ 27,489</u>	<u>\$ 33,974</u>
Noncurrent liabilities:			
Compensated absences	\$ 2,712	\$ 2,712	\$ 5,424
Net pension liability	21,378	21,378	42,756
Total OPEB liability	<u>18,502</u>	<u>18,502</u>	<u>37,004</u>
Total non-current liabilities	<u>\$ 42,592</u>	<u>\$ 42,592</u>	<u>\$ 85,184</u>
Total Liabilities	<u>\$ 49,077</u>	<u>\$ 70,081</u>	<u>\$ 119,158</u>
<b>Deferred Inflows of Resources</b>			
Pension deferrals	<u>\$ 66</u>	<u>\$ 66</u>	<u>\$ 132</u>
<b>Net Position</b>			
Net investment in capital assets	\$ 64,240	\$ 163,596	\$ 227,836
Restricted net position	-	-	-
Unrestricted net position	<u>65,534</u>	<u>3,659</u>	<u>69,193</u>
Total Net Position	<u>\$ 129,774</u>	<u>\$ 167,255</u>	<u>\$ 297,029</u>

Reference Page 24 of the Annual  
Comprehensive Financial Report

# Statement of Revenues, Expenses, And Changes in Fund Net Position Proprietary Funds

**Town of Swansboro, North Carolina**  
**Statement of Revenues, Expenses, And Changes in Fund Net Position**  
**Proprietary Funds**  
**For the Year Ended June 30, 2021**

	<b>Major Enterprise Funds</b>		
	<b>Stormwater</b>	<b>Solid Waste</b>	<b>Totals</b>
<b>Operating Revenues</b>			
Charges for services	\$ 133,961	\$ 399,232	\$ 533,193
Other operating revenues		-	-
Total Operating Revenues	<u>\$ 133,961</u>	<u>\$ 399,232</u>	<u>\$ 533,193</u>
<b>Operating Expenses</b>			
Administration	\$ -	\$ -	\$ -
Stormwater operations	115,854	-	115,854
Solid waste operations	-	383,060	383,060
Depreciation	1,776	22,275	24,051
Total Operating Expenses	<u>\$ 117,630</u>	<u>\$ 405,335</u>	<u>\$ 522,965</u>
Operating income (loss)	<u>\$ 16,331</u>	<u>\$ (6,103)</u>	<u>\$ 10,228</u>
<b>Non-operating Revenues (Expenses)</b>			
Investment earnings	\$ -	\$ -	\$ -
Miscellaneous revenue	5,415	-	5,415
Total Non-operating Revenues (expenses)	<u>\$ 5,415</u>	<u>\$ -</u>	<u>\$ 5,415</u>
<b>Income (loss) before contributions and transfers</b>	<u>\$ 21,746</u>	<u>\$ (6,103)</u>	<u>\$ 15,643</u>
Capital contributions	-	-	-
Transfers from other funds	13,774	13,737	27,511
Transfers to other funds	-	-	-
Change in net position	<u>\$ 35,520</u>	<u>\$ 7,634</u>	<u>\$ 43,154</u>
Net position, beginning	<u>94,254</u>	<u>159,621</u>	<u>253,875</u>
Net position, ending	<u><u>\$ 129,774</u></u>	<u><u>\$ 167,255</u></u>	<u><u>\$ 297,029</u></u>

Reference Page 25 of the  
Annual Comprehensive  
Financial Report

## Changes in Long-term Liabilities

	Beginning			Ending	Current
	Balance	Increases	Decreases	Balance	Portion of
Governmental Activities:					Balance
Notes from direct placements	\$ 1,612,576	\$ 110,700	\$ 268,549	\$ 1,454,727	\$ 294,278
Total pension liability (LEO)	75,611	32,404	-	108,015	-
Net pension liability (LGERS)	563,498	248,867	-	812,365	-
Total OPEB liability	450,151	252,939	-	703,090	-
Compensated absences	111,358	79,760	56,216	134,902	20,235
Total	<u>\$ 2,813,194</u>	<u>\$ 724,670</u>	<u>\$ 324,765</u>	<u>\$ 3,213,099</u>	<u>\$ 314,513</u>

	Beginning			Ending	Current
	Balance	Increases	Decreases	Balance	Portion of
Business-type Activities:					Balance
Net pension liability (LGERS)	\$ 29,658	\$ 13,098	\$ -	\$ 42,756	\$ -
Total OPEB liability	23,692	13,312	-	37,004	-
Compensated absences	4,109	3,927	2,010	6,026	602
Total	<u>\$ 57,459</u>	<u>\$ 30,337</u>	<u>\$ 2,010</u>	<u>\$ 85,786</u>	<u>\$ 602</u>

Reference Page 55-56 of the Annual  
Comprehensive Financial Report

# Analysis of Current Tax Levy

**Town of Swansboro, North Carolina  
Analysis of Current Tax Levy  
Town-wide Levy  
For the Fiscal Year Ended June 30, 2021**

	Town-wide			Total Levy	
	Property Valuation	Rate	Amount of Levy	Property excluding Registered Motor Vehicles	Registered Motor Vehicles
Original levy:					
Property taxed at current year's rate	\$ 480,945,714	0.35	\$ 1,683,310	\$ 1,683,310	\$ -
Registered motor vehicles taxed at current rate	42,239,143	0.35	147,837	-	147,837
Total property valuation	<u>\$ 523,184,857</u>				
Net levy			\$ 1,831,147	\$ 1,683,310	\$ 147,837
Unpaid (by taxpayer) at June 30, 2021			<u>(12,171)</u>	<u>(12,171)</u>	<u>-</u>
Current year's taxes collected			<u>\$ 1,818,976</u>	<u>\$ 1,671,139</u>	<u>\$ 147,837</u>
Current levy collection percentage			<u>99.34%</u>	<u>99.28%</u>	<u>100.00%</u>

Reference Page 82 of the  
Annual Comprehensive  
Financial Report



# Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with “Government Auditing Standards”

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## Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Town of Swansboro, North Carolina’s financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit and, accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.



# Board of Commissioners Meeting Agenda Item Submittal

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Item to Be Considered: **Allowances for Church, School and Public Building Signage**

Board Meeting Date: **January 10, 2022**

Prepared By: **Jennifer Ansell, Planner**

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**Overview:** An amendment is proposed to remove Section 152.271, Additional Signs as Special Use, from the Unified Development Ordinance. It is not clear why the requirement to obtain a special use permit exists specifically for church, school, and public building signs as these are typically non-intrusive sign types. Additionally, the amendment would remove the reference to banners, special events signs, etc. as they are addressed under Sections 152.268 and 152.269 of the ordinances.

The amendment would also 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.

**Planning Board Recommendation:** During its December 7, 2021 regular meeting, the Town of Swansboro Planning Board unanimously recommended approval of the proposed amendments to the Unified Development Ordinance pertaining to church, school and public building signage.

**Recommended Action:** 1) Hold the Public Hearing;  
2) Motion to approve Ordinance 2022-O1 to amend Section 152.270, Signs Requiring a Permit and Fee, and Section 152.271, Additional Signs as Special Use, of the Unified Development Ordinance as proposed.

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

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

## Attachments

Proposed Ordinance 2022-O1

Planning Board Statement of Consistency

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### Reviewed By:

Town Manager 1/6/2022  
Town Clerk 1/6/2022

Finance Director \_\_\_\_\_  
Town Attorney \_\_\_\_\_

Date Action Approved by Board: \_\_\_\_\_ Action if different from Recommended: \_\_\_\_\_

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**ORDINANCE 2022-O1**  
**AN ORDINANCE AMENDING THE UNIFIED DEVELOPMENT ORDINANCE**  
**TO CLARIFY THE ALLOWANCES FOR CHURCH, SCHOOL AND**  
**PUBLIC BUILDING SIGNAGE**

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

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

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

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

**TITLE XV: LAND USAGE**

**CHAPTER 152: UNIFIED DEVELOPMENT ORDINANCE**

**SIGNS**

**§ 152.270 SIGNS REQUIRING A PERMIT AND FEE.**

No sign can exceed the allowed square footage without a variance.

(P) Church, School and Public Building (non-governmental) Signs. Shall meet the following criteria:

(1) Each tract of land shall be permitted one monument sign. See division (G) of this section.

(2) Signage on the building shall not exceed one square foot per one linear foot of principal building frontage. The square footage permitted can be equally distributed on the site allowing for signage on multiple structures not to exceed the total allotted.

**§ 152.271 ADDITIONAL SIGNS AS SPECIAL USE.**

The following types of signs shall be a “special use” in all districts (refer to §§ 152.210 through 152.211).

A) Signs for churches, schools, or public buildings provided that the sign shall not have more than two sides and the area of each side shall not exceed 32 square feet.

B) Signs for accessory uses in the kinds of uses described in the immediately preceding subparagraph, provided that the sign is consistent in appearance with the principal sign,

~~the accessory use sign has no more than two sides, and the area of each side of each accessory use sign shall not exceed 20 square feet.~~

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

These amendments are effective upon adoption of this Ordinance.

Adopted this 10<sup>th</sup> day of January 2022.

Town of Swansboro Board of Commissioners

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John Davis, Mayor

ATTEST:

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Alissa Fender, Town Clerk

## PLANNING BOARD STATEMENT OF CONSISTENCY

### Church, School and Public Building Signage

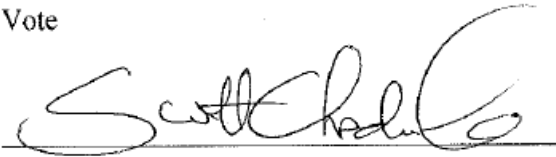
During its December 7, 2021 regular meeting, the Town of Swansboro Planning Board recommended proposed amendments to the Unified Development Ordinance related to church, school and public building signage under Sections 152.270 and 152.271.

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

This statement reflects the recommendation of the Town of Swansboro Planning Board this the 7<sup>th</sup> day of December 2021.

5-0

Vote

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

Scott Chadwick, Planning Board Chairperson



# Board of Commissioners Meeting Agenda Item Submittal

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Item To Be Considered: **Text Amendment/Town Code Chapter 74 Traffic Schedules  
Schedule V. One-Way Streets**

Board Meeting Date: **January 10, 2022**

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

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**Overview:**

At the February 22, 2021, Regular Meeting the Board unanimously adopted the Downtown Traffic Analysis for the following changes to be made effective after the tourist season concluded.

- Front Street would be one-way moving South from NC24 toward Church Street
- Church Street would be one-way moving West from Front Street to Water Street, then two-way to NC24
- Water Street would remain two-way
- Main Street would be two-way from moving East from NC24 to Water Street, then one-way East to Front Street, and two-way across Front Street to the street-end
- Moore Street would remain one-way moving West from Front Street, then East two-way across Front Street to the street-end

After discussion and concerns that arose, it is recommended that Moore Street remain one-way as it is currently.

The Town Code Chapter 74 Traffic Schedules Schedule V. One-Way Streets needs to be updated to reflect these changes and address other wording for conciseness.

**Background Attachment(s):**

1. Ordinance 2022-O2

**Recommended Action:** Motion to approve or deny Ordinance 2022-O2.

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**Reviewed By:**

Town Manager    1/5/2022  
Town Clerk       1/5/2022

Finance Director    \_\_\_\_\_  
Town Attorney       \_\_\_\_\_

**Date Action Approved by Board:** \_\_\_\_\_ **Action if different from Recommended:**

\_\_\_\_\_  
\_\_\_\_\_

**AN ORDINANCE AMENDING THE SWANSBORO TOWN CODE OF  
ORDINANCES TO MODIFY ONE-WAY STREETS  
(2022-O2)**

THE BOARD OF COMMISSIONERS OF THE TOWN OF SWANSBORO ORDAINS:

Section 1. “That the following section of the Code of Ordinances, Town of Swansboro, North Carolina, be hereby amended to read as follows:

**§ Chapter 74 TRAFFIC SCHEDULES SCHEDULE V. ONE-WAY STREETS.**

<i>Location</i>	<i>Ord. No.</i>	<i>Date Passed</i>
<del>Church Street North from Front Street to Water Street</del>	–	5-18-93
<del>Front Street West from N.C. Highway 24 to Church Street</del>	–	5-18-93
<del>Main Street South from N.C. Highway 24 to Front Street</del>	–	5-18-93
<del>Moore Street West of Highway N.C. 24 and North West from Front Street to Elm Street</del>	–	9-15-98
Church Street from Front Street to Water Street	2022-O2	01-10-2022
Front Street from N.C. Highway 24 to Church Street	2022-O2	01-10-2022
Main Street from Water Street to Front Street	2022-O2	01-10-2022
Moore Street from Front Street to Elm Street	2022-O2	01-10-2022
Sabiston Drive West from N.C. Highway 24 to Church Street	–	10-11-88
Water Street along Ward Shore Park (westbound) from Spring Street to Elm Street	2019-O1	1-22-19

(OC, App. I § 123) Penalty, see § 70.99

Section 2. This ordinance shall become effective upon adoption.

Adopted this 10th day of January 2022.

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

Attest:

\_\_\_\_\_  
Alissa A. Fender, Town Clerk



# Board of Commissioners Meeting Agenda Item Submittal

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Item To Be Considered: **Budget Ordinance Amendment #2022-5** (Public Buildings)

Board Meeting Date: **January 10, 2022**

Prepared By: **Jim Stipe, Public Works Director/Building Inspector**

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**Overview:** An emergency repair to the sewage system is needed at the Public Safety Building. This will be the third repair in five years. The restrooms are currently out of order.

The sewage system in the Public Safety Building is original to the building. It was not designed for the volume of occupants with the addition of the Sleeping Quarters and Police Department. We are in receipt of a quote that allows a larger holding tank and pump system that will accommodate the current occupants and volume of flow. Requesting \$6,250 be appropriated from fund balance.

**Source of funds: Appropriated Fund Balance**

**Background Attachment(s):** Budget Ordinance Amendment #2022-5

**Recommended Action:** Motion to approve Budget Ordinance Amendment #2022-5

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



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

**BUDGET ORDINANCE AMENDMENT #2022-5**

**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	\$6,250.00

<u>Revenues</u>	<u>Increase</u>
Appropriated Fund Balance	\$6,250.00

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 10, 2022.

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

Attest:

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



# Board of Commissioners Meeting

## Agenda Item Submittal

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Item To Be Considered: **Accepting Emergency Supplemental Historic Preservation Funds and Adopting a Grant Project Ordinance for Emmerton School Repairs**

Board Meeting Date: **January 10, 2022**

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

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**Overview:** The Town has been awarded \$424,000 through the Emergency Supplemental Historic Preservation Fund (ESHPPF) Hurricane Disaster Relief for Emmerton School (Old Town Hall) at 502 Church Street. The funds will assist in remaining Hurricane Florence damage repairs and resiliency measures for future events. The grant was established as a 100% reimbursable grant.

However, in reviewing the draft contract it was brought to our attention that preparation of a schematic/design development drawings and construction drawings was not submitted in the application budget and is a federal requirement. The grant agency did say that the cost could be absorbed into the grant award, but it may likely reduce the amount of one or more other items, or the Town could absorb those costs. At the time of memo preparation, a quote for such documents was not available. We hope to have a quote by meeting time. *It should also be noted that the application budget provided 2019 cost figures.*

Funding will provide:

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 damage
8. Sealing the crawl space
9. Attic Insulation

**Options:**

1) Proceed with accepting the \$424,000 so that final contract can be executed and adopt the Grant Project Ordinance as written. As project quotes are received, compare with the budgeted amount. If significant overages are apparent discuss project scope with the Board; or

2) Proceed with accepting the \$424,000 and allocate additional funds from the fund balance

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

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\_\_\_\_\_

**The listed deadline for completion for this project is September 30, 2023**, but we are hoping, due to granting agency delays, that extensions may be available if needed.

**Recommended Action:** 1) Accept the ESHPF Grant in the amount of \$424,000; and  
2) Adopt Grant Project Ordinance; and 3) Authorize the Town Manager to take all actions necessary on behalf of the Town to receive the grant funds.

**Background Attachment(s):** Grant Project Ordinance

**GRANT PROJECT ORDINANCE  
EMERGENCY SUPPLEMENTAL HISTORIC PRESERVATION FUNDS**

**WHEREAS**, the Town of Swansboro has been awarded a \$424,000 grant from the North Carolina Department of Natural and Cultural Resources for Emmerton School repairs; and

**WHEREAS**, the Town has a project plan for the funding of the Emmerton School Project (old Town Hall at 502 Church Street); and

**WHEREAS**, before receiving a payment, the Board of Commissioners is required to formally accept the Emergency Supplemental Historic Preservation Funds; and

**WHEREAS**, revenue received under the Emergency Supplemental Historic Preservation Fund grant must only be spent for purposes authorized by the North Carolina Department of Natural and Cultural Resources, any applicable regulations, and in accordance with state law; and

**WHEREAS**, the Town of Swansboro must comply with all applicable budgeting, accounting, contracting, reporting, and other compliance requirements for the Emergency Supplemental Historic Preservation Fund; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Town of Swansboro that we do hereby accept and request Emergency Supplemental Historic Preservation funding to be distributed by the State of North Carolina; and

**BE IT FURTHER RESOLVED** that the Town of Swansboro affirms that the Emergency Supplemental Historic Preservation Funds revenue will only be used for the purposes prescribed in the Emergency Supplemental Historic Preservation Fund grant contract, and any applicable regulations, and in accordance with state law; and

**FURTHER** that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

**Section 1. Name.** A grant ordinance fund is created, entitled Emmerton School Improvement Project, to carry out significant improvements to Emmerton School.

**Section 2. Revenues.** The following revenues are available for this grant project:

North Carolina Department of Natural and Cultural Resources	\$424,000
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**Section 3. Expenses.** The following amounts are hereby appropriated within the fund for the implementation of the grant ordinance.

Project Cost	\$424,000
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**Section 4. Effective Date.** This ordinance shall be effective upon its adoption, provided that no expenses shall be incurred in this fund prior to January 10, 2022.

Adopted by the Swansboro Board of Commissioners in regular session, January 10, 2022.

Attest:

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

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