

Table of Contents

Agenda	3
February 15, 2021 Special Meeting Minutes	
2.15.2021	10
March 22, 2021 Regular Meeting Minutes	
3.22.2021	18
Tax Refund Request	
Agenda Memo	27
ONWASA Administrative Services Agreement 21/22	
Agenda Memo	28
Proclamations	
Admin Professionals	32
National Military Appreciation Month	33
International Firefighters Day	34
Municipal Clerks Week	35
National Police Week	36
Public Works Week	37
National Safe Boating Week	38
Special Use Permit - The Blazin' Bird Restaurant	
Agenda Memo	39
2019 CAMA Land Use Plan Update Applicable Sections	49
Special Use Application.	84
TRC Comments.	90
Appraised Building Value	92
Value Impact Report	111
UDO Text Amendment - Chapters § 152.225 - 152.227/Residential Cluster Development Regulations	
Agenda Memo	119
One Harbor Church Lease Extension	
Agenda Memo	125
Text Amendment to Town Code Chapter 112: Mobile Ice Cream Vending Regulations	
Agenda Memo	129
Budget Ordinance Amendment 2021-7 Multi-Departments	
Agenda Memo	132
Financial Report - March 2021	
March 2021 Report	134
Future Agenda Items	
Agenda Memo	143
Manager's Brief April 26, 2021	
4.26.21 Brief	144
Emergency Operations Center Update	
EOC Update	152
Departments Report	

March 2021	154
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BOARD OF COMMISSIONERS MEETING AGENDA

Town of Swansboro

Monday, April 26, 2021

Board Members

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

February 15, 2021 Special Meeting Minutes

March 22, 2021 Regular Meeting Minutes

b. Tax Refunds

Onslow County Tax Collector recommends refunds of the below listed taxes totaling \$425.91.

Ad Valorem Tax

Hunnings John & Chasity \$131.73 Listed & paid in Carteret Cty - moved boat 1/1/2020

Vehicle Tax

Hidalgo, Edson	\$ 4.17	Tag Surrender
Phelps, Linda Mitchell & Rodney William	\$ 11.74	Tag Surrender
Phelps, Rodney William	\$ 8.35	Tag Surrender
Crosby-Woods, Demetrias Monche	\$ 30.53	Tag Surrender
Farren, Erica Dorothy	\$ 69.35	Military
Guzman, Florentino Amadeo & Castro, Isabel Michelle	\$170.04	Military

c. Contract

ONWASA Administrative Services Agreement 21/22

d. Resolutions/Proclamations

Administrative Professionals Week – April 18-24

National Military Appreciation Month - May

International Firefighter’s Day - May 4

Professional Municipal Clerks Week - May 2-8

National Police Week - May 9-15

National Public Works Week - May 16-22

National Safe Boating Week - May 22-28

National Boating Safety Week - May 22-28

IV. Appointments/Recognitions/Presentations – *None Scheduled*

V. Public Hearing

a. Special Use Permit - The Blazin' Bird Restaurant

Jennifer Ansell

Planner

Chase Hanford has submitted an application for special use to utilize the property at 632 W. Corbett Ave, the former Seaside Coney Island, as a restaurant. Though the property was previously used as a restaurant, “Restaurants (including take-out only establishments)” now require a special use in the B-2 General Business zoning district. Because the property has been vacant due to damage from Hurricane Florence in September 2018, the use has been discontinued for more than 180 days, and a special use is required.

At their April 6, 2021 regular meeting, the Planning Board voted unanimously to recommend approval of the special use application. There were no additional conditions suggested.

Action Needed: Per Section 152.210 of the UDO, the Board shall consider the application and may approve or deny the requested special use permit. In granting a special use permit, the Board shall give due regard to the nature and state of all adjacent structures and uses, and the districts within which the proposed use is to be located. The Board shall consider whether it is necessary or appropriate to affix conditions thereto for the purposes of protecting neighboring properties and/or the public interest assuring that the use is harmonious with the area, ensuring that the use is consistent with the spirit of the ordinance, and shall affix to such permit any reasonable and

appropriate conditions as it finds are necessary for any of those purposes.

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

b. UDO Text Amendment - Chapters § 152.225 - 152.227/Residential Cluster Development Regulations

Jennifer Ansell
Planner

At their March 2, 2020 regular meeting, the Planning Board discussed their immediate goals with regard to implementation of the Land Use Plan. The first priority established was to re-work the Residential Cluster Development Regulations to strengthen the requirements for the protection of vulnerable areas such as designated wetlands and the floodway.

The proposed amendments require identification of any 401 or 404 wetlands on preliminary plats, prohibits any required open space from being made up of 401 or 404 wetlands, and requires such 401 or 404 wetlands be deeded to the Town.

Action Needed: Motion to adopt Ordinance 2021-O1 amending UDO Chapters 152.225 -152.227/Residential Cluster Development Regulations and to adopt one of the following consistency statements below:

Per § 160A-383, zoning regulations shall be made in accordance with a comprehensive plan. Prior to adopting or rejecting any zoning amendment, the governing board shall adopt one of the following statements which shall not be subject to judicial review:

- 1) A statement approving the zoning amendment and describing its consistency with an adopted comprehensive plan and explaining why the action taken is reasonable and in the public interest;
- 2) A statement rejecting the zoning amendment and describing

its inconsistency with an adopted comprehensive plan and explaining why the action taken is reasonable and in the public interest; or

3) A statement approving the zoning amendment and containing at least all of the following:

a. A declaration that the approval is also deemed an amendment to the comprehensive plan. The governing board shall not require any additional request or application for amendment to the comprehensive plan.

b. An explanation of the change in conditions the governing board took into account in amending the zoning ordinance to meet the development needs of the community.

c. Why the action was reasonable and in the public interest.

VI. Business Non-Consent

a. One Harbor Church Lease Extension

Chris Seaberg
Manager

At the March 9, 2020 meeting, an amendment to our lease agreement with One Harbor Church was approved. The amendment included a subsidized monthly rate of \$1,029.76 through December 31, 2020. The amendment also included the same rate on a month-to-month basis starting January 1, 2021. Construction of OHC's new facility has been delayed due to COVID-19 therefore we have discussed the following proposed amendments to the lease agreement with representative of One Harbor Church.

- Appropriate Consumer Price Index increases for the 2019 and 2020 calendar years are added to the monthly lease rate
- Subsidies of the rental rate ends October 2021
- Starting November 2021, the monthly rate will be \$3,142.83
- The lease will be on a month-to-month basis starting January 2022
- One Harbor Church representatives expect the need for facilities lease through the end of Fiscal Year 2021-2022 (June 2022) and maybe further
- A December 2021 CPI increase will increase the lease rate

Action Needed: Motion to approve Resolution 2021-R3 Amended Lease Amendment with the terms as described, and

authorize the Town Manager to execute, at the appropriate time, any instruments necessary to consummate the lease agreements.

b. Text Amendment to Town Code Chapter 112: Mobile Ice Cream Vending Regulations

Ken Jackson

Police Chief

To better clarify the approval process for mobile ice cream vendors, amendments are recommended to 1) authorized the Town Manager to make changes to rates for mobile ice cream vendors, 2) terminology improvements, 3) require a criminal records check on the business owner/applicant and each proposed driver of any mobile ice cream vending vehicle, and 4) removal of the applicant's cost for the public hearing.

Action Needed: Motion to adopt Ordinance 2021-O2 amending Chapter 112 of the Town Code of Ordinances to clarify the process for approving mobile ice cream vendors.

c. Budget Ordinance Amendment 2021-7 Multi-Departments

Sonia Johnson

Finance Director

Amendments are needed for the following departments, with funds being appropriated from Fund Balance for all.

1. Public Works/Streets-NCDOT requires Wayfinding Signs be installed on breakaway poles. Requesting \$7,000 to be appropriated to purchase 13 breakaway poles.

2. Permitting/Admin Services-At the April 12th BOC meeting, the Town Manager shared the need to hire a Planning Technician prior to the Town Planner's maternity leave in July 2021. The position is proposed to be funded 50% Admin Services and 50% Permitting. Requesting \$6,248.18 be appropriated to cover salaries and benefits for the month of June 2021.

3. Parks & Recreation-The NC Coastal Federation was awarded funds for asphalt removal and permeable parking at Ward Shore Park. The total project cost was \$118,302. A partnership with NC Coastal Federation provides assurance of at least a \$40,000 reimbursement towards the overall project. Project costs overran by \$10,000. Requesting \$50,000 be appropriated for project costs.

Action Needed: Motion to approve Budget Ordinance
Amendment #2021-7

d. Financial Report - March 2021

Sonia Johnson
Finance Director

A report will be given on the March 2021 Financials.

Action Needed: Receive Report

e. Meeting Format Moving Forward

John Davis
Mayor

Last month, the Board discussed its meeting format moving forward and the consensus was to remain remote and discuss options again on April 26, 2021. The current Executive Order expires Friday, April 23, 2021 and it is expected that Governor Cooper will hold a press conference later in the week to address "moving forward."

Action Needed: Discuss and determine meeting format moving forward

f. Future Agenda Items

Paula Webb
Asst Manager/Clerk

An opportunity is provided 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.

Action Needed: Discuss, introduce items of interest and provide direction on future agenda items.

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

Manager's Brief April 26, 2021
Emergency Operations Center Update
Departments Report

Chris Seaberg
Town Manager

- X. Board Comments**
- XI. Closed Session** - *None Scheduled*
- XII. Adjournment**

Board of Commissioners

Board of Commissioners

Town of Swansboro
Board of Commissioners
February 15, 2021 Special Meeting

In attendance: Mayor John Davis, Mayor Pro Tem Frank Tursi, Commissioner Pat Turner, Commissioner Harry PJ Pugliese, Commissioner Larry Philpott, and Commissioner Laurent Meilleur (joined at 5:45pm). It was noted that the Board had returned to remote meetings through the ZOOM platform as allowed by NCGS 166A-19. Governor Cooper had declared a state of emergency due to the COVID-19 Pandemic in March 2020 and it remained in effect.

Call to Order/Opening Prayer

The special meeting was called to order at 5:30 pm. Mayor Davis gave the invocation and noted that the meeting was called to discuss the following topics:

Goals/Priorities
Grant Strategies
Planning Board Work Timeline
Visitor's Center Plan

Goals/Priorities

In June 2020, a "roll-over" list of Goals and Objectives from FY 2019-2020 was reviewed along with additional goals established since Manager Seaberg's arrival in September 2019.

- **Sidewalk Construction** (in partnership with the NC Department of Transportation) – The Town had allocated \$116K towards the sidewalk projects and NCDOT had indicated a project start date in the Spring of 2021. Commissioner Philpott inquired what the shortfall would be if the allocated funds did not cover the areas designated? Manager Seaberg reviewed the three priority areas with the 3rd (along Hammocks Beach Road) being the most expensive with a wetland crossing requiring a permit process, which was likely to be more than allocated. It might be possible to work with NCDOT for tradeoffs – delineate other areas for wetlands. Mayor Pro Tem Tursi would also feel more comfortable with a statement from NCDOT on the ownership of sidewalks.
- **Update the Town's Emergency Management Plan** – After receiving engineered assessments on the PSB and Town Hall – neither of which were assessed to withstand a Category 3 hurricane, the Town contracted with the Wooten Company to prepare cost estimates for upgrades at the PSB to bring the structure to a category that would withstand 150 mph winds and estimates to acquire property to construct a new facility that could house

public safety and possibly other staff. In the interim, the Town had signed an MOU with Swansboro United Methodist Church to utilize a portion of their facility should the Town expect a storm greater than a Category 1. Part of that MOU was that the Town would provide a trailer able generator during any such event. Regular updates on the EOC progress were being given by the Manager monthly and/or as progress changed.

- **Proposed Boats Slips with Future Dockwalk** – Local restaurant owner, Randy Swanson had suggested additional boats slips as an addition to the future dockwalk (along the south side of NC24 bridge) already approved. The Army Corp of Engineers had extended use of the waterway by 85'. Mayor Davis indicated that the County Board of Commissioners would be interested in the suggested boat slips project. Manager Seaberg believed the suggested project could be a second phase to the current CAMA Access Grant. The current phase was fully funded. The project was not a high priority for Commissioner Turner because it was not something that could be accomplished before summer. She also inquired on the cost for second phase. Commissioner Pugliese felt the Town should press forward if it could be accomplished along with phase I and easements were already obtained. Commissioner Meilleur agreed with Commissioner Turner, it needed more review. Manager Seaberg offered that grant awards were a 75/25 split. Phase II would have to be funded in the new fiscal year. A pre-application could be submitted in April 2021. Mayor Pro Tem Tursi looked at the phases differently; he supported waterfront improvements but noted what the Town built it must also maintain and/or or rebuild if destroyed. Commissioner Philpott agreed but was also supportive to move forward.

The consensus was this item was a lower priority project.

- **Parks Master Plan** – the current plan was dated 2008. Updating the plan was important in the Town's quest for grant assistance. The estimated cost for a complete overhaul of the plan - \$50K. Board member believed the price tag too high and gave direction for Staff to seek RFQ's/Proposals with a focus on updates that would satisfy grant agency requirements in January 2021.
- **Ward Shore** – project slated for completion by March. Additional funds may be needed for Water Street retro-fit, which includes a 1" asphalt overlay. Powell Bill funds could be used. Mayor Pro Tem Tursi suggested research on different types of pavers that may alleviate flooding, wash out.
- **Watershed Restoration Plan** – Mayor Pro Tem Tursi again urged staff to apply for 319 funding. A partnership with the Carolina Wetlands Association was in place which was a goal from the plan. Many of the goals would require outside expertise and funding. Manager Seaberg would reach out to NC Coastal Federation to discuss possible 319 funding for stormwater mapping

and Water Street retrofit. Commissioner Philpott also noted that the Economic Strategic Development Plan had similar goals/strategies.

- **Downtown Traffic Plan** – This item was scheduled for discussion February 22. The draft plan had been re-adjusted to include those recommendation the Board gave some months ago. One-way traffic movement for Front Street, portions of Church Street and Main Street Extension, and no intersection light changes at Main Street Extension/NC24. If the Board agreed with the plan on February 22 – implementation on painting parking spaces, crosswalks, and education could begin. Commissioner Meilleur heard rumblings of a crosswalk over NC24 and wondered how that got brought up. Mayor Davis shared that the downtown merchants had suggested it. **The suggested crosswalk was a low priority, but the Downtown Traffic Movement was a high priority.**
- **Wetland Discussion** – due to remote meetings, the Carolina Wetlands Association discussion with the Planning Board had been cancelled in February and re-scheduled for March 2. **Planning Board Work Timeline** –. The Board urged staff to keep the Planning Board on track with its timeline. **Wetlands discussion/understanding was a high priority item** and the Town needed to take advantage of the Carolina Wetlands Association’s knowledge.
- **Emergency Call Box at Park** – the call box had been a Parks Board request for a couple years but had been cut from the budget each year. It was a low-cost item at \$5K. Director Stanley shared that there was still interest to purchase the call box. **Medium to low priority** item because most people carried a cell phone, but in an emergency, Board members did see the advantage.
- **Planner Tech** – Manager Seaberg recommended funding the position as a high priority in moving forward on planning-related items. A proposed salary range was \$36-52K salary range. It was also noted that Planner Jennifer Ansell was expecting and would need backup while on maternity leave. Board members supported.
- **Signage Items** – The Board had agreed to defer discussion on controversial items until it returned to in person meetings.
- **NC24 Beautification** – incentivize business owners to improve appearance along NC24. Mayor Davis shared he had created an incentive document and would provide it to the Board. The Golden Leaf Foundation may fund such projects. Not being aware of the proposed document, **Board members needed to receive and review the document before making comments and considered the matter a low priority until reviewed.**
- **Strategic Plan Objectives** – Commissioner Philpott read through the plan

objectives and believed the Town was making progress but may need to revive discussion. He offered that JOED Executive Director Mark Sutherland speak with the Board to revive and discuss strategy.

- **Fire/Police** – Manager Seaberg was not aware of any Police Department needs in conversation with Chief Jackson today. For the Fire Department, the Board funded the position not awarded through the SAFER Grant last month, as well as funding for CIP equipment. Additional staff request would be forthcoming with the FY 21/22 Budget.
- **Public Works** – Director Jim Stipe still needed a fulltime Maintenance Tech. needed. CIP vehicle and equipment were funding last month.
- **Finance** – software was funded in FY 20/21, however COVID19 had put a damper on the ability to view the operations of programs at other jurisdictions. Demos were underway remotely.

Grant Strategies

On February 8, 2021, Manager Seaberg provided an overview of current town grants and shared grant agencies and types of projects those agencies fund. Mayor Pro Tem Tursi suggested 319 funding opportunities to include stormwater mapping and Water Street improvements to prevent seawater influx. Manager Seaberg would like to apply for PARTF funding to move Pineland Park, which was technically a street-end - not a park, to the parcels on Holly Lane that the Town recently acquired through hazard mitigation. PARTF grants were a 50/50 match.

Staffing/Software/PARTF Funding were high priorities. Other staff needs for consideration were a future Dockmaster and Recreation Program Coordinator. Commissioner Turner asked that a departmental organization chart could be sent to the Board.

Mayor Davis polled the Board whether they would be willing to consider a tax increase to fund some of the items mentioned. Commissioner Turner said no. Mayor Pro Tem Tursi would consider if proper justifications were given. Commissioner Pugliese agreed but noted it would be difficult to increase taxes with all that had taken place this past year. Commissioner Philpott and Meilleur agreed with the statements made by Mayor Pro Tem Tursi and Commissioner Pugliese noting that the Manager should prioritize staff needs. Mayor Davis would not vote for a tax increase with times as they were.

Mayor Pro Tem Tursi shared that the Church Street Dock would never show its full potential until a Dockmaster was in place. Someone with very specialized skills was needed to assist when a million-dollar boat was docking. Rental fees should be set to

cover the position. **Management would prioritize staffing, send the organization chart, and schedule Mark Sutherland to attend a future meeting.**

Planning Board Work Timeline

Below was the Action Plan for the Planning Board for this Calendar Year (Approved February 3, 2020). Further discussions would take place at the March 2, 2021 meeting.

- 1) ~~Flood Damage Prevention Ordinance Update~~ Adopted June 8, 2020; Effective June 19, 2020
- 2) RA Residential Agricultural Zoning District (rezoning or text amendment)
- 3) Wetlands Ongoing; Engaged the Carolina Wetlands Association for guidance
- 4) Text amendment related to Conservation Zoning District to reflect the recommended CAMA Plan changes to strengthen coastal resiliency.
- 5) ~~Text amendment related to requirements for connection for development to nearby amenities~~ Adopted June 22, 2020
- 6) Text amendment related to the overall appearance of commercial, industrial, and mixed-use development
- 7) Text amendment related to tying square foot to the use of higher quality materials, additional stormwater control measures
- 8) Consider map amendments (zoning maps) that reflect the Future Land Use categories after the regulatory changes are made (if needed)
- 9) UDO amendments related to NCGS 160D implementation Ongoing; Edits completed and submitted to Town Attorney for review in November. Hope to have before PB in April.

Again, the Board urged staff to keep the Planning Board on track with its timeline.

Visitor's Center Plan

For clarification, Manager Seaberg indicates that a County TDA Grant request would be for construction, not operations (i.e., replacing decking, correct moisture issue). The Swansboro TDA awarded up to \$30K for renovations inside to include the addition of another ADA restroom, ADA shower(s), and a coined laundry facility. Other items of interest that may be included if funds allowed:

- Keypad access for transit boaters after hours
- Common area cameras
- Auto shut-off for water/showers

In response to questions submitted by Commissioner Philpott for discussion, the following was given:

1. A business or operational plan/concept that reflects how the facility will be staffed and operated. What is the estimated operating cost? Who will be publishing tourist pamphlets and generating other marketing materials?

The operational plan was that existing staff would continue to staff the Visitor's Center 7 days/week 10am – 5pm (hours can be adjusted based on seasonal traffic) throughout FY 20/21. Staff was committed to continue into FY 21/22.

WIFI had been added to the building and most of the staff had remote access. The Town was already paying the power and water bill so there were no additional costs there. The only additional cost was the WIFI, phone connection and additional cleaning supplies to assure the restrooms were cleaned daily.

Tourist pamphlets were provided by the vendors and contact was made with them when their supplies were running low. The Chamber of Commerce was still publishing the Visitor's Guide and providing copies. The Swansboro TDA would continue to do the marketing for Swansboro too.

2. Have staff discussion and approach other tourist related entities about partnering with the town to help run or finance operations. Examples: Chamber of Commerce, Downtown Merchants Association, Swansboro and/or Onslow County TDA, Private Contractors, etc.

Staff had not approached other entities about running the VC because we thought the Board was ok with our proposal that staff/run the VC.

3. With a priority on making the best use of the limited space, request an architectural consultant to provide a scaled floor plan that shows how desired operational amenities can work within the space.

Amenities to consider:

- ADA Restrooms (2) – scaled drawing provided/reviewed 2/15
- ADA Shower – scaled drawing provided/reviewed 2/15
- Space for Washer/Dryer – scaled drawing provided/reviewed 2/15
- Well-Appointed Visitor Welcome Area for an Attendant (Will there be Souvenir sales, etc.?) – We can budget/order Swansboro logoed items and display them for sale inside the VC office.
- Reserve Space for a Future Dock Master Office – can be accomplished inside the VC Office

- Front Foyer for Visitor Circulation and Tourist Marketing Materials – marketing material space will still be provided
- Kitchenette – to be moved inside VC Office area
- Storage Spaces – storage cabinets to be moved inside VC Office
- Front Door ADA Ramp Accessibility – not possible unless we eliminate the 2 parking spaces in the front of the building.

4. If a special event headquarters is desired, consider purchasing a climate controlled mobile unit that can be used year around and at various locations by Recreation, Public Safety, etc.

If current staff continues to staff the VC, the office space could also be used during festivals/events as a central headquarters. Parks/Rec Director Anna Stanley was working on financial details for a proposal on a Dockmaster in FY 21/22 or later year.

Mayor Pro Tem Tursi supported staff operating the VC, consideration of a Dockmaster, after-hours access, but noting when showers were added they needed to be cleaned thoroughly and often. He noted that Beaufort was a short sail away – the Town was probably losing money without these amenities. Commissioner Pugliese supported and agreed the Church Street Dock needed an attendant.

Commissioner Philpott was interested in the what the full potential of the docks would be and whether the handicap ramp could be moved to the front of the building, would the office be improved for greeting visitors and perhaps selling Swansboro logoed items for sale.

Other inquiries/responses were:

- Operationally, the VC would fall under Parks/Recreation.
- Regarding the ADA compliance, Manager Seaberg explained that the foyer must also be ADA compliant and there was space added for the washer/dryer. The existing sink and storage cabinets would be moved to the office area. The design was still conceptual and could be modified if only one ADA shower was desired.
- The existing office space was critical for storage and operation.

The item was a high priority with Management providing more detailed operational costs, budget proposal for Dockmaster and submitting a funding request to the County TDA for construction. The consensus was to continue with staff operating the VC.

Board Comments

Commissioner Turner asked that a closed session be added to the February 22 meeting to discuss evaluations for the Manager and Assistant Manager. Commissioner Meilleur asked that the **401K Contribution** be added to the February 22 meeting as well – this was a **medium priority item**.

Commissioner Philpott asked that the finalized list of Advocacy Goals by the Board be distributed to the Board.

Adjournment

On a motion by Commissioner Philpott, seconded by Commissioner Meilleur, the meeting adjourned at 8:00pm.

**Town of Swansboro
Board of Commissioners
March 22, 2021 Regular Meeting**

In attendance: Mayor John Davis, Mayor Pro Tem Frank Tursi, Commissioner Pat Turner, Commissioner Harry PJ Pugliese, Commissioner Larry Philpott, and Commissioner Laurent Meilleur. It was noted that the Board had returned to remote meetings through the ZOOM platform as allowed by NCGS 166A-19. Governor Cooper had declared a state of emergency due to the COVID-19 Pandemic in March 2020 and it remained in effect.

Call to Order/Opening Prayer

The meeting was called to order at 5:30 pm. Mayor Davis gave the invocation.

Public Comment

Citizens were offered an opportunity to address the Board regarding items listed on the agenda. No comments were given.

Adoption of Agenda

Mayor Davis asked to add discussion on: Downtown Events May – October, potential funding opportunity from the 2021 Historic Preservation Fund Pass-Through Grant for Historic Preservation Projects in Certified Local Government Jurisdictions, and future the meeting format moving forward.

On a motion by Commissioner Philpott, seconded by Commissioner Turner, the amended Agenda, as noted above, and Consent Item below were unanimously approved.

Meeting Minutes – 2/22/21 Regular Meeting

Presentations

FY 19/20 Audit – Gregory Redman, CPA presented specific details from the FY 19/20 Audit. “The financial statements ... 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, 2020, 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.”

- Governmental Activities Net Position (Unrestricted) for 2020 \$1,532,760 compared to 2019 at \$1,231,453

- Total Net Position - \$8,047,704 and increase over 2019 of \$426,083
- Unassigned General Fund Balance for 2020 - \$2,229,423 or 56% of General Fund Expenditures
- Stormwater had a \$34,271 Unrestricted Balance and Solid Waste had a negative balance of \$20,218 due to the Grapple Truck purchase. As equipment depreciated over the years, that number would move to a positive figure. On a question from Mayor Davis, Mr. Redman indicated that the Enterprise Fund should always “break even” or show a positive amount. Funds could be used to purchase equipment in lieu of financing.
- Capital Projects debt was ending. The main project with remaining expenditures was Waterfront Plan Implementation.

The long-term liabilities did not reflect very much debt - \$1.6 million.

- Pension Liability: LEO-Police officers \$75,611, LGERS Pension Liability \$563,498
- OPEB (Other Potential Employee Benefits) Liability of \$450,151 were funds that were not necessarily set aside but rather shown as a possible future liability for the Town.
- Current levy collection percentages town-wide was 99.10%
(property taxes 99.02%, and registered motor vehicles 100.00%)

“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*.”

Mr. Redman announced that the Town received the GFOA Award for Reporting Excellence for another year and should be proud of its Finance Director and Department for their hard work.

Commissioner Meilleur inquired further about the Pension Liability, specifically whether the Town needed to set aside funding in that area. In short, it reflected the retirement potential of the Town. Mayor Pro Tem Tursi understood that although the funds were noted, the total dollar amount was for all employees, assuming all would retire from the Town.

Mr. Redman further explained that the Pension Liability was basically the retirement of the town. Each month the employees contribute 6% of their salary and the town contributes another to cover 7%. That money was then sent to the state for each employee. The number at the end of the year - \$75,611 for (LEO) and \$563,498 for

regular employees (LGERS), was money that the town would not have to pay, it was set aside under the Town for the employees. Once the employee retired, they would start receiving the funds from the state. The OPEB Liability (\$450,151) was the health insurance policy coverage the Town had for retired employees prior to the employee being eligible to draw Medicare.

(Clerk's Note: It should be noted that the abovementioned policy was adopted in 2015 and was rescinded in 2018 with coverage remaining in place for those employees initially covered between adoption date and date rescinded. In addition, the benefit is only paid out upon satisfaction of certain criteria met).

Eligibility Criteria. To be eligible for a Retiree Health Insurance Stipend, an Employee/Retiree must satisfy two lengths of service criteria as outlined blow, prior to retiring from employment with the Town of Swansboro and must be eligible for and begin receiving a retirement pension from the NCLGERS.		
The percentage paid as a stipend will be based on the following years of service, which may be accumulated concurrently:		
<u>Percent of Premium Paid as a Stipend</u>	<u>TOS Years of Service*</u>	<u>Local Government Years of Service*</u>
25%	10	25
50%	15	25
75%	20	25

On the question of whether the town should set the funds aside, Mr. Redman shared that very few municipalities did. Mayor Pro Tem Tursi understood that the actuary presumed that every current employee would work for the Town long enough to retire and accrue the benefit. Mr. Redman shared that once the funds were allocated, they were placed in a trust and could not be removed. He was aware of another municipality that had a \$6 million OPEB Liability so he was not concerned with the \$450,151 liability for Swansboro based on it budget and how it *might* have to be paid out. Commissioner Meilleur thought the actuary did not assume everyone, but rather normalized and based on projection the best they could with the assumption they had so the number was closer to what the real number would be. Mr. Redman stated that the number was an assessment of what it would cost the Town if those employees retired and used the benefit. He could not speak to the exact formulation used though.

Board members thanked Finance Director Johnson for another certifiable report. The report would be uploaded to the Town website.

ADA Transition Plan Draft - In early August 2018, the Town of Swansboro, along with another 196 towns and municipalities throughout North Carolina, were notified of the requirement to do an ADA Transition Plan pursuant to the Code of Federal Regulation. After a delay due to Hurricane Florence, more direction was given in December 2018 and the Town acted in January 2019 selecting an ADA Coordinator, adopted an ADA Policy Statement and Grievance Complaint Procedures. The Town then hired Stewart to begin development of the ADA Transition Plan.

Harrison Wenchell of Stewart introduced the draft plan through a power point presentation (*attached herein*). Mr. Wenchell stressed that the ADA Plan was meant to be a living document and to be updated every five years with progress accomplished, items still pending, and any future items that need to be corrected.

An opportunity was given for public and Board input. No public comments were offered. Assistant Manager Webb indicated that she had spoken with former resident Kathy Fulcher who had indicated she would provide written comments, but none had been received to date. The comment period was scheduled to end April 5, 2021 and then the plan would be finalized for formal adoption.

Mayor Pro Tem Tursi inquired what opportunities were offered to the public for comment and if there were any legal responsibilities or federal monitoring to assure that the Town made the recommended improvements within the plan. The draft was available from the Town website, at Town Hall and notice of those locations had been sent out over social media outlets. Mr. Wenchell believed it pertinent for the Town to make the improvements, an audit would be done at some point. Doug Taylor of Stewart added that any grievance procedures would require the Town to respond which could lead to potential lawsuits if the Town did not make the improvements. Any federal funding request might also reference the plan as a requirement for that funding. Mayor Pro Tem Tursi encouraged staff to assure the implementation of the plan was carried out. Staff should also update the Board annually on accomplished improvements made. The plan itself should be updated every five years.

Business Non-Consent

Budget Ordinance Amendment #2021-6 – Multiple departments required amending for FY 20/21. The source for amendments 1-3 below would be appropriated from Fund Balance. Item 4 would be appropriated from the Stormwater Enterprise Fund Balance.

1. 401K Adjustment - On February 22, 2021, the Board approved a 2% match for current and potential general employees for the remainder of FY 20/21. A \$7,715.42 appropriation was needed. Mayor Davis hoped the employees were taking advantage

of the additional percentage contribution to the 401K. Manager Seaberg shared that 5-7 employees had taken advantage of the additional percent.

2. Admin Services - Carteret County Shore Protection Office requested funding that would enable the U.S. Army Corps of Engineers (Corps) to conduct a dredging event along the waterway from Bogue Inlet proper and the connecting channel that tied the inlet to the Atlantic Intracoastal Waterway. Other local governments were also asked to provide funding as shown below. A \$2,500 appropriation was requested. Mayor Pro Tem Tursi supported the allocation, but asked Manager

Participant	2021 (proposed)	
	\$	%
NCDWR	\$200,000	66.7%
Carteret County	\$35,000	11.7%
Emerald Isle	\$10,000	3.3%
Cedar Point	\$2,500	0.8%
Cape Carteret	\$2,500	0.8%
Onslow County	\$47,500	15.8%
Swansboro	\$2,500	0.8%
	\$300,000	100.0%

Seaberg to obtain a better understanding of how the percentage breakdown was obtained.

3. Non-Departmental/IT Services - With the transition to remote access for employees, the need to increase security to a more robust coverage was needed. An appropriation of \$19,000 was requested to cover the additional costs. Commissioner Meilleur inquired on the details of the more robust IT security needs. By example, Manager Seaberg referenced the ransom ware hit ONWASA took a couple of years ago. An assessment by Computer Warriors indicated that the Town may be at risk for such an attack. The upgrade put a "Piece of Mind Protection" in place and better protected those town employees working remotely when needed. Commissioner Philpott asked if the \$19K was reimbursable through the recent stimulus funding. Manager Seaberg believed it may be.

4. Stormwater Enterprise Fund - Additional repairs were needed to the Sterling Dump Truck. Body rust was to the extent it was unsafe to drive on roads due to debris falling out of the bed of the truck. A \$7,487.28 appropriation was needed.

On a motion by Mayor Pro Tem Tursi, seconded by Commissioner Turner, Budget Ordinance Amendment 2021-6 was unanimously approved as indicated.

Financial Report – February 2021 – Finance Director Johnson reviewed details from the monthly financial report, *attached herein*.

Three departments had higher expenditures but did not pose any red flags.

- Public Works/Streets was a result of the NCDOT sidewalk contribution; and
- Emergency Management was due to dock repairs from Hurricane Florence; and computer upgrades for telework capabilities
- Non-Departmental included town wide cost for insurance premiums, workman's comp, IT services, computer leases, postage, and transfers to other funds

A brief recess was taken from 6:55pm to 7:00pm. All Board members had returned to the remote meeting on a roll call.

Downtown Event Discussion (May – October) – Governor Cooper was slowly loosening COVID19 restrictions. Mayor Davis believed the Town should re-consider allowing some of the events that had been cancelled through July 4th.

- Pirate Fest (May) – currently planned was a campout at Municipal Park to allow appropriate spacing
- Arts By The Sea (June) – currently planned virtually with an online marketplace
- July 4th Fireworks – The vendor was only available July 3rd. An alternate plan was to provide a 2-day laser show at the high school. The event could be held even if it rained, and spectators would remain in their vehicles. The Parks Board voted 4:2 for the Laser Show over Fireworks downtown.
- Seaside Arts Council Concert Series (to begin in May) downtown at the Pavilion.

Commissioner Turner asked if the Parks Board supported any of the alternate events. Director Stanley indicated that they supported the events as described above.

Commissioner Meilleur asked if Onslow County had been contacted. Regarding the Laser Show, Director Stanley indicated that she had preliminary discussion with SHS Principal, Dr. Gross who was supportive. If the Board supported, she would have more in-depth conversation with Dr. Gross and the County.

Unfortunately, Director Stanley did not feel Arts By The Sea could be held downtown – she was concerned with how a crowd of 6000 might socially distance. A lot of town's were either moving their events to the Fall, cancelling them, and some were just simply ignoring the guidelines.

Board members showed support for the events as described by Director Stanley until restrictions were further lifted to include the Laser Show in lieu of Fireworks. The idea of featuring local artists for ABTS was noted. Mayor Davis asked for details on the Fireworks. Manager Seaberg explained that the island had been secured, but a federal permit had to be obtained, the island would have to be assessed and possibly cleaned up due to storms last summer. If we contracted for fireworks and then cancelled the funds would not be refunded.

The Seaside Arts Council Concert Series was already scheduled to begin on May 30, but SAC was amenable to pushing those dates that might need to be cancelled to the end of the series.

2021 Historic Preservation Fund Pass-Through Grant for Historic Preservation Projects in Certified Local Government Jurisdictions – Manager Seaberg shared an opportunity to apply for federal funding to re-catalog the historic district boundaries and its structures. The district was last cataloged in 1991 – 30 years ago. The application was due April 16, 2021 and was a 40/60 split (Town 40% = \$25,000). Under the grant, the Town might potentially expand the district boundaries and add structures to the National Registry. On inquiries from the Board, Manager Seaberg indicated that it appeared the grant funds were awarded annually. The Historic Preservation Commission had recommended making application.

On a motion by Mayor Pro Tem Tursi, seconded by Commissioner Turner, \$25,000 was allocated if the grant was awarded to the Town. The vote was unanimous. The Board asked that written details be provided at the April 12, 2021 meeting.

Meetings Moving Forward – Mayor Davis and Commissioner Pugliese favored the hybrid meeting. Mayor Pro Tem Tursi, Commissioners Turner, Philpott, and Meilleur supported the ZOOM platform until further restrictions were lifted. Perhaps considering hybrid or in-person meetings in May or June. The consensus was to keep the meetings remote and add discussion again to the April 26, 2021 meeting.

Future Agenda Items – A memo detailing proposed upcoming agenda items was reviewed and an opportunity for the Board to introduce any new items was given. In lieu of scheduling a special budget workshop, staff was proposing to do the workshop at its regular meeting April 12, 2021.

Public Comments

Citizens were offered an opportunity to address the Board regarding items not listed on the agenda. No comments were offered.

Manager's Comments

Manager Seaberg entertained questions from the Manager's Brief provided in the agenda packet.

The Town did receive notification of award of the *Resiliency Grant* but was partnered with Dewberry, not Carolina Wetlands Association. Mayor Pro Tem Tursi congratulated Manager Seaberg on the award noting that it was really a big deal to be chosen over all the other coastal communities.

Dockwalk Update – The contract with the Division of Coastal Management should be received soon, construction would be done in the off season.

Walnut Street End Improvements should be complete by the end of the fiscal year.

Ward Shore was almost complete adding eight designated parking spaces.

Mayor Pro Tem Tursi inquired whether Manager Seaberg had reached out to NCDWQ on the stormwater requirements for the *sidewalk project*? No definitive answer still; what Manager Seaberg understood was that NCDOT still owned the right-of-way, but the Town would maintain it. Mayor Pro Tem Tursi warned if NCDWQ was left out of the project details, it might not turn out well for the Town. He feared that as the project moved further, the Town would get hit with the requirement that the stormwater would have to be mitigated in some form or fashion and could not fall under the DOT federal permit which was administered by the state. He strongly Manager Seaberg to get a definitive answer from someone at NCDWQ on whether the plan was viable and would meet their current interpretation of state stormwater requirements. Manager Seaberg would discuss with Attorney Parson to see whether he might have a better understanding.

Emergency Operations Center Update – The structural engineer was reviewing to see if the foundation could be certified, and the future space/staffing needs were being finalized. Commissioner Meilleur inquired what the staffing projections were for the public safety departments and how were they determined with the current growth limitations the Town had. Manager Seaberg did not have the numbers yet.

Board Comments

Board members thanked Finance Director Sonia Johnson and the rest of the staff for their work on the CAFR and reporting excellence.

Commissioner Pugliese had been serving as the ECC representative which had only met once during COVID restrictions. Meetings were being scheduled again and he indicated it was difficult for him to get to New Bern on a weeknight. Commissioner Philpott volunteered to serve out the remaining term.

On a motion by Mayor Pro Tem Tursi, seconded by Commissioner Pugliese, Commissioner Philpott would serve the remaining term. The vote was unanimous.

Regarding the Emergency Supplemental Historic Preservation Fund (ESHPPF) Hurricane Disaster Relief Grant Award, Commissioner Philpott suggested that a letter of

appreciation be sent to the Swansboro Historic Association for their assistance in the Town's receipt of the \$424,000 funding for improvement at the Old Town Hall.

For the record, Mayor Davis wanted it noted that he disagreed with Board to continue delaying the downtown events. He believed the Board needed to do something to open the downtown. He did not want to be irresponsible but felt some relaxation was due.

Adjournment

On a motion by Commissioner Turner, seconded by Commissioner Philpott, the meeting adjourned at 8:20pm.



Board of Commissioners Meeting Agenda Item Submittal

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

Board Meeting Date: **April 26, 2021**

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

Overview:

The Onslow County Tax Collector recommends refunds of the below listed taxes totaling \$425.91.

Ad Valorem Tax

Hunnings John & Chasity	\$131.73	Listed & paid in Carteret County. Moved boat there 1/1/2020
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Vehicle Tax

Hidalgo, Edson	\$4.17	Tag Surrender
Phelps, Linda Mitchell & Rodney William	\$11.74	Tag Surrender
Phelps, Rodney William	\$8.35	Tag Surrender
Crosby-Woods, Demetrias Monche	\$30.53	Tag Surrender
Farren, Erica Dorothy	\$69.35	Military
Guzman, Florentino Amadeo & Castro, Isabel Michelle	\$170.04	Military

Recommended Action:

Motion to approve refunds as recommended by Onslow County totaling \$425.91.

Reviewed By:

Town Manager _____
Town Clerk 4.20.2021

Finance Director 04/20/2021
Town Attorney _____

Date Action Approved by Board: _____ Action if different from Recommended:



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **ONWASA Administrative Service Agreement**

Board Meeting Date: **April 26, 2021**

Prepared By: **Paula Webb – Assistant Manager/Town Clerk**

Overview:

The Administrative Services Agreement with ONWASA for operation of the satellite office needs to be renewed for the 2021/2022 fiscal year. The renewal agreement is submitted with the same terms/compensation - \$35,000 as previous years.

Background Attachment(s): Administrative Service Agreement

Recommended Action: Motion to approve the agreement as written and authorize the Mayor and Clerk to execute the agreement.

Reviewed By:

Town Manager _____

Town Clerk _____

4/21/2021

Finance Director _____

Town Attorney _____

Date Action Approved by Board: _____

Action if different from Recommended: _____

ADMINISTRATIVE SERVICE AGREEMENT

AGREEMENT made this ____ day of _____, 2021, by and between **ONSLow WATER AND SEWER AUTHORITY** (the "Authority") a body politic and corporate of the State of North Carolina, and the **TOWN of SWANSBORO** (the "TOWN"), a municipal corporation of the State of North Carolina;

WITNESSETH:

WHEREAS, the County of Onslow (the "County") the City of Jacksonville, and the Towns of Swansboro, Richlands, North Topsail Beach and Holly Ridge, acting through their respective governing bodies, pursuant to the provisions of Article 1, Chapter 162A of the General Statutes of North Carolina, organized and incorporated the Authority as a vehicle to assist in providing a satisfactory supply of potable water and sewer collection/treatment for citizens of the member governments of the Authority; and,

WHEREAS, in furtherance of the purposes for which the Authority was created, the County and above referenced municipalities, with the exception of Jacksonville, leased to the Authority their water and sewer systems pursuant to long term Capital Lease Agreements and the Authority pursuant to Water and Sewer Service Agreements having terms concurrent with the Capital Lease Agreements, agreed with each such member government to meet the water and sewer needs of their citizens within the limitations of available supply; and

WHEREAS, the Authority's main offices are on Georgetown Road in the City of Jacksonville; and

WHEREAS, for the convenience of customers of the Authority located in or in the general vicinity of the Town, it was provided in the Water and Sewer Service Agreement with the Town that the Authority shall maintain facilities in the Town for the purpose of the bill payment and telephone communication from customers; and

WHEREAS, pursuant to NCGS 162A-6 the Authority is authorized to enter into agreements with units of government relating to the operation of the Authority's utility systems; and

NOW, THEREFORE, in consideration of the mutual covenants and conditions herein contained, the parties hereto agree as follows:

1. The Town will, at its sole cost and expense, perform certain duties on behalf of the Authority, such as collecting payment for services provided by the Authority. The exact functions to be performed by the Town are described on **EXHIBIT A** attached hereto and made a part hereof. The Town shall prominently display ONWASA's name on office doors and in other suitable locations on the exterior of the Town Hall premises as is reasonably necessary to advise the public that Authority administrative services are available at the Town Hall. The Authority shall be responsible for providing the Town with such computer, internet, technical support and supplies as necessary at the discretion of the Authority for the Town to perform its duties under this Agreement.
2. The Authority shall pay to the Town for services performed pursuant to this Agreement the sum of \$2,916.67 per month, payable on or before the 10th day of each month; provided, however the Authority may deduct from any monthly payment an amount equal to \$16.83 (35,000/2,080) for each hour in the previous month worked by Authority personnel in performing any administrative services which the Town was obligated to perform pursuant to this agreement.

3. This agreement may continue in effect through June 2022. Either party may terminate this agreement as of the end of any month by giving the other party at least 60 days notice in advance of the termination date. The decision to reduce operating hours would be at the discretion of the Authority's Member Governments hosting these satellite offices if Town Facilities are being utilized.
4. The Authority agrees on behalf of the Town to bill to any Authority customers any solid waste fees which such customers may also owe the Town. The Authority will collect such fees in the routine course and remit all payments to the Town. The Authority shall not be responsible for bringing any legal action or taking any extraordinary steps to collect amounts due the Town, other than billing for such charges and remitting any collections to the Town. The Town agrees to indemnify and hold harmless the Authority from any and all claims which may be made against the Authority on account of the Authority billing for and collecting sewer and solid waste fees on behalf of the Town.
5. The Town and the Authority, in the performance of this Agreement, will be acting in an individual capacity and not as the employee, partner, joint venture, agent or associate of one another, except as may be expressly otherwise provided herein.

IN WITNESS WHEREOF, the parties hereto, acting by and through their duly authorized representatives pursuant to the resolutions of their respective governing bodies, have caused this instrument to be executed as of the day and year first above written.

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Chief Financial Officer

ONSLow WATER & SEWER AUTHORITY

By: _____
(PRINT NAME/TITLE)

(SIGNATURE)

TOWN OF SWANSBORO

By: _____
(PRINT NAME/TITLE)

(SIGNATURE)

ATTEST:

ONWASA Clerk to the Board

ATTEST:

Town Clerk

Exhibit A

DUTIES

- Collection of payments from customers
- Post payments to customers' accounts
- Process payments received in drop box
- Balance cash and make bank deposit daily
- Process applications for service at existing properties which includes collecting deposit and associated fees
- Process payments for reconnection of service terminated for non-payment and generate adjustment journal
- Generate service orders for termination of service requested by customer



Proclamation

Office of the Mayor

Administrative Professionals Week – April 18-24, 2021

Administrative Professionals Day – April 21, 2021

WHEREAS, April 18-24, 2021 has been designated Administrative Professionals Week; and

WHEREAS, April 21, 2021 has been designated as Administrative Professionals Day; and

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED, I, Mayor John Davis and the Board of Commissioners of the Town of Swansboro, hereby proclaim April 18-24, 2021 as Administrative Professionals Week and April 21, 2021 as Administrative Professionals Day in Swansboro.

This 26th day of April 2021.

Attest:

Paula W. Webb, Assistant Manager/Clerk

Mayor John Davis

Proclamation



Recognizing and honoring the United States Armed Forces
and supporting the designation of a National Military Appreciation Month.

WHEREAS, the freedom and security that citizens of the United States enjoy today are direct results of the bloodshed and continued vigilance given by the United States Armed Forces over the history of our great nation; and

WHEREAS, the sacrifices that such members of the United States Armed Forces and of the family members that support them, have preserved the liberties that have enriched this nation making it unique in the world community; and

WHEREAS, the United States Congress, in two thousand and four, passed a resolution proclaiming May as National Military Appreciation Month, calling all Americans to remember those who gave their lives in defense of freedom and to honor the men and women of all our Armed Services who have served and are now serving our Country, together with their families; and

WHEREAS, the months of May and June were selected for this display of patriotism because during these months, we celebrate Victory in Europe (VE) Day, Military Spouse Day, Loyalty Day, Armed Forces Day/Week, National Day of Prayer, Memorial Day, Navy Day, Army Day and Flag Day;

NOW, THEREFORE, I, Mayor John Davis and the Board of Commissioners of the Town of Swansboro, hereby proclaim the month of May 2021 as a special time to show appreciation for our Military and proclaim it as

NATIONAL MILITARY APPRECIATION MONTH

in Swansboro and encourage all citizens to join me in showing our gratitude by the appropriate display of flags and ribbons during the designated period.

This 26th day of April 2021.

Attest:

Paula W. Webb, Assistant Manager/Clerk

Mayor John Davis

PROCLAMATION



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

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

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

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

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

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

NOW, THEREFORE, I, John Davis, Mayor of the Town of Swansboro, North Carolina, do hereby proclaim May 4, 2021, as

“INTERNATIONAL FIREFIGHTER’S DAY”

This 26th day of April 2021.

Attest:

Paula W. Webb, Assistant Manager/Clerk

John Davis, Mayor

Proclamation

52ND ANNUAL PROFESSIONAL MUNICIPAL CLERKS WEEK

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

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

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

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

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

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

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

Now, Therefore, I, John Davis, Mayor of the Town of Swansboro, North Carolina, along with the Board of Commissioners do hereby proclaim the week of May 2 through May 8, 2021, as

“Professional Municipal Clerks Week”

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

This 26th day of April 2021.

Attest:

Paula W. Webb, Assistant Manager/Clerk

Mayor John Davis

Proclamation



- Whereas,** Congress and the President of the United States have designated May 15, 2021 as “PEACE OFFICERS MEMORIAL DAY”, and the week in which May 15th falls as “NATIONAL POLICE WEEK”; and
- Whereas,** the members of the Swansboro Police Department play an essential role in safeguarding the rights and freedoms of the citizens of Swansboro; and
- Whereas,** it is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their law enforcement agency, and that members of our law enforcement agency recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression; and
- Whereas,** the men and women of the Swansboro Police Department and all agencies of Onslow County and its municipalities are to be commended for their dedication and service to the people in potentially dangerous circumstances every day.

Now, Therefore, I, Mayor John Davis and the Swansboro Board of Commissioners hereby call upon all citizens and upon all patriotic, civic and educational organizations to observe the week of May 9th – 15th, 2021 as “**NATIONAL POLICE WEEK**” with appropriate observances in which all our people may join in commemorating law enforcement officers, past and present, who, by their faithful and loyal devotion to their responsibilities, have rendered a dedicated service to their communities and, in so doing, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

Further, we call upon all citizens of Swansboro to observe May 15, 2021 as “**PEACE OFFICERS MEMORIAL DAY**” in honor of those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty, and let us recognize and pay respect to the survivors of our fallen heroes.

This 10th day of May 2021.

Attest:

Paula W. Webb, Assistant Manager/Clerk

John Davis, Mayor



Proclamation

Office of the Mayor

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

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

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

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

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

Now, Therefore, I, John Davis, Mayor of the Town of Swansboro, North Carolina, along with the Board of Commissioners do hereby proclaim the week of May 16-22, 2021

NATIONAL PUBLIC WORKS WEEK

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

This 10th day of May 2021.

Attest:

Paula W. Webb, Assistant Manager/Clerk

John Davis, Mayor



Proclamation

Office of the Mayor

- Whereas,** for nearly 90 million Americans, boating continues to be a popular recreational activity. From coast to coast, and everywhere in between, people are taking to the water and enjoying time together boating, sailing, paddling, and fishing; and
- Whereas,** year-round, people continue to enjoy all that our natural environment has to offer through the joy of boating; and
- Whereas,** proper planning for a day of boating begins even before leaving the home. Getting a free vessel safety check and taking a safe boating course at the beginning of the boating season, filing a float plan with a trusted family member or friends, and checking the weather before boating are key steps to an enjoyable time boating; and
- Whereas,** knowing important life-saving tips for recreational boater will help to ensure that they and their loved ones are safe and responsible so that they can have a safer, more fun experience while exploring our nation's waterways; and
- Whereas,** safe and responsible boating includes never operating a boat while under the influence of drugs or alcohol and knowing basic navigation rules; and
- Whereas,** every boater should wear a U.S. Coast Guard-approved life jacket at all times while boating. Today's life jackets are more comfortable, more attractive, and more wearable than styles of years past; and
- Whereas,** on average, 650 people die each year in boating-related accidents in the U.S.; approximately three-fourths of these are fatalities caused by drowning; and
- Whereas,** a significant number of boaters who lose their lives by drowning each year would be alive today had they worn their life jackets; and
- Whereas,** the vast majority of these accidents are caused by human error or poor judgment and not by the boat, equipment, or environmental factors.

Now Therefore, I, Mayor John Davis, on behalf of the Swansboro Board of Commissioners do hereby support the goals of the North American Safe Boating Campaign (Wear It!) and proclaim May 22-28, 2021 as "NATIONAL SAFE BOATING WEEK" and the start of the year-round effort to promote safe boating.

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

This 26th day of May 2021.

Attest:

Paula W. Webb, Assistant Manager/Clerk

Mayor John Davis



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **The Blazin' Bird Special Use Permit**

Board Meeting Date: **April 26, 2021**

Prepared By: **Jennifer Ansell, Planner**

Overview: Chase Hanford, has submitted an application for special use to utilize the property at 632 W. Corbett Ave, the former Seaside Coney Island, as a restaurant.

Though the property was previously used as a restaurant, "Restaurants (including take-out only establishments)" now require a special use in the B-2 General Business zoning district. Because the property has been vacant due to damage from Hurricane Florence in September 2018, the use has been discontinued for more than 180 days, and a special use is required.

Planning Board Recommendation: At their April 6, 2021 regular meeting, the Planning Board voted unanimously to recommend approval of the special use application. There were no additional conditions suggested.

Action Needed: Per Section 152.210 of the Unified Development Ordinance, the Board of Commissioners shall consider the application and may approve or deny the requested special use permit.

In granting a special use permit, the Board of Commissioners shall give due regard to the nature and state of all adjacent structures and uses, and the districts within which the proposed use is to be located. The Board of Commissioners shall consider whether it is necessary or appropriate to affix conditions thereto for the purposes of protecting neighboring properties and/or the public interest assuring that the use is harmonious with the area, ensuring that the use is consistent with the spirit of the ordinance, and shall affix to such permit any reasonable and appropriate conditions as it finds are necessary for any of those purposes.

Upon its determination that all the criteria in Section 152.210 are met, the Board of Commissioners shall enter a written order with findings of fact and conclusions of law and shall issue the special use permit as requested or with such conditions as it finds necessary and appropriate. Any special use permit approved or approved with conditions shall be recorded in the office of the Register of Deeds of Onslow County, North Carolina.

In the event of failure to comply with the plans approved by the Board of Commissioners or with

Reviewed By:

Town Manager _____
Town Clerk 4/20/2021

Finance Director _____
Town Attorney _____

Date Action Approved by Board: _____ **Action if different from Recommended:**

any other conditions imposed upon the special use permit, the permit shall immediately become void and of no effect.

Additionally, the special use permit shall expire automatically in circumstances where no substantial construction, erection, alteration, excavation, demolition, or similar work is necessary before commencement of such use if the use authorized has not commenced within six months of issuance. If, after some physical alternation to land or structures begins to take place, such work is discontinued for a period of one year, then the permit authorizing such work shall immediately expire.

Background Attachments

Applicable Ordinance Sections

Special Use Application

TRC Comments

Appraised Building Value

Value Impact Report

TOWN CODE OF ORDINANCES

CHAPTER 93: STREETS AND SIDEWALKS

EXCAVATIONS AND REPAIRS

§ 93.030 SIDEWALK CONSTRUCTION.

B) *Sidewalks required.* Any person, firm or corporation that engages in any development of vacant property, in the redevelopment of property, or in substantial additions to property, shall construct, or cause to be constructed upon the property, sidewalks that comply with the specifications of the town. Such sidewalks shall extend for the entire length of the property's frontage along any public street or highway abutting the property, unless the Town Manager finds that the public interest does not require construction of a sidewalk to provide for the adequate safety and convenience of pedestrians (e.g., a service street or alley). If sidewalk alignments are permitted that extend outside the public right-of-way, appropriate easements for the sidewalk area shall be provided to the town. No certificates of occupancy for buildings shall be issued until these requirements are met or guaranteed by a town-approved bond.

2) *REDEVELOPMENT OF PROPERTY* shall include construction or development in which major changes are made to the use, design or construction of existing buildings or site features (such as driveways and parking areas). *This is not a change in use, there is no significant or major renovation planned, so sidewalks are not required.*

CHAPTER 152: UNIFIED DEVELOPMENT ORDINANCE

NONCONFORMITIES

§ 152.090 ABANDONMENT OR DISCONTINUANCE OF A NONCONFORMITY.

A) When a nonconforming use is (1) discontinued for a consecutive period of 180 days, or (2) discontinued for any period of time without a present intention to reinstate the nonconforming use (maintaining minimum services, water, sewer, electricity), the property involved may thereafter be used only for conforming purposes, except as provided in division (B) of this section. *A special use permit is required because though the use may have been conducted by the previous business, it has been discontinued for more than 180 days without the intent to reestablish it.*

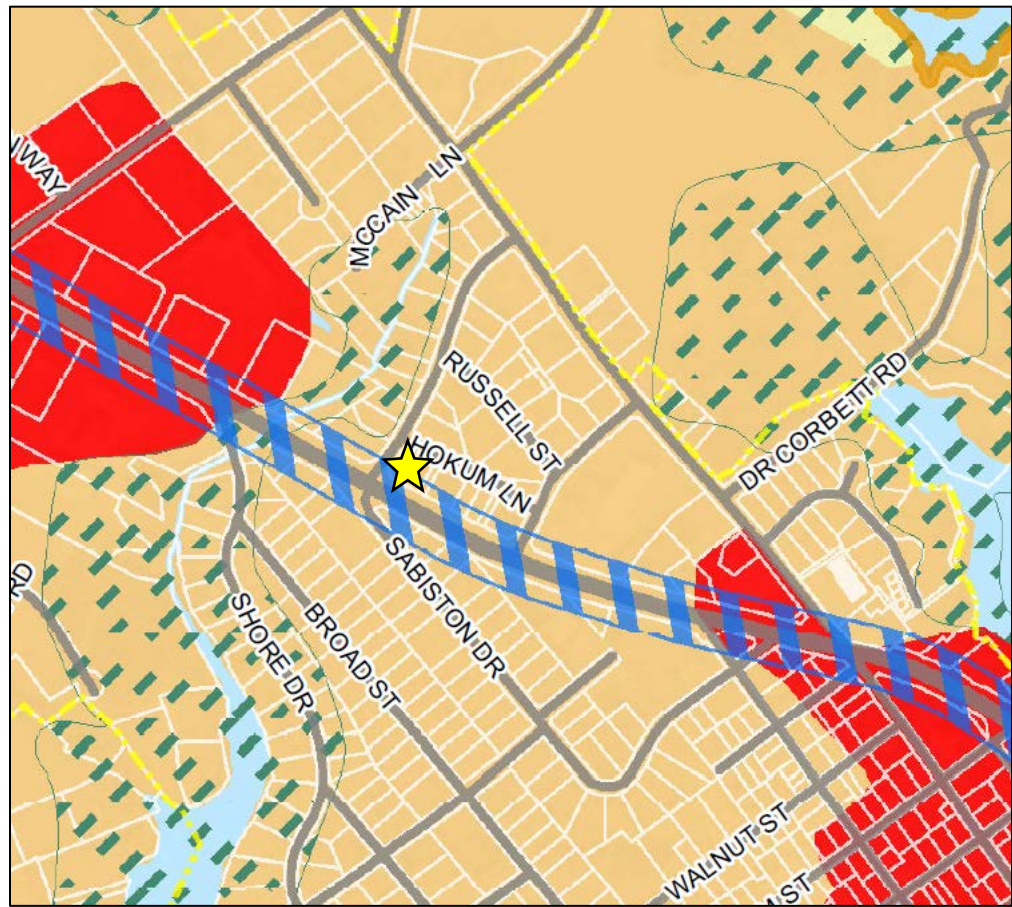
PERMITS AND FINAL PLAT APPROVAL

§ 152.107 WHO MAY SUBMIT PERMIT APPLICATIONS.

A) Applications for zoning, special use, conditional zoning district permit, and improvement, or sign permits, or subdivision plat approval will be accepted only from persons having the legal authority to take action in accordance with the permit or the subdivision plat approval. By way of illustration, in general this means that applications should be made by the owners or lessees of property, or their agents, or persons who have contracted to purchase property contingent upon their ability to acquire the necessary permits under this chapter, or the agents of such persons (who may make application in the name of such owners, lessees, or contract vendees).

B) The administrator shall require an applicant to submit evidence of his authority to submit the application in accordance with division A) of this section. *The property owner signed*

- 3) The special use will not substantially injure the value of adjoining or abutting property, OR the special use is a public necessity. [An analysis from Suzanne H. Nelson, MAI, with Realty Services of Eastern Carolina, Inc., has been included with the application to address this finding.](#)
- 4) The location and character of the special use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is located. The special use shall demonstrate conformance to the Land Use Plan or other plan in effect at the time and address impacts of the project as required by G.S. §160A-382(b). [The CAMA Land Use Plan Update \(2019\) identifies this property as Coastal Traditional Neighborhood, with the portion of the property fronting on NC Highway 24 as Gateway Corridor:](#)



Future Land Use Designations

- Traditional Town Center (TTC)
- Suburban Town Center (STC)
- Coastal Traditional Neighborhood (CTN)
- Low Density / Suburban Neighborhood (LDSN)
- Rural / Agricultural (RA)
- Employment / Light Industrial (ELI)
- ▨ Conservation Priority Area (CPA)
- ▨ Gateway Corridor (GC)

The Coastal Traditional Neighborhood (CTN) land use designation is described as a walkable, compact, residential district laid out based on traditional neighborhood development patterns. It generally surrounds the Traditional Town Center and contains single and two-family residential with small-scale multi-family and neighborhood commercial.

The Gateway Corridor (GC) land use designation is intended to enhance the function and appearance of the NC 24 corridor, as well as other main entranceways to the town. Generally, the GC area encompasses properties that are directly adjacent to, visible from, and interact with NC 24.

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

- I) Where plans are required to be submitted and approved as part of the application for a special use permit, modifications of the original plans may be authorized by the Town Board of Commissioners.

OFF-STREET PARKING AND OFF-STREET LOADING REQUIREMENTS

§ 152.292 MINIMUM PARKING REQUIREMENTS.

- (A) The following off-street parking spaces shall be required and maintained:

Eating and drinking facilities	Six (6) spaces per 1,000 square feet including any outdoor seating area.
--------------------------------	--

Per the site plan, 8 new parking spaces will be added, bringing the total to 20. 17 are required including the outdoor patio seating. NCDOT will not allow the addition of any spaces in the front of the building along NC Hwy 24.

§ 152.291 GENERAL.

- (B) Minimum parking requirement.

(1) Each application for a building permit shall include information as to the location and dimensions of off-street parking and loading space and the means of ingress and egress to such space. Required off-street parking area for three or more automobiles shall have individual spaces marked, and shall be so designed, maintained, and regulated that no parking or maneuvering incidental to parking shall be on any public street, walk, or alley, unless the speed limit on the public street, walk, or alley is no greater than 20 miles per hour. Automobiles must be parked and unparked without moving another. This information shall be in sufficient detail to enable the Administrator to determine whether or not the requirements of this chapter are met. Per the Town Code, Chapter 74, Hokum Lane is not listed, however the speed limit on Lisk Drive is 20 mph. Hokum Lane dead-ends into the Bank of America parking lot which connects to Park Lane, which is also 20 mph.

TRAFFIC IMPACT STUDY

§ 152.312 APPLICABILITY.

A traffic impact study shall be required for all projects where the Town Manager or his or her designee has determined from the information submitted that the site generated traffic will have a significant impact on the transportation network. Determinations shall be based on the following criteria:

- (A) *Special use permit*. Estimated traffic generated by the permit exceeds 200 trips/day.
 (B) *Single business*. Estimated traffic generated by a single business exceeds 200 trips/day.

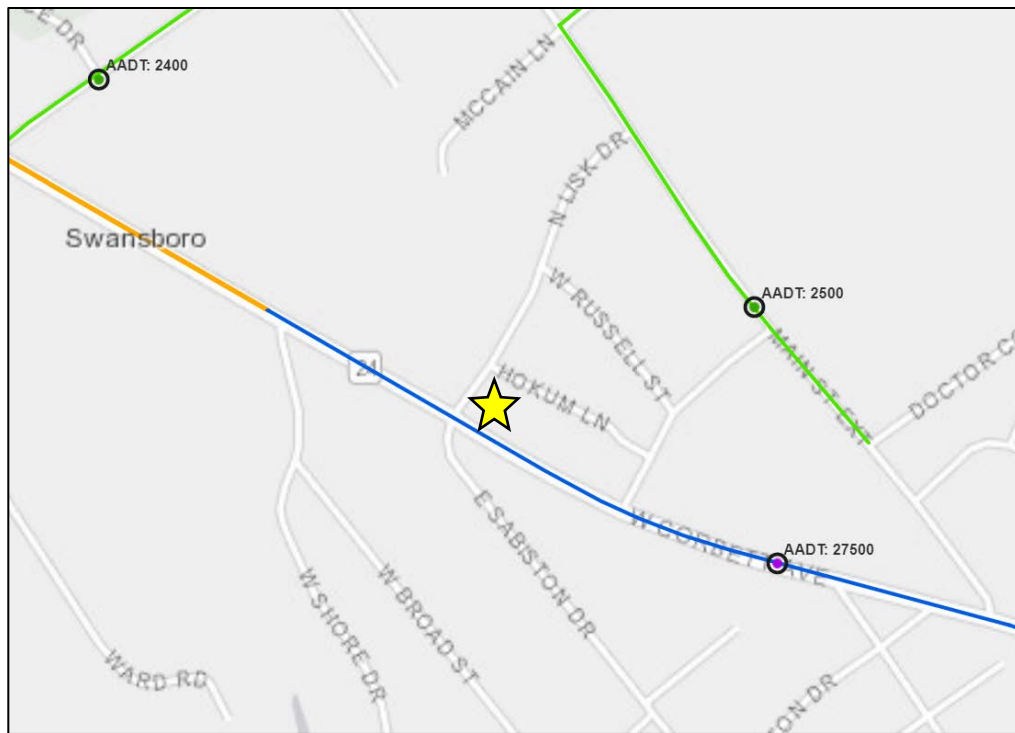
Justin Lins, Engineering Specialist II with NCDOT, estimates the number of trips per day will not exceed 190:

1,692 SF

Daily Trips: 190 (Total), 95 (Entry), 95 (Exit)

Land Use	Type	ITE Code*	Size	Unit	Adj/Gen	Rate	Eq	24 Hour Volumes	AM Peak Hour Trips		PM Peak Hour Trips		Saturday Peak Hour trips	
									Enter	Exit	Enter	Exit	Enter	Exit
High-Turnover (Sit-Down) Restaurant	Restaurant	932	1,692	1000 GFA	Generator	X*		190	14	10	15	14	10	9

Per the 2019 NCDOT Annual Average Daily Traffic (AADT) map, this section of NC Hwy 24 sees an average of 27,500 trips per day:



LIGHTING

No additional lighting is proposed at this time.

REGULATIONS FOR LANDSCAPING

§ 152.525 PURPOSE AND APPLICABILITY.

(B) *Application.* The requirements of this section shall apply to:

- 1) All new or changed uses of land, buildings, and structures located within the Town of Swansboro Planning and Zoning Jurisdiction which are not exempted in division (C) of this section; and
- 2) Any use of building or structure which sits idle more than 180 consecutive days or is abandoned, except those uses exempted in sections (C)(1) through (C)(3).

(C) None of the landscaping and screening requirements of this section shall apply to:

- 1) Existing uses and buildings, including repairs, alterations, or improvements to the interiors and exteriors of existing buildings which do not result in a change of use or additions or expansions to the buildings; **The requirements are not applicable to this project, the repairs/improvements will not change the use or alter the existing building.**

§ 152.539 TRASH CONTAINMENT AREAS.

- (A) All site plans shall show method of garbage collection as well as appropriate details to demonstrate compliance with this subchapter.
- (B) All trash containment devices, including compactors and dumpsters, shall be screened on all four sides.
- (C) All trash containment devices shall meet the following standards.
 - (1) All trash containment areas shall be enclosed with walls and gates designed to contain windblown litter.

- (2) The enclosure shall be at least eight feet tall or two feet taller than (whichever is greater) the highest point of the compactor or dumpster.
 - (3) The enclosure shall be made of a material that is at least 80% opaque and compatible with the design and materials of the principal building. The preferable material is masonry with solid metal gates; however, wood or other similar material may be used as long as the material used protects the enclosure from damage caused by unloading the trash container.
 - (4) The screening enclosure must be surrounded with a continuous landscaped buffer composed of shrubs, ground cover and trees that further visually hide the compactor or dumpster from view. Mulch and ground cover used with the vegetative buffer shall be composed of organic materials.
 - (5) Because of the environmental risk from spills, dumpster pads cannot be in a drainage flow area and must be designed to prevent the leaching of waste.
 - (6) The enclosure shall contain gates to allow for access and security. Gates must be maintained in good working order, and remain closed and secured during inactivity.
- (D) All driveways and turnarounds leading to the enclosure for use by trash collection vehicles shall be paved with concrete or asphalt.

The dumpster pad proposed will meet these requirements.

BUILDING DESIGN AND COMPATIBILITY

§ 152.556 APPLICABILITY.

- A) (1) The standards and guidelines contained in this subchapter shall apply to all new nonresidential and mixed-use development and to expansions or alterations of any such existing building where the expansion or alteration exceeds 50% of the building value as assessed for real property taxes within the current tax year. The building is presently listed with a value of \$0.00 per Onslow County. The improvements proposed to the structure will not exceed 50% of the building value based the private appraisal received from Suzanne H. Nelson, MAI, with Realty Services of Eastern Carolina, Inc., and the cost breakdown received from the applicant:

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[Home](#)

[Search Property Records](#)

[County Website](#)

Owner

Address

Parcel ID

Advanced

[Profile](#)

[Sales](#)

[Residential](#)

[Commercial](#)

[OBY](#)

[Permits](#)

[Land](#)

[Sketch](#)

[Full Legal](#)

[Agricultural](#)

[Photos](#)

[Values](#)

[Onslow County GIS](#)

Parcel ID: 025406 Map #: 1404-163 Tax Year: 2021
Luc: Commercial Class: Commercial NBHD: CORBETT AVE
WELLS DAVE & WANDA H COMMERCIAL
632 W CORBETT AVE

Values

Spec Proc Flag	
Appraised Land	179,690
Appraised Building	3,060
Appraised Total	182,750
Cost Land Value	179,690
Cost Building Value	3,060
Cost Total Value	182,750
Market Value	
Income Value	0
GRM Value	0
Total Residential Living Area	
Total Commercial Living Area	1,692
Note 1	
Note 2	
Solid Waste Fee Units	
Land Use Value	
Land Deferred Value	
Final Land Value	179,690
Final OBY Value	3,060
Final Building Value	0
Senior Exclusion	0
100% Exemption	0
Partial Exemption	0
VET Exclusion	0
=====	=====
Taxable Total	182,750

1 of 1

Actions

[Printable Summary](#)
[Printable Version](#)

Reports

Property Record Card

Go

Data Copyright Onslow Tax Office

Last Updated: 03/FEB/2021

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GOALS & OBJECTIVES

4

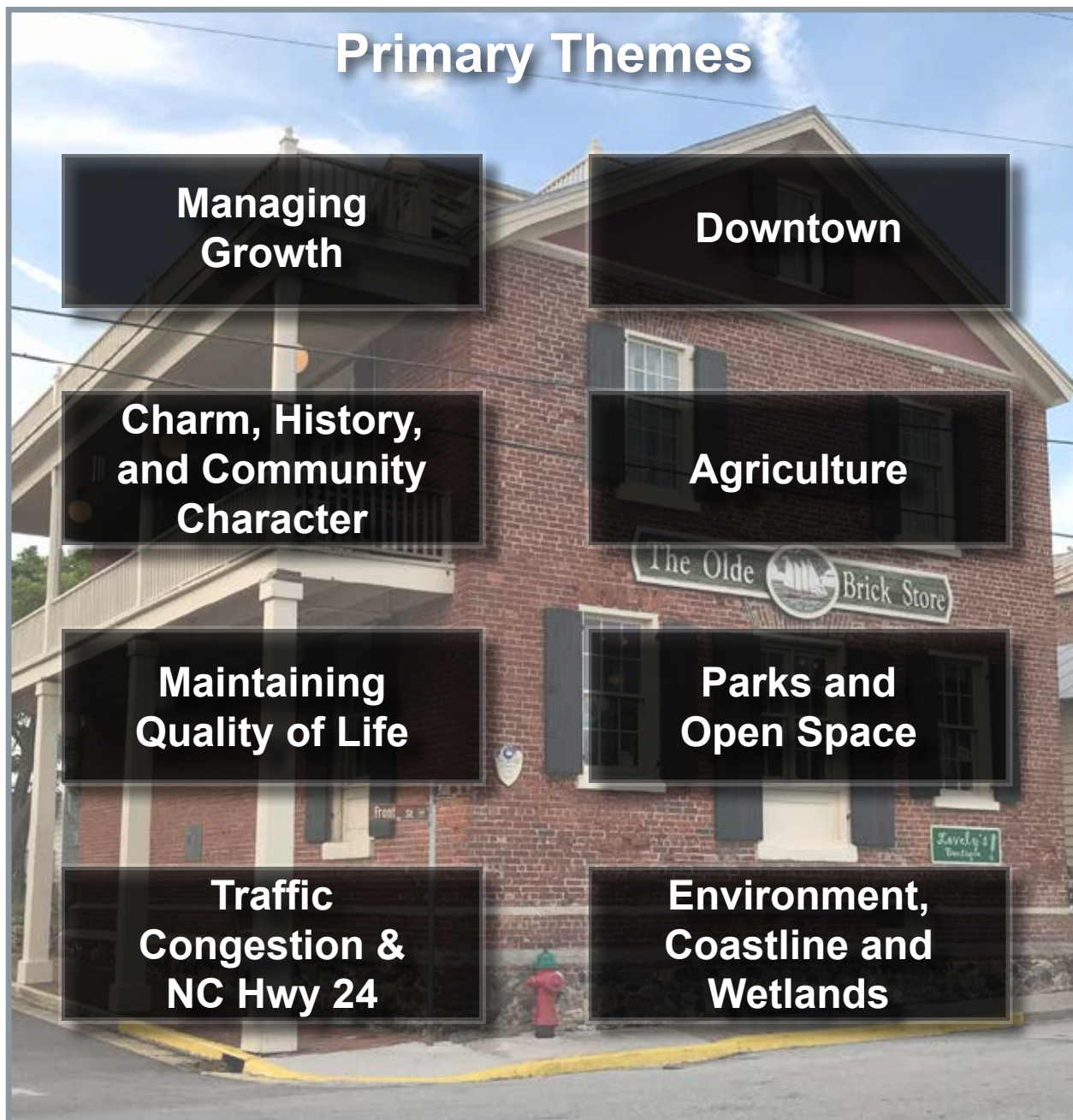
VISION

The town's vision comes from the recently adopted (June 2018) Economic Development Strategic Plan, and states:

Swansboro, the quaint and friendly city by the sea, is recognized by visitors and residents as a gem of North Carolina's coast. All who know and appreciate Swansboro celebrate the town's relaxed waterfront lifestyle, abundance of thriving, family-friendly, locally-owned businesses, recreational opportunities, and a broad range of historic, arts, dining, and shopping opportunities. The town remains committed to preserving its heritage, environment, and small-town appeal.

GOALS & OBJECTIVES

The goals and objectives were developed through extensive public outreach and input, and will be used to guide re-zonings and investment decisions. They will also be used to guide land use policy decisions in the town. Primary themes from all public outreach are summarized below.



1 PRESERVE AND ENHANCE SWANSBORO'S CHARMING COASTAL CHARACTER

- » Extend historic development aesthetic/elements of downtown
- » Establish architectural & aesthetic standards to preserve historic character
- » Foster and improve the town's sense of place through balanced growth that can attract residents, visitors and business investment

2 FOSTER GROWTH THAT SUSTAINS AND ENRICHES THE COMMUNITY

- » Encourage context sensitive residential development
- » Ensure infrastructure and public services keep pace with growth
- » Extend the coastal village design concept to key locations
- » Manage multifamily development in locations that create a walkable, mixed use village and promote social interaction

3 PRIORITIZE THE NATURAL ENVIRONMENT THAT IS KEY TO SWANSBORO'S QUALITY OF LIFE

- » Utilize conservation measures to protect wetlands, floodplains, environmentally sensitive areas and to enhance water quality
- » Utilize conservation-oriented measures
- » Encourage water-based recreation and tourism
- » Maximize and clarify access to the waterfront
- » Make a "place" for people that takes advantage of the unique location and natural assets
- » Improve and protect the town's natural environment in order to attract new residents and maximize the town's economic development potential

4 TRANSFORM NC 24 INTO A WELCOMING THOROUGHFARE TO SWANSBORO AND ITS HISTORIC DOWNTOWN

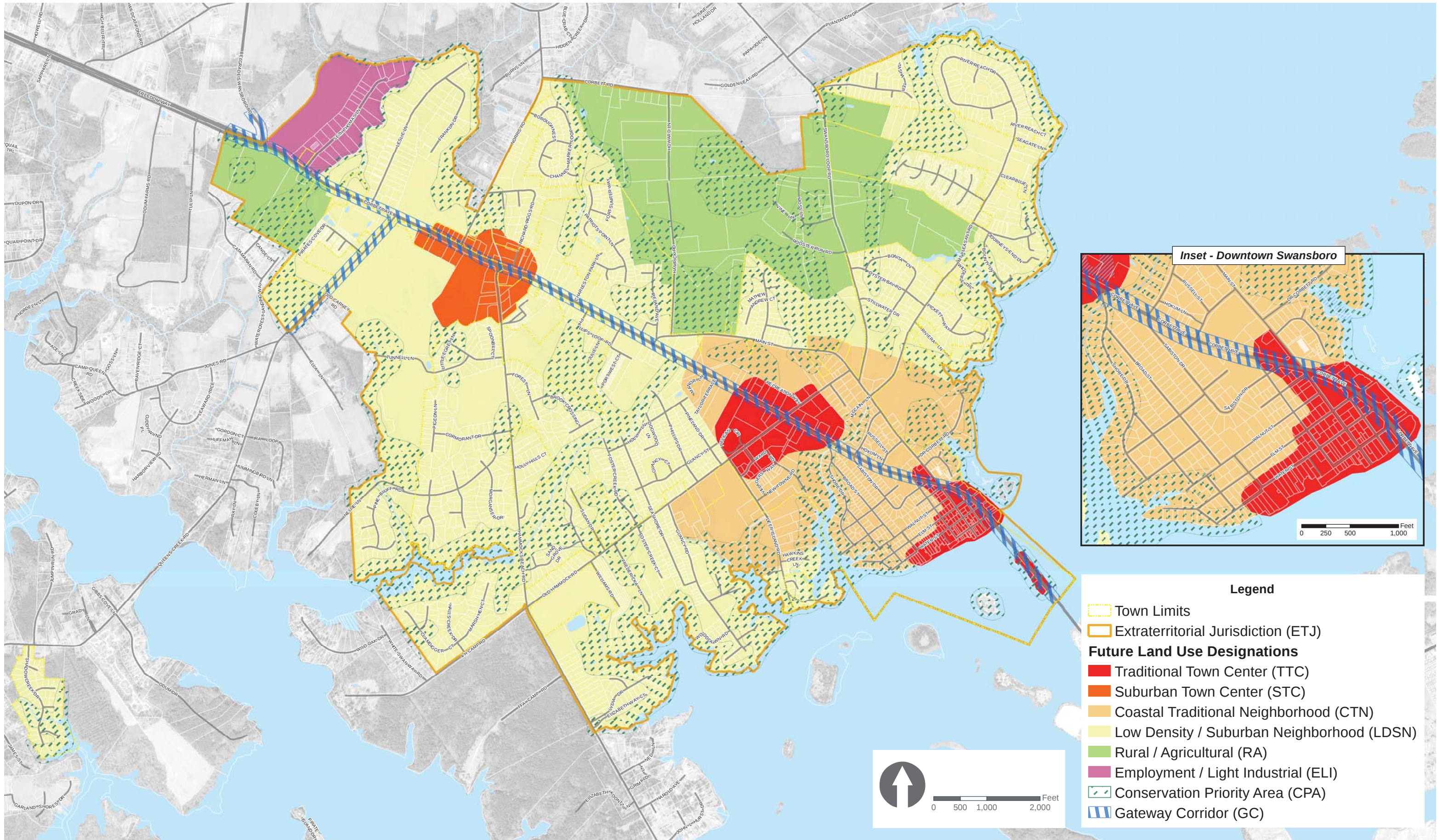
- » Encourage mixed use development at nodes/key intersections; discourage additional strip development
- » Promote placemaking and an attractive, cohesive development style along NC 24
- » The gateway corridor should be designed as a tree-lined boulevard, with trees and other landscaping along the median and both sides of the road

5 DEVELOP AS A CONNECTED COMMUNITY

- » Connect downtown to the north side on NC 24 and to the west
- » Connect major destinations including parks, commercial centers, schools with safe sidewalks and off-road paths

6 BUILD COMMUNITY RESILIENCE IN A CHANGING ENVIRONMENT

- » Direct growth and public infrastructure investment to locations that are least likely to be affected by inundation, and where necessary manage the abandonment of imperiled infrastructure
- » Accurately communicate risk and regulate high risk areas through enhanced development regulations
- » Pursue projects that will increase resiliency to storms, flooding, and sea level rise



SWANSBORO CAMA LAND USE PLAN UPDATE

- Future Land Use Map -

Adopted: January 22, 2019



CONSERVATION PRIORITY AREA (CPA)

Conservation Priority Areas (CPA) represent opportunities to allow lower density development clustered away from and respectful of environmentally sensitive areas, important natural views, and priority conservation preservation areas as identified by the community. Agricultural preservation was also identified as a community priority, but where Rural Agricultural (RA) areas overlap the CPA, the development character and density restrictions of the RA area shall prevail, and not be further restricted by the CPA.

CHARACTER

Generally speaking, flood-prone areas (including 100-yr and 500-yr floodplains), all wetlands (coastal and upland), streams (perennial or “blue line” and intermittent), riparian areas and mature forests are priority preservation areas. This is especially true of areas that have an impact on water quality and accommodation of storm surge.

Development within this overlay should respect the natural environment that creates the quality of life that defines Swansboro. Clustering development away from sensitive environmental features or assets (views, habitat, etc.) is required. Deviations from typical lot standards may be necessary to accommodate clustering.



Coastal wetland



Agricultural field

ACCESS AND CIRCULATION

Streets will respect the underlying FLU designation, but may be designed with additional criteria that respect and enhance the natural environment. In particular, additional or enhanced flood mitigation, low impact design, or stormwater treatment measures may be necessary.

SETBACKS

Setbacks should provide enhanced protection of environmental assets and provide additional buffering for structures or infrastructure that will be placed near CPAs. As such, setbacks will likely be determined by the underlying FLU(s) or zoning, but with additional setbacks from environmental features (stream, wetland, floodplain, open water body) that are within the CPA.

MASSING AND BUILDING HEIGHTS

Modifications to the massing standards of the underlying FLU may be necessary to protect environmental resources and additional attention may be necessary to accommodate views of CPAs, which in some cases are considered a community asset.

BLOCKS

- » Blocks are allowed as appropriate for the underlying FLU category, but larger blocks should be allowed if necessary to avoid environmentally sensitive areas.
- » Stub-out connections should be located logically to facilitate future connections to adjacent areas, if environmentally feasible.

PARKING

Parking areas should be designed to minimize stormwater generation or other negative externalities (i.e. - light pollution, runoff, etc.) that might impact CPAs.

APPROPRIATE DENSITY / INTENSITY

Low intensity development is allowed within this FLU designation at 50% of the gross density otherwise specified by the underlying FLU category. This means that less development will occur in or near the CPAs. All development that does occur must be clustered in the least



Example of Conservation Priority Area (CPA) with coastal wetlands.

environmentally sensitive part of the property and net density in that clustered, developed area may exceed the gross density for the total property, particularly if it is uplands.

REPRESENTATIVE AREAS

Currently, there are no representative areas in town that effectively demonstrate environmentally respectful cluster development.

OTHER CONCERNS

It is important to note maps within this plan depicting the CPA are for reference only, as these areas will naturally shift and realign, requiring field verification to determine exact location.

Lowering the intensity and density of development within this area in the town's jurisdiction may result in the demand for that development being displaced elsewhere, including to the area just outside the ETJ. If Onslow County has less restrictive regulations on development, it is likely this will result in additional higher intensity growth just outside of town, which could quickly consume farmland and land in environmentally-sensitive areas. This effect will likely be accelerated by availability of water and sewer services by the ONWASA. Consequently, the Town should coordinate with the County to implement a mutually-beneficial solution to this potential problem.



Example of Conservation or Cluster subdivision. (Source: Chatham County Comprehensive Plan)



RECOMMENDATIONS & STRATEGIES

Community plans are meant to be living documents. Priorities and directions are set in the plan, but implementation of the plan's recommendations and strategies will be carried out by Town leadership and staff. Swansboro embarked on the Land Use Plan update at the same time as other planning efforts, offering the opportunity for plans to be significantly aligned to each other, and enhancing the likelihood of successful implementation. The following recommendations and strategies are intended to provide additional guidance for implementing the goals and objectives of this plan.

PUBLIC ACCESS

PROVIDE, ENHANCE, AND ENFORCE PUBLIC WATER ACCESS.

Waterfront access points should be clearly designated and designed as public spaces, without encroachment from neighboring property owners attempting to exert private influence over the area. Enhanced facilities (kayak and canoe launches, public benches or tables, trash cans, docks, etc.) also increase the appeal and use of these areas. When providing public access to waterfront areas, natural shoreline and habitat should be preserved as much as possible to protect water quality.

PROTECT VIEWS OF THE WATER AND OF NATURAL AREAS AND WETLANDS.

Preserve signature views and create new visual and/or physical connections to the water when accommodating new growth. Partner with land owners in existing development to increase connections to the shoreline.

INCREASE ADA ACCESSIBILITY AND IMPLEMENT ADA TRANSITION PLAN.

The Americans with Disability Act (ADA) accessibility retrofits can be difficult to implement in older sections of town where space is limited. However, providing access, particularly to businesses and areas the general public is invited to visit, is important and should be the norm when evaluating upfits or redevelopment plans. The creation, adoption, and implementation of an ADA Transition Plan should also be a top priority.

LAND USE COMPATIBILITY

INCORPORATE DEVELOPMENT STANDARDS THAT IMPLEMENT THE CHARACTER DESCRIPTIONS PROPOSED IN THE FUTURE LAND USE CATEGORY DESCRIPTIONS.

The development character of certain parts of town are prized and must be measured and codified in the zoning code in order to see those changes occur in new development. A revision of the development standards and zoning regulations should be undertaken to see the character of the future land use designations carried forward into new development. For instance, parking minimums and maximums should be reviewed and revised to better implement the recommendations and goals of this plan.

REVIEW DEVELOPMENT STANDARDS OF THE DOWNTOWN AND THE HISTORIC NEIGHBORHOODS SURROUNDING DOWNTOWN, AND EXTEND THOSE STANDARDS TO AREAS IN THE TRADITIONAL TOWN CENTER (TTC) AND COASTAL TRADITIONAL NEIGHBORHOOD (CTN).

The people of Swansboro treasure the feel and character of the historic downtown and surrounding residential areas. This character should be quantified and codified so that future development and redevelopment can achieve a similar feel (setbacks, lot widths, parking location, materials, etc.), while also incorporating enhanced standards and performance (stormwater, pedestrian facilities, ADA access, etc.)

CONTINUE TO IMPLEMENT ADOPTED TOWN PLANS.

For plans to remain relevant and actionable, they must be acted upon, reviewed, and revised regularly, which may be as simple as a regular status update from staff on accomplishments and status of projects within each plan. Aging plans should be reviewed and revised to remain relevant, and a progress update schedule developed for each relevant plan with associated responsible town department.

Continue implementation of the adopted town plans, including but not limited to:

- » Economic Development Strategy (2018)
- » Parks & Recreation Master Plan (2019)
- » Watershed Restoration Plan (2017)

CREATE ZONING STANDARDS AND STRATEGIES TO ADDRESS DEVELOPMENT IN AND NEAR RURAL AGRICULTURAL (RA).

Farming is a largely industrial activity that can create significant nuisances for adjacent residential properties. However residential development will seek to locate on dry, flat areas, most of which have previously been or adjacent to farmland. Enhance zoning standards for rural development to buffer and compliment farmland in the RA.

CREATE ZONING STANDARDS TO ENHANCE THE FUNCTION AND APPEARANCE OF THE GATEWAY CORRIDOR (GC), PARTICULARLY THE NC 24 CORRIDOR.

The public open house workshop identified several areas where public support exists for strengthening

regulations along the NC 24 corridor. Implement the recommendations of the Gateway Corridor Plan, including but not limited to enhancement of the Gateway Corridor character area through development guidelines and ordinance standards that:

- » Preserve or create deep and enhanced, landscaping buffers between roadway and development site.
- » Encourage residential building setbacks and massing that blend in with the natural environment.
- » Significantly restrict individual access drives and require cross-access between adjacent parcels and sites unless absolutely unachievable.
- » Discourage frontage streets, or if allowed modify setbacks accordingly.
- » Create pedestrian-supportive infrastructure (sidewalks, crosswalks, signals, etc.) along the gateways.
- » Create parking location requirements, with strong preference for parking in the rear of buildings, and enhanced screening requirements that provide consistency and contribute to the appearance of the corridor.

INFRASTRUCTURE CARRYING CAPACITY

DIRECT DEVELOPMENT TO PLACES THAT CAN SUPPORT IT WHILE ALSO REINFORCING THE COMMUNITY CHARACTER AND SOCIAL FABRIC.

The best way to connect people to destinations is to place them in proximity to each other. Locate higher density residential development within walking distance of goods and services to strengthen businesses, reduce vehicular traffic, and encourage active transportation. Consider existing built form and community characteristics when reviewing new development.

Allow dense, context-sensitive development in areas that have adequate public service, proximity to goods and services, and resiliency to foreseeable environmental threats. Mixed use development, both horizontal and vertical, should be encouraged where appropriate.

Consider incentives for infill growth such as by-right approval processes, while also requiring development to connect to utilities and pay for needed system upgrades.

PRIORITIZE UTILITY SYSTEM UPGRADES.

Continue to work with ONWASA to prioritize water and sewer expansion and distribution to targeted areas in accordance with the Future Land Use Plan. Prioritize utility system upgrades for mixed use areas. Incorporate concepts and design that respect the current and future vulnerability of these facilities to a changing climate, storms, and sea level rise.

EVALUATE THE COST OF PROVIDING SERVICES TO NEW DEVELOPMENT AND USE THAT INFORMATION WHEN EVALUATING PROPOSED DEVELOPMENTS OR EXTENDING UTILITY SERVICES.

By using a measurable metric, such as cost per linear foot of street frontage, a community can quantify existing public services costs, and estimate the impact that future development will have if the town is required to take over infrastructure and provide services. A benchmark figure will assist decision makers in evaluating the long-term impact of service extension and growth. Ultimately, the cost of services and infrastructure provided by the town must be recouped, and a balanced approach can be best informed with knowledge of those costs.

IDENTIFY FUNDING SOURCES AND PARTNERSHIP OPPORTUNITIES.

Investigate potential funding sources for the water system and utilize inter-local agreements with either the County or ONWASA for annexation and utility service provision, as appropriate.

NATURAL HAZARD AREAS

CONTINUE TO PROVIDE INFORMATION TO RESIDENTS AND THE DEVELOPMENT COMMUNITY ON THE RISKS AND BEST AVAILABLE DATA RELATING TO ENVIRONMENTAL RESOURCES AND CONDITIONS.

Continue education efforts related to flooding, storm surge, sea level rise, stormwater, and governmental programs and processes related to each. This may include becoming involved in the Community Rating System (CRS) and potentially other programs related to flood protection and flood insurance.

PRIORITIZE CAPITAL IMPROVEMENT PROJECTS IN AREAS THAT WILL INCREASE OVERALL RESILIENCY TO STORMS AND FLOODING.

- » Identify priority areas and actions to make the town more resilient to storms and flood events using VCAPS process and knowledge of recent storms.
- » Evaluate public and private infrastructure for risk, especially critical infrastructure (operations center, police/fire/EMS stations, water and wastewater treatment plants, hospitals, assisted living facilities, etc.), and use this evaluation to guide future locations and expansions.
- » Consider locating highly critical infrastructure well outside of the 500-year floodplain, while less critical infrastructure may be in more flood prone areas with disruptions anticipated but minimal. The nature of each infrastructure component will determine how risk-adverse the public is to a lapse in service.
- » Map and identify stormwater infrastructure that needs upsizing or replacement, and incorporate into capital improvement planning.

USE CURRENT, BEST AVAILABLE SEA LEVEL RISE PROJECTIONS AND ENVIRONMENTAL VULNERABILITY KNOWLEDGE WHEN MAKING PUBLIC INFRASTRUCTURE INVESTMENT DECISIONS.

Public investments communicate to the public that an area is “safe”. They are also frequently lasting decisions that obligate funds for construction, operation, or maintenance for many years. A town that appropriately sites new infrastructure will be more likely to be prosperous and safe.

- » Consider retracting services or strategically abandoning infrastructure in areas that are likely to be risky or dangerous.
- » Major public facilities (hospitals and resident-occupied health facilities, operations centers, water/wastewater facilities, etc.) should be located in areas that will not flood during intense storm events (500-year or 1,000-year), and access to these facilities should also be hardened against storm impacts.
- » New roads should only be allowed if built to withstand a significant storm event without flooding, and even then should be located entirely outside of floodplains.
- » Utilize the information from the VCAPS process regarding projected future floodplains (see Appendix).

STRENGTHEN DEVELOPMENT STANDARDS TO ENHANCE RESILIENCY TO STORMS, FLOODING, AND AN UNCERTAIN CLIMATE FUTURE.

- » Require new construction be built to withstand lower probability / higher impact storms (500-year, 1,000-year, etc.) to reduce damage liability, economic losses, and speed recovery when these events occur. This will be especially important as future floodplain limits will expand as noted on new FIRMS which

are based on SLOSH storm surge modeling. Incentives to reduce insurance costs could also make this strategy more achievable.

- » Perform analyses to identify areas that will likely become the new 100-year floodplain as sea levels continue to rise and consider restricting development or enhancing development regulations in these areas. Look for future guidance from FEMA on this particular subject.
- » Encourage or incentivize low impact development techniques by updating stormwater ordinances and improving outreach efforts. Updates should include but not be limited to:
 - » Encourage reduction of impervious surface cover and increased use of permeable surfaces
 - » Allow naturalized detention areas, rain gardens, and bioswales to satisfy open space requirements
 - » Consider zoning overlays in areas of specific stormwater management concern that require certain types of stormwater or flooding management techniques
 - » Treatment and storage of stormwater on-site, where appropriate
 - » Implementation of Low Impact Development (LID) or green infrastructure stormwater and water quality measures, where appropriate; this may involve multi-property solutions
 - » Implementation of projects that enhance or restore shoreline or wetlands, or otherwise improve water quality and the natural environment
- » Consider requiring a higher freeboard requirement (2- or 3-foot) for new development and/or in places that are particularly susceptible to flooding or storm surge with or without wave action.
- » Develop unique solutions to mitigate future flooding in the historic waterfront district in order to preserve the town's heritage and history.

REVIEW AND REVISE THE WATERSHED RESTORATION PLAN TO ENSURE THAT IT ANTICIPATES AND ADDRESSES EXISTING AND FUTURE ISSUES.

- » Identify opportunities for retention and green stormwater infrastructure that can serve infill and redevelopment
- » Consider regional stormwater detention solutions for future employment sites or other large development sites; consider partnership with developers (or regional solutions)

SCRUTINIZE DEVELOPMENT IN ENVIRONMENTALLY-SENSITIVE AND FLOOD-SUSCEPTIBLE AREAS CONSERVATION PRIORITY AREAS (CPAs).

Consider requiring the mapping and quantification of the CPAs when reviewing new development applications in these areas. Note that these areas are comprehensively mapped herein, and local criteria should be created to assist developers in making on-the-ground inventories, similar to the mapping of stream buffer corridors. This information should then be used during preliminary and final development application decisions. It may also be beneficial to encourage or even incentivize the clustering of development outside of the CPAs.

WATER QUALITY

CREATE ZONING STANDARDS AND STRATEGIES TO ADDRESS DEVELOPMENT IN CONSERVATION PRIORITY AREAS (CPAs).

Restrict the development of natural areas, especially in floodplains, to preserve water quality. Clustering

and other density transfer strategies will help protect priority environmental areas, as well as keep new development further from harm's way, as in the case of king tides, and storm-related flooding.

CONTINUE TO IMPLEMENT THE TOWN'S WATERSHED RESTORATION PLAN.

The town has recently obtained funding to install retrofit stormwater solutions to improve water quality. Any historic downtown has challenges when dealing with stormwater, since regulations did not exist when the town developed. Continuing to implement stormwater solutions is important to water quality, especially since much of the development of the town predates current stormwater control regulations. The Town may also choose to increase regulation of stormwater or raise stormwater fees to pay for other mitigative measures.

COMBINE WATERFRONT ACCESS WITH HABITAT RESTORATION AND STORM RESILIENCY.

- » Enhance water quality and storm resiliency while also providing increased access to public trust waters.
- » Pursue funding from multiple sources to achieve complimentary outcomes.
- » Consider additional setbacks from salt marshes, per the recommendations from the VCAPS process.
- » Consider implementing the Living Shorelines recommendations from the VCAPS process.

INVEST IN WATER QUALITY PROJECTS THAT ENHANCE BOTH QUALITY OF LIFE AND NATURAL ENVIRONMENT.

One of Swansboro's primary assets is the waterfront and coastal character of the town. Water quality and the natural environment is a major reason that people continue to settle in the town. Protection of water quality is crucial to the town's long-term vitality. Zoning and development standards are the primary avenue to locally influence water quality, and protective standards should be incorporated into the ordinance, including but not limited to:

- » Reduction of site impervious surfaces
- » Treatment and storage of stormwater on-site, where appropriate
- » Implementation of Low Impact Development (LID) or green infrastructure stormwater and water quality measures
- » Implementation of projects that enhance or restore shoreline or wetlands, or otherwise improve water quality and the natural environment
- » Disconnected and/or enhanced Stormwater Control Measures (SCMs), possibly requiring measures in excess of state standards

OTHER COMMUNITY PRIORITIES

PRIORITIZE NEW PEDESTRIAN INFRASTRUCTURE.

Identify potential pedestrian connections (sidewalks and multi-use trails) between high residential density areas and popular destinations and include those projects in the Capital Improvement Plan.

Destinations identified at the public open house workshop include:

- » Areas north and south of NC 24
- » The historic downtown
- » Parks and recreation facilities
- » Waterfront access areas

- » Hammocks Beach State Park
- » The intersections of NC 24 with Hammocks Beach Road and Old Hammock Road
- » Queens Creek Road
- » Main Street Extension

FACILITATE CROSS-DEPARTMENTAL, INTER-AGENCY, AND INTER-JURISDICTIONAL COORDINATION.

Encourage collaboration to provide county services that support recommendations in this plan. Work with outside agencies (local, regional, state, federal) to implement land use decisions that reinforce and support the values of the town. Of particular importance are communication and coordination with the County and ONWASA on land use and service provision decisions and standards that occur just outside the town's ETJ, as these will have the greatest impact on the town.

CONNECT NEW AND EXISTING DEVELOPMENT TO THE BROADER COMMUNITY.

Institute requirements that connect development to nearby amenities, open spaces, residential and commercial areas, and road networks by implementing the following strategies:

- » Limit maximum cul-de-sac length, and then only allow if a future connection is not achievable. Developing secondary connections between destinations is crucial to creating community and reducing congestion on major roadways.
- » Establish maximum block lengths, and require achievable stub-outs. Where stub-outs would require a culvert or bridge, require the developer to pay fee-in-lieu for their portion of the future facility. Consider also adopting Appendix D of the NC Fire Code, which discusses access points, cul-de-sac length, and maximum number of units for safe provision of EMS/fire safety services.
- » Update pedestrian and bicycle plans to address acquisitions and requirements for easements for these facilities. Require new construction to connect to existing or planned facilities.
- » Strengthen connectivity policies to require interconnectivity and reduce traffic on main roads.

ENHANCE APPEARANCE AND MAINTAIN SMALL-TOWN, COASTAL CHARACTER.

The appearance and quality of appearance of structures, especially those with larger footprints (~40,000 sqft), should be balanced or mitigated by higher-quality materials and stormwater control measures, including but not limited to:

- » Use of high quality materials and prohibition or reduction in the use of low quality materials.
- » Breaking up the roofline or overall massing through architectural embellishments and fenestrations.
- » Balancing greater impervious surface areas with:
 - » Carefully considered setbacks that reduce visual impact - for instance, stepped setbacks.
 - » Additional stormwater control measures, particularly Low Impact Development (LID) design.
 - » Additional or enhanced landscape buffering, lighting, or pedestrian infrastructure and spaces.

IMPLEMENT THE ACTIONS IDENTIFIED IN THE VCAPS STUDY (SEE APPENDIX).

The community-identified actions and solutions identified in the VCAPS study are incorporated in this report as an appendix and include priority actions. Planning and implementation of this sort is a major step toward creating a more climate resilient future for Swansboro.

VCAPS SUMMARY

FINAL REPORT

Town of Swansboro Preliminary Asset Mapping & VCAPS Report December 17, 2018

Asset Mapping Summary

Key representatives from the Town of Swansboro and Onslow County met with a group of facilitators on July 10th to begin mapping the town's critical assets and areas known for frequent flooding. Present at this meeting were:

Participants

Scott Chase, Manager, Town of Swansboro
Paula Webb, Town Clerk, Town of Swansboro
Andrea Correll, Planner, Town of Swansboro
John Freshwater, Engineer
Angelia Hagopian, Onslow County GIS
Brent Hatlestad, Town of Swansboro, Commissioner
Brent Lanier, Surveyor
David Mohr, Engineer, ONWASA
Patricia Pike, Onslow County GIS
Frank Tursi, Mayor Pro Tem, Town of Swansboro

Facilitators

Mike Christenbury, N.C. Division of Coastal Management
Lora Eddy, The Nature Conservancy
Tancred Miller, N.C. Division of Coastal Management
B. Stevens, N.C. Coastal Federation Intern
Madeline Tripp, N.C. Coastal Federation Intern
Jessica Whitehead, N.C. Sea Grant

The purpose of this project was to identify and map important social and physical assets in Swansboro that may be vulnerable to current and future impacts from coastal hazards, including sea-level rise and storm surge. The planning process will help Swansboro identify hotspots where the town can prioritize resilience-building projects. Through the process, participants will also identify local government and community-specific needs in building resilience.

Local knowledge mapping helps the town identify the locations of physical and non-physical assets that are important to both the government and the community. Through this process, local government staff and officials explored their physical and social vulnerabilities. Participants used maps provided by Onslow County, pre-populated with many of the town's critical assets, and added knowledge of areas with known flooding problems or other vulnerabilities. The maps now identify specific areas, such as streets, intersections, and buildings, that the town can target for resilience work. The final map and guide for Swansboro can be used for resilience planning purposes, and to support future grant applications to fund projects in areas in need of adaptation or mitigation projects.

Although not included in this project, additional social vulnerability indicator data exists, such as census data on reported income and data on property tax value. Such indicators can be used to identify areas where financial resources for recovery post-disaster may be limited. Other social vulnerability indicators

such as concentrated areas of 65+ residents, and concentrated areas of non-English speakers, were not identified in Swansboro.

After the mapping meeting, Onslow County staff transferred the data that was collected onto a digital map through ArcGIS, and has provided a copy of this map to Swansboro.

The Nature Conservancy (TNC) will also host Swansboro's map data on their coastalresilience.org web portal, so that local government staff and the public can overlay sea level rise and coastal flooding models to the maps. TNC's Coastal Resilience mapper currently has both federal (NOAA) and state data for a variety of future scenarios; all federal data are readily available for download through the [NOAA Digital Coast's Coastal Flood Mapper](#). State data was acquired from [NC Emergency Management](#) through a public records request. For data or information on this project contact [NC Emergency Management](#). Potential datasets include:

1. Coastal Flood Hazard Composite - Provides a quick visual assessment of areas most prone to flood hazard events.
2. Shallow Coastal Flooding - Areas subject to shallow coastal flooding.
3. FEMA Flood Zones - Areas at risk from flooding.
4. Storm Surge - Areas at risk from storm surge.
5. Sea Level Rise - Areas likely to be inundated by sea level rise.
6. Sea Level Rise and Coastal Flooding

In Swansboro, current available flood data overlays include sea level rise and sea level rise with projected future flood conditions for storm surge from North Carolina's Division of Emergency Management's 2014 Sea Level Rise Impact Study. Scenarios that can be explored include the increase of relative sea level by 20, 40 and 100 cm over existing conditions as well as modeled coastal flooding with 20, 40 and 100 cm of sea level rise for a 10-year flood event, a 100-year flood event, and past flooding from Hurricane Fran (1996).

In the future, town staff can hold public workshops to better understand community priorities in the face of flooding, sea level rise, wetlands loss, storm surge, or other hazards.

Vulnerability, Consequences, and Adaptation Planning Scenarios (VCAPS) Summary

The facilitation team adapted the Vulnerability, Consequences, and Adaptation Planning Scenarios (VCAPS) process to help the Town of Swansboro use mapped assets and data to consider actions that could reduce the Town's overall vulnerability to multiple hazards of concern. The scope of this process was limited to actions that could be taken in the context of a land use plan and the related educational, informational, and planning actions necessary to set policy that reduces vulnerability and builds resilience. A group of stakeholders with professional knowledge related specifically to land use planning processes met on August 23, 2018:

Participants

Scott Chase, Manager, Town of Swansboro
 Andrea Correll, Planner, Town of Swansboro
 Paula Webb, Town Clerk, Town of Swansboro
 John Davis, Mayor, Town of Swansboro
 Phil Keagy, Commissioner, Town of Swansboro
 Brent Hatlestad, Commissioner, Town of Swansboro
 Roy Herrick, Commissioner, Town of Swansboro

Pat Turner, Commissioner, Town of Swansboro
 Frank Tursi, Mayor Pro Tem, Town of Swansboro
 Brent Lanier, Surveyor
 Jerry Seddon, Planning Commissioner, Town of Swansboro
 Ralph Kohlmann, Planning Commissioner, Town of Swansboro
 Larry Philpot, Planning Commissioner, Town of Swansboro
 Walter Hancock, Planning Commissioner, Town of Swansboro
 John Freshwater, Engineer
 David Mohr, Engineer, ONWASA
 Dave Newsom, Engineer

Facilitators

Jessica Whitehead, N.C. Sea Grant
 Jane Harrison, N.C. Sea Grant
 Tancred Miller, N.C. Division of Coastal Management
 Mike Christenbury, N.C. Division of Coastal Management
 Lora Eddy, The Nature Conservancy
 Sarah Watson, S.C. Sea Grant
 Gloria Putnam, NC Sea Grant
 Sarah Spiegler, NC Sea Grant

Results from initial scoping interviews were combined into input from two breakout groups to generate a synthesis diagram that tracks how hazards and stressors of concern relate to outcomes and consequences in the context of land use. Participants used this conversation to generate ideas about potential actions, as well as to note any contextual factors that may enhance or limit the effectiveness or desirability of any actions. Actions are also further separated into actions for both the public sector (Town, County, state, and federal government, including the academic sector) and private sector (residents, businesses, NGOs, and other organizations).

It is important to note at this phase these actions are conceptual, and all require further discussion, study, and vetting with the Town of Swansboro and the public before becoming policy. Given that these actions were suggested by a small local group, they need to be reviewed by this group to ensure they were captured accurately by the facilitation team. Additionally, because the group was limited in its participation due to the facilitation team's size, additional public input will be invaluable in capturing additional potential ideas as well as in prioritizing those actions that were suggested. The former point is key in the wake of Hurricane Florence – while impacts of sea level rise and extreme rainfall were discussed, it is likely that there are additional key lessons to be learned by infrastructure performance under those extreme storm surge, wind, and rainfall conditions.

The Town considered actions resulting from the impacts of multiple hazards: tropical storms and nor'easters, including heavy rainfall and the prevailing wind direction during the event, sea level rise, and king tides. Participants also noted additional stressors of boat traffic (primarily affecting erosion) as well as development (commercial and residential development inside the Town and outside its ETJ). Overall, through interviews and the meeting participants from the Town identified 60 public sector actions and 12 private sector actions that could be considered in either the land use plan or related activities to improve Swansboro's resilience to these hazards and stressors. Two of those public sector actions were actions enabled by other actions, and three of the private sector actions were direct results from other public sector actions. The VCAPS diagram provides a conceptual map of how these actions relate to specific outcomes and consequences from these hazards. Additionally, tables are included of all these actions and of actions specific to each category. Generally, actions fell into five categories:

1. Educational efforts, including needs to inform or educate both the public and other levels of government
2. Informational needs, encompassing key critical scientific, legal, policy, and engineering issues requiring further study, including areas where best practices are still evolving (e.g., how to develop stormwater design standards that can accommodate a range of sea level rise and extreme precipitation scenarios)
3. Planning needs, including obtaining funding for planning and project design and implementation
4. Policy needs, including new requirements, at the Town level and at other levels of County, state, and federal government impacting the abilities of the Town
5. Implementation actions, or decisions that must be made and put into effect to alter resilience

Some of the actions may be easily implemented in the land use plan. However, the Town should review these actions and consider which of these may be sequential – for example, digital maps of the stormwater system are needed to consider new stormwater plans and policies for retrofitted system upgrades as well as to develop incentives for stormwater controls. Additionally, the Town should prioritize some of these actions using locally agreed upon criteria. Past towns who have used the VCAPS process, like the Town of Nags Head, found this prioritization step valuable. Prioritizing will help the Town consider not only how to consider these sequential actions, but also help develop a strategy that allows Swansboro to pursue projects that are relatively simple to implement, like educating about living shorelines, as well as actions that may be more difficult to accomplish yet ultimately carry great benefit, such as how to incentivize buffers. Two ways past VCAPS communities have approached prioritizing actions have been through an additional review committee (as done in the Town of Nags Head, which established a Climate Change and Sea Level Rise Committee), or through public workshops with additional input (as done in Beaufort County, South Carolina).

On November 19, 2018 the Town of Swansboro hosted a public meeting to gather public input on the actions identified through the VCAPS Workshop. The meeting was advertised through the town's communication channels, media and direct mailing.

It was an open workshop format with 3 stations:

1. Informational station – The public could review posters with data and information from the National Climate Assessment and Southeast Regional Climate Center on potential climate change impacts including increased precipitation, heavy downpours and sea level rise.
2. Map station – The public was invited to add information to the Asset Map created as part of this planning process. Paper maps were provided for review and participants were encouraged to ground-truth the town's physical vulnerabilities.
3. Voting station – The public was asked to help prioritize the VCAPS Adaption Actions identified by the team as within the scope of what the Town of Swansboro could do in the land use plan update. Actions were broken into 5 categories education, studies/information, planning, policy, and implementation. Participants were asked to vote on their top 3 – 5 needs in each category. The complete results of the voting exercise are included in the report appendix, but the top 3 priorities for each category are included below:

Education: During the initial VCAPS the Town identified four potential educational needs that the Town of Swansboro could fill to help make local land use more resilient to challenges related to climate change and sea level rise. The top 3 public priorities were:

- Town works with state to allow streamlined low impact development permits to reduce pressures from increased stormwater volume

- Town develops an education plan for contractors on low impact development options to reduce pressures from increased stormwater volume
- Town develops education plan for residents on environmental hazards to reduce challenges to existing homes that are at risk of flood.

Informational needs: During the initial VCAPS the Town identified six potential needs for more information or studies that the Town of Swansboro needs to fill to help make local land use more resilient to challenges related to climate change and sea level rise. The top 3 public priorities were:

- Find (and expand upon) ways to preserve natural areas and green space to reduce pressures from increased stormwater volume
- Map older sections of existing stormwater system to reduce stress on infrastructure from increased stormwater volume
- Identify ways to use design standards that incorporate future conditions to improve development

Planning needs: During the initial VCAPS the Town identified five potential needs for more planning activities that the Town of Swansboro needs to fill to help make local land use more resilient to challenges related to climate change and sea level rise. The top 3 public priorities were:

- Town applies for, receives, and uses 319 funds to improve infrastructure to reduce stress on infrastructure from increased stormwater volume
- Town asks DOT to increase pipe size under DOT-owned roads to reduce stress on stormwater infrastructure for pipes that are too small to convey the larger stormwater volume
- Planning board considers how to control stormwater in activities to improve development

Policy needs: During the initial VCAPS the Town identified 24 potential needs for policies and approaches that the Town of Swansboro needs to fill to help make local land use more resilient to challenges related to climate change and sea level rise. Because there were so many additional needs identified as policies, public attendees were allowed up to 5 top votes. Due to a tie, the top 6 public priorities are listed here:

- Incentivize density on appropriate parcels to avoid developing ecologically sensitive lands to improve development
- Require, not just encourage, getting stormwater back to ground (will require engineering to review ways of doing this) to reduce pressures from increased stormwater volume
- Expand buffers on salt marsh to 50 feet to slow wetland loss
- Encourage low impact development to increase onsite holding in site design, especially the first flush of stormwater, early in process to reduce pressures from increased stormwater volume
- Require subdivisions in town to tie in to sewer and water to improve the resilience of residential development
- Pass a 2-3 foot freeboard ordinance to reduce the number of structures which flood

Policy needs: During the initial VCAPS the Town identified 13 potential needs for activities to implement on the ground that the Town of Swansboro needs to fill to help make local land use more resilient to challenges related to climate change and sea level rise. Due to a tie the top 4 public priorities were:

- Convert roads to one way (roads need less impervious surface and restore water via larger buffers) to reduce deterioration on roads
- Town preserves coastal wetlands to slow wetland loss

- Add greenway systems for habitat conservation to slow wetland loss (public notes this would require significant funding)

Town applies for funds to clear ditches, then clears ditches to improve stormwater flow. The Town's goal was to use the information collected through this integrated planning process to incorporate resilient actions into their Land Use Plan (LUP) update. By engaging the community of Swansboro in the process, town staff has started the dialogue about building community resilience in the face of increased precipitation and heavy downpours, sea level rise, and increased frequency and severity of storms.

Appendix: Charts of Full Public Voting Priority Results

During the meeting on November 19, participants voted to prioritize adaptation actions under the education, information needs, planning activities, policies needed, and implementation initiatives. Each participant was allowed to vote for their top 3 choices under each category, with the exception of policies needed (because of the large number of potential policies, participants could vote for their top 5 priorities). The full list of votes is included below. In each case, the challenge which each action is intended to address is also included. The listed challenges, along with each action, corresponds to those located within the VCAPS diagram. The top vote getting actions in each category are in bold type. Participants were also allowed to add their own actions to the charts; these added text are indicated in blue italic type.

Educational needs

CHALLENGE	EDUCATION NEED FOR TOWN TO FILL	PRIORITY
Increased stormwater volume	Education plan for contractors on low impact development options	24
	Town works with state to allow streamlined low impact development permits	25
Existing homes at risk of flood	Education plan for residents on environmental hazards	11
Development	Education plan for homeowners on higher density and stormwater control options	9

Information Needs

CHALLENGE	INFORMATION NEED FOR TOWN TO INVESTIGATE	PRIORITY
Sea level rise	Identify hot spots for development/roads in land use plan for 6 ft worst case scenario	7
Increased stormwater volume	Find ways to preserve natural areas and green space expand upon, <i>they exist</i>	21
Increased stormwater volume stresses infrastructure	Map older sections of existing stormwater system	10
Development	Develop uphill solutions to stormwater volume to reduce downstream pressure with sea level rise	7
	Identify existing areas to retrofit for sea level rise	6
	Identify ways to use design standards that incorporate future conditions -->	8
<i>Participant-added suggestions</i>	<i>Protect all sea life</i>	5
	<i>Control growth: commercial and residential</i>	3

Planning Activities

CHALLENGE	NEW TOWN PLANNING INITIATIVES NEEDED	PRIORITY
Sea level rise	Planning board considers sea level rise scenarios based on policy	0
Stormwater pipes too small	Town asks DOT to increase pipe size under DOT-owned roads	21
Stormwater volume stresses infrastructure	Town applies for, receives, and uses 319 funds to improve infrastructure	22
Development	Planning board considers how to control stormwater in activities	13
Structures flood	Town pursues mitigation funds for elevation	8

Implementation

CHALLENGE	NEW TOWN ACTIONS TO IMPLEMENT	PRIORITY
Heavy rainfall	Fire department re-uses roof water for truck washing (<i>More rain barrels?</i>)	4
Wetlands lost	Add greenway systems for habitat preservation (<i>significant funding required</i>)	9
	Town preserves coastal wetlands	10
Roads deteriorate	Convert roads to one way (roads need less impervious surface and restore water via larger buffers)	16
	Use Powell Bill, stormwater funds to cycle fixes to manage traffic and minimize damage	0
Ditches fill up	Apply for funds to clear ditches then clear ditches	9
Increased stormwater volume stresses infrastructure	When making stormwater system repairs elevate outfalls to be above higher tides and surges	3
Increased stormwater volume	Add catch basins, ponds w/ stormwater fees	4
	Town does demonstration LID projects	0
	Improve easements	1
	Town moves to local control (<i>requires engineering review</i>)	6
Structures flood	Assist with elevating homes	3
	Use tax (visitor occupancy) for flood control/infrastructure repair	0
<i>Stormwater runoff (Participant-added suggestion)</i>	<i>Work with ONWASA to provide monetary incentives to residential/commercial (via \$ credit on bill) to create onsite rainwater gardens</i>	5

Policies Needed

CHALLENGE	NEW TOWN POLICY INITIATIVES NEEDED	PRIORITY
Sea level rise	Require disclosure at land sale (flood, sea level rise, hurricanes, machine gun)	6
Wetlands lost	Expand buffers on saltmarsh to 50 ft	9
	Implement CAMA wetland conservation zone	6
	Incentivize wetland buffers with front yard depth requirement adjustment	3
Erosion	Incentivize living shorelines	4
Increased stormwater volume	Encourage low impact development to increase onsite holding in site design, especially first flush of stormwater, etc. early in process	7
	Incentivize developers for low impact development	4
	Require developers to build parks	3
	Require, not just encourage, getting stormwater back to ground (<i>will require engineering to review</i>)	9
Increased stormwater volume stresses infrastructure	Raise stormwater fee	0
Development	Pass stronger guidelines on design to make it more acceptable	1
	Incentivize density on appropriate parcels to avoid developing ecologically sensitive lands	11
	Use proposed floodplain in land use plan	4
	Enact stormwater control ordinances to include volume	
Development in adjacent areas	Town partners with County (+ <i>ONWASA</i>) on incentives in adjacent areas to encourage annexing in	3
Commercial development	Ask developers to reduce commercial parking spaces to reduce impervious	1
Residential development	Ask developers to reduce residential parking spaces to reduce impervious surface	1
	Encourage cluster development to avoid wetlands and not have to pay developer	2
	Require subdivisions in town to tie in to sewer/water	7
Homes built in flood zones	Make the Floodplain Administration board more powerful	
	Require special use permits to build in flood zones	5
Structures flood	Enact redevelopment ordinances to improve elevation after storms	2
	Increase sales tax and use funds for flood repairs	0
	Pass 2-3 ft freeboard ordinance	7

Existing Critical Asset/Facility Protections

Summary

Swansboro has identified its critical assets/facilities in both its Land Use Plan (LUP) and Hazard Mitigation Plan (which includes a map) and has prioritized the functions of each of these facilities in the case of an emergency/natural disaster. The biggest threat to the town, as identified by the Hazard Mitigation Plan, are hurricanes and the associated wind/flood damage. Several mitigation strategies were adopted in this plan, such as considering entry into FEMA's Community Rating System, or maintaining ditches and installing more lift stations.

In the LUP, there is zoning to discourage development in natural hazard areas or areas with low land suitability, and requirements for mitigation in developments in these areas (p.27, p.63). When determining land suitability, storm surge areas and flood zones are given considerable weight, and coastal wetlands are considered to have very low suitability. The LUP also has policies that support informing residents about sea level rise, flood mitigation strategies, and the dangers of development in natural hazard areas in collaboration with state or federal efforts (P.65, P.70).

In the Unified Development Ordinance (UDO), there is a Flood Damage Protection Ordinance, which addresses new development/redevelopment in the Special Flood Hazard Zone and establishes a stringent permitting process for these developments. There's also a Storm Water Management Ordinance, but this mostly addresses problems with polluted storm water runoff rather than flooding. However, it does suggest encouraging low impact development, decreasing impervious surfaces, and implementing storm water controls such as constructed wetlands, which would help mitigate flooding. In addition to this, there is a flexible development land use category which requires the use of Low Impact Development in site designs.

CAMA Land Use Plan:

- Identifies flood zones and potential hurricane scenarios (using SLOSH model, Section 5B1(c))
- In the Land Suitability Analysis Criteria, Storm Surge and Flood Zones each have 2 points of weight (the highest weight is 3 points); plots inside these zones have low suitability.
- Swansboro allows development in natural hazard areas (land susceptible to sea level rise, erosion, flooding, and/or wetland/conservation areas) if it complies with all local, state, and federal regulations, and implements mitigation strategies (P.18, P.27, P.28, P.63, P.66, P.68, P.71, P.73, I.43, I.44, I.45)
- Swansboro supports the installation of bulkheads to protect against erosion and sea level rise (P.67)
- Swansboro supports efforts to inform residents about sea level rise, flood mitigation strategies, and the dangers of development in natural hazard areas (P.65, P.70)

Unified Development Ordinance

- Flood Damage Protection Ordinance (Article 22, effective Aug. 2005, *now §152.400-.462*)
 - Objective: minimize potential for flood damage to new developments and to prevent developments from redirecting floodwaters to other properties
 - Identifies Special Flood Hazard Areas, based on FEMA maps (FIRM and FHBM)
 - Requires a **Floodplain Development Permit** before any construction within Special Flood Hazard Areas
 - Floodplain Administrator is in charge of reviewing permit applications
 - Establishes protocol for appeals and variances; decisions made by the Flood Management Appeals Board (4 members appointed by Board of Commissioners: general contractor, a surveyor, an architect, and/or an engineer)
- Flexible Lot Development
 - Allows for variety in development, so that uses take advantage of unique characteristics of location and environmental resources
 - **Requires LID** strategies to be incorporated in plan

Hazard Mitigation Plan:

- Identifies potential hazards, vulnerabilities, and mitigation strategies/goals for the town of Swansboro, maps critical facilities
- Natural hazards: hurricanes and associated wind and flood damage
- Swansboro considers critical facilities to be “those structures from which essential services and functions for the continuation of public safety actions and disaster recovery are performed or provided.”
 - Divides facilities into Level 1 (Must not lose operational capacity) and Level 2 (Must be operational within 24 hours following event)
 - Level 1: Swansboro Public Safety Headquarters/ EOC, EMS/ Police/ Fire Communications Tower, Water Tower (ONWASA), Wastewater Plant (ONWASA), Wastewater pump lift stations (ONWASA)
 - Level 2: Swansboro Town Hall, Major roads and bridges, Major government buildings, Emergency shelters (schools)
- Mitigation strategies:
 - Strategies include maintaining an evacuation route, flood/hazard education programs for residents, considering entry into FEMA CRS, maintaining ditches and installing more lift stations, and developing a Comprehensive Emergency Management Plan.
 - References policies in place in the CAMA Land Use Plan, the Unified Development Ordinance, Code of Ordinances, and NC State Building Codes

Note: Text in blue was added on 01/14/2019.

Recommendations:

- Evaluate efficacy/efficiency of existing stormwater systems and identify current and potential weaknesses (could complete a comprehensive assessment if resources are available)
- Create a Stormwater Management Plan, including strategies for increasing stormwater BMPs (like permeable streets/gutters/sidewalks, rain gardens, etc), as well as a plans to update/improve existing stormwater infrastructure to increase the town's stormwater capacity.
- Create an ordinance to allow construction of Living Shorelines where appropriate instead of bulkheads (which are encouraged in LUP)
- Participate in the Community Rating System
- Incorporate sea level rise scenarios (medium and high) into planning efforts
- Participate in the Red Cross Ready Rating Program, and encourage business owners to complete an emergency plan
 - Could also create emergency plans for historic buildings
- Consider participation in the National Weather Service's StormReady program
- Adopt an ordinance (or add to the existing Landscape Ordinance) to encourage the preservation of natural vegetation, especially trees
- Increase freeboard requirement within town limits (could have variance for historic district)
- Create incentive program (taxes, priority in permitting process) for using Low Impact Development methods/strategies when constructing new developments or for retrofitting existing properties with LID
- Consider flood mitigation strategies for flood prone areas of historic district (elevation, dry or wet flood-proofing, increasing stormwater drainage capacity, etc.)

Resources:

- [Swansboro Hazard Mitigation Plan](#) (Annex 5 to Onslow County Hazard Mitigation Plan)
- [CAMA Land Use Plan](#)
- [Unified Development Ordinance](#)
- [Town Zoning Map](#)
- [Looking to the Future: Alternatives for Reducing Flood-related Damage in Historic Communities, Milton, PA](#)
- [Keeping 74 Bridge Street Above Water: Lessons from the City of Newport and the Point Neighborhood on Protecting Historic Structures and Neighborhoods from the Impacts of Climate Change](#)

LUP Policies/Implementing Actions Referenced:

P.18 Swansboro does not support light industrial development within fragile areas and areas with low land suitability (see Section 5.B.1.g., pages 35 to 40).

P.27 The Town of Swansboro supports larger lots, decreased impervious surface areas, and cluster development in conservation classified areas and areas with low land suitability (see future land use map, Map 16) through enforcement of the Town's UDO.

P.28 Swansboro supports continuing preservation/protection of its flood hazard areas.

I.26 Swansboro will evaluate the need to revise its UDO to improve the requirements for reducing the areas covered during development by impervious surfaces. This will reduce storm water runoff.

P.63 Swansboro will allow development within areas susceptible to sea level rise, shoreline erosion, and/or wetland loss which takes into consideration such conditions in project design development.

P.66 Swansboro will support development which will minimize flooding and resulting damage to life and property during normal and significant rainfall events.

P.67 Swansboro supports the installation of properly engineered and permitted bulkheads to protect against erosion and sea level rise.

P.68 Swansboro supports the US Army Corps of Engineers' regulations, the applicable guidelines of the Coastal Area Management Act, and the use of local land use ordinances to regulate development of freshwater swamps, marshes, and 404 wetlands.

P.69 Swansboro supports relocation of structures endangered by erosion, if the relocated structure will be in compliance with all applicable policies and regulations.

P.71 Swansboro supports hazard mitigation planning. The Land Use Plan and the Hazard Mitigation Plan should be consistent with one another.

P.72 The Town supports the Onslow County Emergency Management Plan for evacuation procedures/policy for natural disasters or man-made disasters.

P.73 Swansboro will allow development in conservation and natural hazard areas which is consistent with local zoning and meets applicable state and federal regulations.

I.43 Swansboro will cooperate with the US Army Corps of Engineers in the regulation and enforcement of the 404 wetlands permit process. Schedule: Continuing Activity.

I.44 Swansboro will coordinate all development within the special flood hazard area with the Town's Planning and Inspections Department, North Carolina Division of Coastal Management, FEMA, and the US Corps of Engineers. Schedule: Continuing Activity.

I.45 Swansboro will continue to enforce its existing zoning and flood damage prevention regulations found in the UDO. Schedule: Continuing Activity.

Existing Protections of Isolated Wetlands

Key Points:

- Swansboro supports the policies and permitting processes under CAMA and Section 404 of the Clean Water Act.
- Due to changes in interpretation/legislation in the past few years, gaps have been created in the protection of coastal NC's small, isolated wetlands by federal and state programs.
- Swansboro does not have policies or ordinances specifically targeting and protecting isolated, non-coastal wetlands not protected under federal or state law.

Findings:

In the existing Land Use Plan (LUP), Swansboro complies with all state and federal laws regarding wetlands and environmentally sensitive areas, including section 404 of the Clean Water Act and all CAMA regulations. However, in 2008, a [statement by the EPA](#) asserted that wetlands not adjacent to traditional navigable waters are not under 404 jurisdiction. In 2015, changes were made to [15A NCAC 2H .1300](#) to regulate only 2 types of the 16 formerly identified isolated wetlands in NC, and to allow discharges that impact one acre or less of isolated wetlands in the coastal region without a permit (15A NCAC 02H .1305(3)). Combined, these changes create a gap in protection for small, non-adjacent/isolated wetlands and make it increasingly important that local municipalities adopt more stringent protections.

Currently, the town does not have many policies that go beyond protections under section 404 of the CWA. Most policies in regards to wetlands are statements of support for federal/state regulations. For example, policy 37 states that the town “supports coordinated efforts to preserve and protect the ecological and flood hazard benefits of freshwater wetlands, *as protected under Section 404 of the Clean Water act.*” Swansboro also has a CAMA-required Environmental Composite Map that incorporates areas of environmental concern into their land suitability analysis. In addition to this, there are a few policies could have indirect benefits to isolated wetlands. Policy 93 mentions a commitment to Low Impact Development (LID), which the UDO is required in Flexible Lot Developments. In implementing action 21 and policy 65, the town supports the education of the public about “environmentally sensitive areas” and the dangers of location development in natural hazard areas, which could be used to support an education campaign about isolated wetlands.

Recommendations

- **Educate residents** about the benefits (ecological, economic, public health/safety) of protecting wetlands. Incorporate wetland education efforts into Implementing Action 21 of the LUP.
- **Define wetlands** in the LUP and Unified Development Ordinance to include not only 404-regulated wetlands, but also isolated, freshwater wetlands.
- **Update policies** 25 (define environmentally sensitive areas to include isolated wetlands), 37, and 89 in the Land Use Ordinance to include wetlands not protected under CWA(404), according to the previously mentioned definition.
 - Also include a discussion of town protections/definitions in the Wetlands Section of Existing/Emerging Conditions: Fragile Areas.
 - In policy 63, amend to include more specific requirements for development susceptible to wetlands loss (instead of “consideration” in project development).
- **Change zoning** to either include isolated wetlands as a new, separate zone (overlay map of isolated wetlands), or incorporate isolated wetlands into the existing conservation zone.
 - Could commission maps of Swansboro wetlands, or use existing maps (FWS, NCRS, NOAA)
 - Allow appeals process for landowners to challenge delineations they feel are inaccurate
 - If not included in conservation zone, which is included in policy 27 of the LUP (about using increased lot sizes, decreased impervious surfaces, and cluster development), could include in large lot residential zoning to encourage building on uplands and not disturbing wetlands on lot.
- **Create a wetlands protection ordinance** specific to the needs of Swansboro:
 - Include: definition of a wetland, fact finding, intent/goals, definition of regulated activities, standards for issuance of permits (general: e.g. no net loss of wetlands, and specific: e.g. mitigation ratios), and conditions which may be attached to permits
 - [Model ordinance](#) from the Association of State Wetland Managers
 - [Wisconsin Model Ordinance](#)
 - [Study on Local Ordinance Effectiveness in NYS](#)
- **Create a Wetland Review Board** to help review permit applications under ordinance
- **Institute subdivision regulations** requiring wetlands protection, encourage use of wetlands as open space/stormwater management
- **Institute incentives** to encourage wetlands protection, such as:
 - Reduce local real estate taxes for preserved wetlands
 - Density bonuses or development right schemes
 - Work with local land trusts to provide wetland owners who donate wetlands or conservation easements with tax benefits

Current Policies/ Implementing Actions Referenced in this Summary

I.21 Swansboro will endeavor to educate the public about environmentally sensitive areas and what actions they can take to help do their part in preservation. Education may be accomplished through public service announcements or through the development of printed materials that are distributed through mailings and/or posted on the Town's website. Schedule: Continuing Activity.

P.25 The Town of Swansboro supports the preservation and maintenance of its environmentally sensitive areas while promoting and capitalizing on its natural resources

P.27 The Town of Swansboro supports larger lots, decreased impervious surface areas, and cluster development in conservation classified areas and areas with low land suitability (see future land use map, Map 16) through enforcement of the Town's UDO.

P.37 Swansboro supports coordinated efforts to preserve and protect the ecological and flood hazard benefits of freshwater wetlands, as protected under Section 404 of the Clean Water Act of 1972.

P.63 Swansboro will allow development within areas susceptible to sea level rise, shoreline erosion, and/or wetland loss which takes into consideration such conditions in project design development.

P.65 Swansboro supports educating the public concerning the problems/impacts of developing/locating in natural hazard areas.

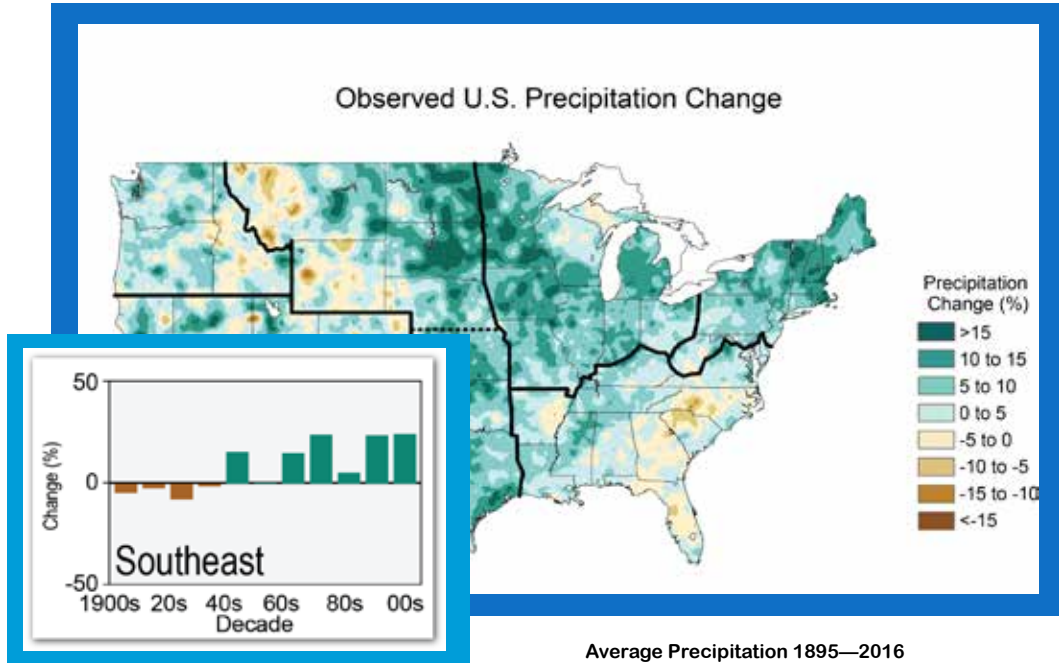
P.89 Swansboro opposes the installation of package treatment plants and septic tanks or discharge of waste in any areas classified as coastal wetlands, freshwater wetlands (404), or natural heritage areas. This policy does not apply to constructed wetlands.

P.93 Swansboro supports low impact development (LID). NOTE: LID is an ecologically friendly approach to site development and stormwater management that aims to minimize development impacts to land, water, and air. The approach emphasizes the integration of site design and planning techniques that conserve natural systems and hydrologic functions on a site. Low impact development is not a land use control, but a management and design strategy that is integrated into the proposed land use. It has also been shown to decrease costs to developers and to increase the desirability and value of the property.

TOWN MANAGEMENT CONCERN STORMWATER

AVERAGE U.S. PRECIPITATION HAS INCREASED SINCE 1900; THE
SOUTHEAST COAST IS EXPERIENCING INCREASES.

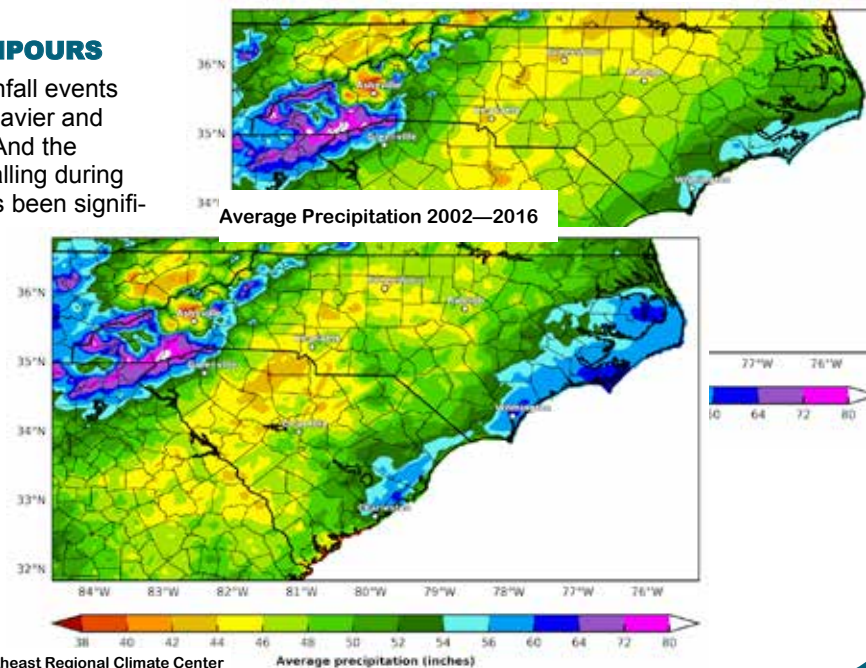
% Change in Precipitation amounts for 1991—2012 compared to 1901—1960
SOURCE: National Climate Assessment



Average Precipitation 1895—2016

HEAVY DOWNPOURS

Our heaviest rainfall events have become heavier and more frequent. And the amount of rain falling during these events has been significantly above average.

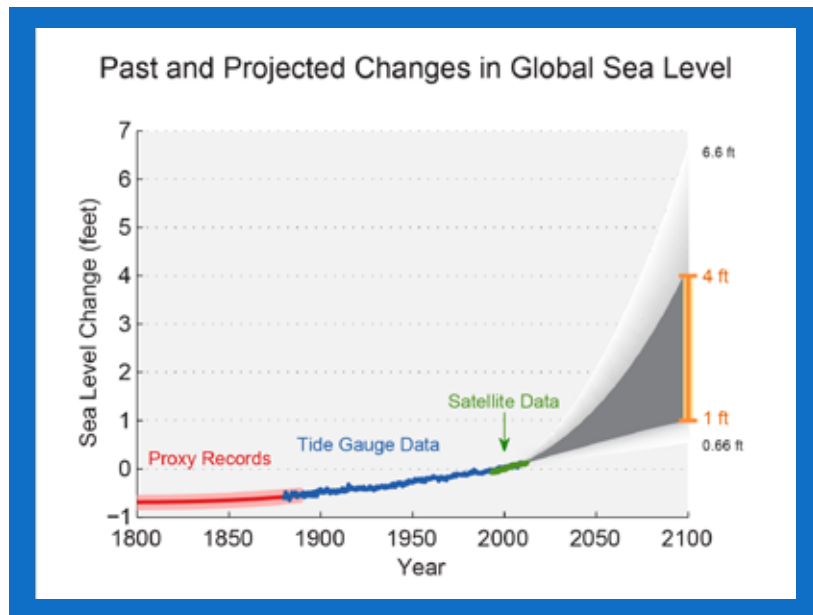


SOURCE: Southeast Regional Climate Center

TOWN MANAGEMENT CONCERN SEA LEVEL RISE

GLOBAL SEA LEVEL HAS RISEN BY ABOUT 8 INCHES SINCE 1880.
IT IS PROJECTED TO RISE ANOTHER 1 TO 4 FEET BY 2100.

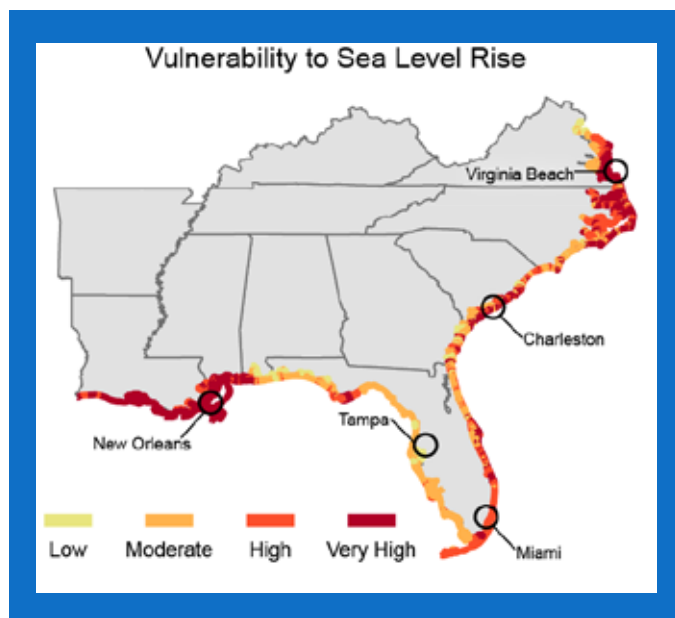
SOURCE: National Climate Assessment



WARMING OCEAN

The oceans are absorbing over 90% of the increased atmospheric heat associated with emissions from human activity. Like mercury in a thermometer, water expands as it warms up (this is referred to as “thermal expansion”) causing sea levels to rise.

Sea level rise poses widespread and continuing threats to both natural and built environments and to our waterfront and historic area.

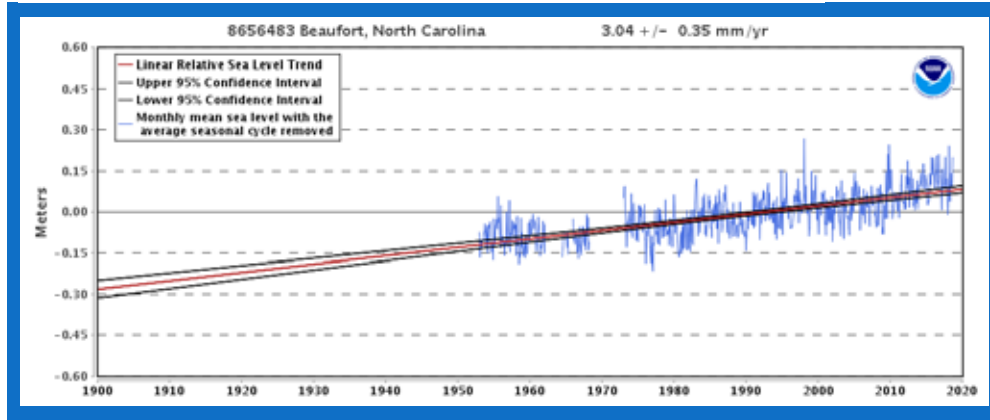


SOURCE: National Climate Assessment

TOWN MANAGEMENT CONCERN SEA LEVEL RISE

SEA LEVEL IS RISING ALONG THE NORTH CAROLINA COAST. IT IS PROJECTED TO RISE ANOTHER 1 TO 4 FEET BY 2100.

NOAA Tide Gauges Sea Level Rise
SOURCE: National Climate Assessment

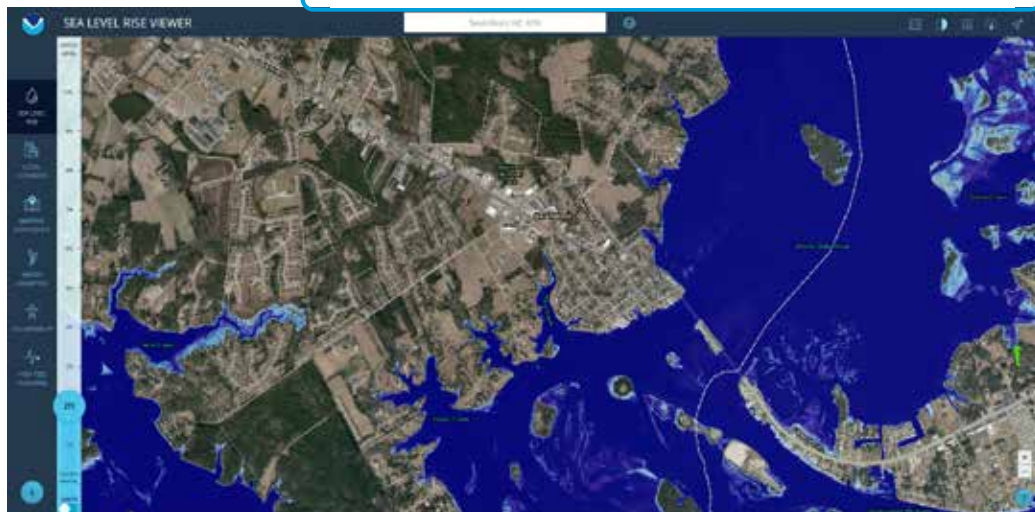


RIISING SEAS = INCREASED EROSION & GREATER STORM SURGE

Many of our coastal marshes will be inundated and the protection they provide to wave action will be lost allowing greater energy along our shorelines and increasing erosion.

Rising seas will increase flooding risk from storm surge.

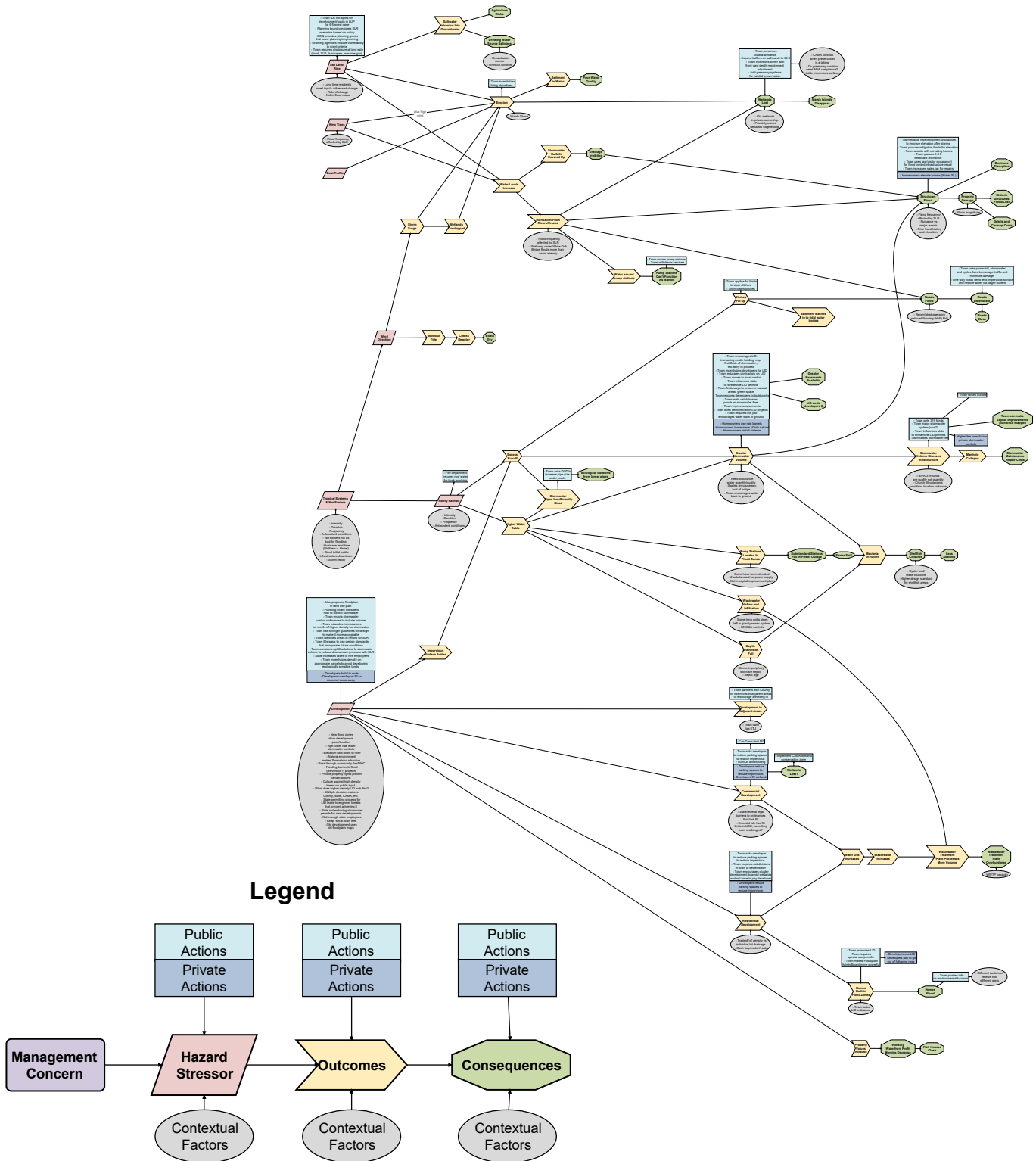
IN 30 YEARS THIS REGION MAY SEE <1 FT TO 2 FT OF SEA LEVEL RISE



SOURCE: NOAA Sea Level Rise Viewer

SWANSBORO VCAPS DIAGRAM

The VCAPS Diagram produced by North Carolina Sea Grant, shown below (but not included at full scale in this Appendix due to format sizing), shall be adopted by reference. The VCAPS Asset Map shall also be adopted by reference. See low-resolution version of the Asset Map below.



TOWN OF SWANSBORO
Special Use Application

APPLICANT'S NAME Marvin Chase Hanford

MAILING ADDRESS 550 W. Willis Landing Rd. Phone # 910-228-9664

OWNER'S NAME Dave Wells

OWNER'S ADDRESS 112 John Hurst Dr. Swansboro Phone # 910-340-7705
28584

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

Restaurant

ON THE PREMISES LOCATED AT: 132 W. Corbett Ave. Swansboro, NC 28584

LOT _____ BLOCK _____ MAP 1404-1603

THE PROPERTY IS ZONED: B2

THIS 11 DAY OF March, 2021.

APPLICANT'S SIGNATURE Marvin C. Hanford

DATE FILED 3/11/21

RECIPIENT SIGNATURE _____

ZONING ADMINISTRATOR [Signature]

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

I /We DAVID E. WELLS am /are the owner(s) of the property located at 632 W. CORBETT AVE, SWANSBORO, NC 28584. I /We hereby authorize MARVIN CHASE HANFORD to appear my behalf in order to ask for a special use permit at this location. I /We understand that the special use permit, if granted, is permanent and runs with the land unless otherwise conditioned.

David E. Wells 3/11/21
Owner Date

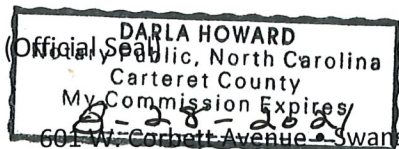
Owner Date

Onslow County, North Carolina

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

Date: 3-11-21

[Signature]
Notary Public



My commission expires: 8/28/2021



TOWN OF SWANSBORO

BOARD OF COMMISSIONERS

Remote Meeting Consent and Acknowledgement for Holding a Virtual Quasi-Judicial Hearing

I, Marvin Chase Herold (print name), applicant for the requested Special Use Permit, acknowledge and consent to a virtual format, via Zoom, for the project's required quasi-judicial hearing before the Town of Swansboro Board of Commissioners. I understand that I have the burden of proof, and that remote meetings can be disadvantageous. I acknowledge that intangible factors like veracity and rapport are difficult to establish or show via videoconference, and that it can be difficult to explain a map or other exhibit on video. I further acknowledge that technical glitches may occur, which may interfere with the presentation of my evidence.

3/11/21
Date

Marvin C. Herold
Signature

910-228-9664
Phone number

MCH893@gmail.com
Email address

The Blazin' Bird Hours of operation

Monday - 11-9

Tuesday - Closed

Wednesday – 11-9

Thursday – 11-9

Friday – 11-9

Saturday – 11-9

Sunday 11-9

With the exception of gamedays specific to NFL, College Football and College basketball games. On major games and playoffs, we would like to stay open until end of the game Approx. 11pm.

Number of employees are estimated at 8-12.

In Regard to Procedure for Special Permits B 1-4

- 1.) Restaurants are allowed in zone B2 if a special use permit is acquired.
- 2.) If a new special permit is allowed, it will not endanger the public health or safety of the people of Swansboro. It will be developed to the plans as submitted and approved. It has been a commercial location for decades. It has also been permitted as a restaurant as recently as 2019.
- 3.) See Attached appraisal report.
- 4.) This location will conform to the costal traditional neighborhood as stated in the planning guide. Commercial is allowed in this zone and as previously stated, it has recently operated as a restaurant.

Upon Survey Appraisal the estimated cost of the building structure is 151,058.00. This is a list of actual costs to upfit the building to not exceed 50% of the value of the building.

- 1.) Cooler and Freezer combo is 29,500.00.
- 2.) 17ft Hood System is 17,000.00
- 3.) 8 Parking Spaces 10x18ft in rear of building starting on west side of property – 6600.00.
(Permeable concrete pavers 4.00 sq ft. 1600sq ft for 8 spots is 6400.00. Plus 200.00 6 yards of sand.)
- 4.) Concrete paver patio 1050Sq ft. – 4212.50
- 5.) Dumpster construction- 1500.00

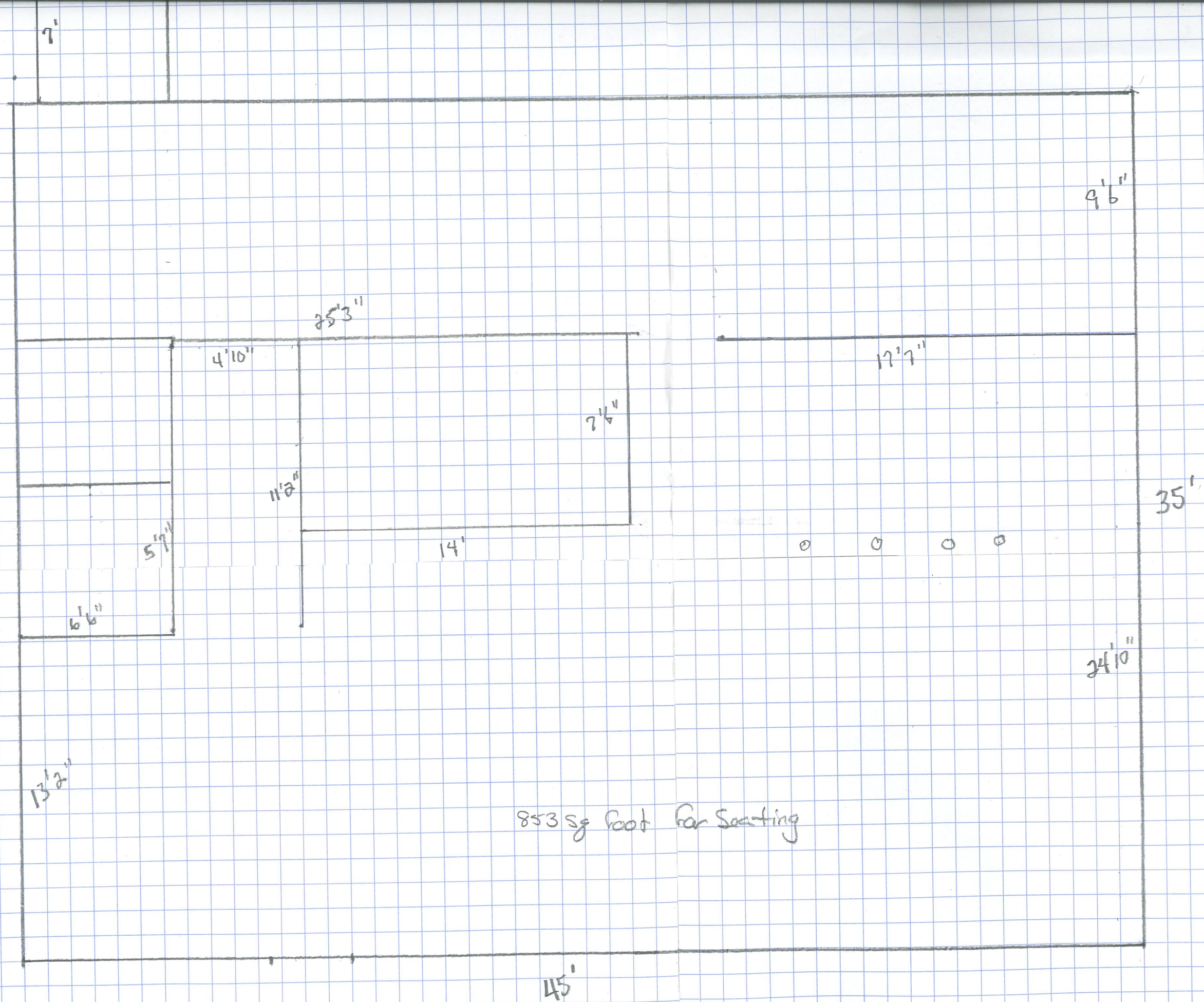
These hard assets total 58,812.50 that bring the total construction to 39% of replacement cost of building.

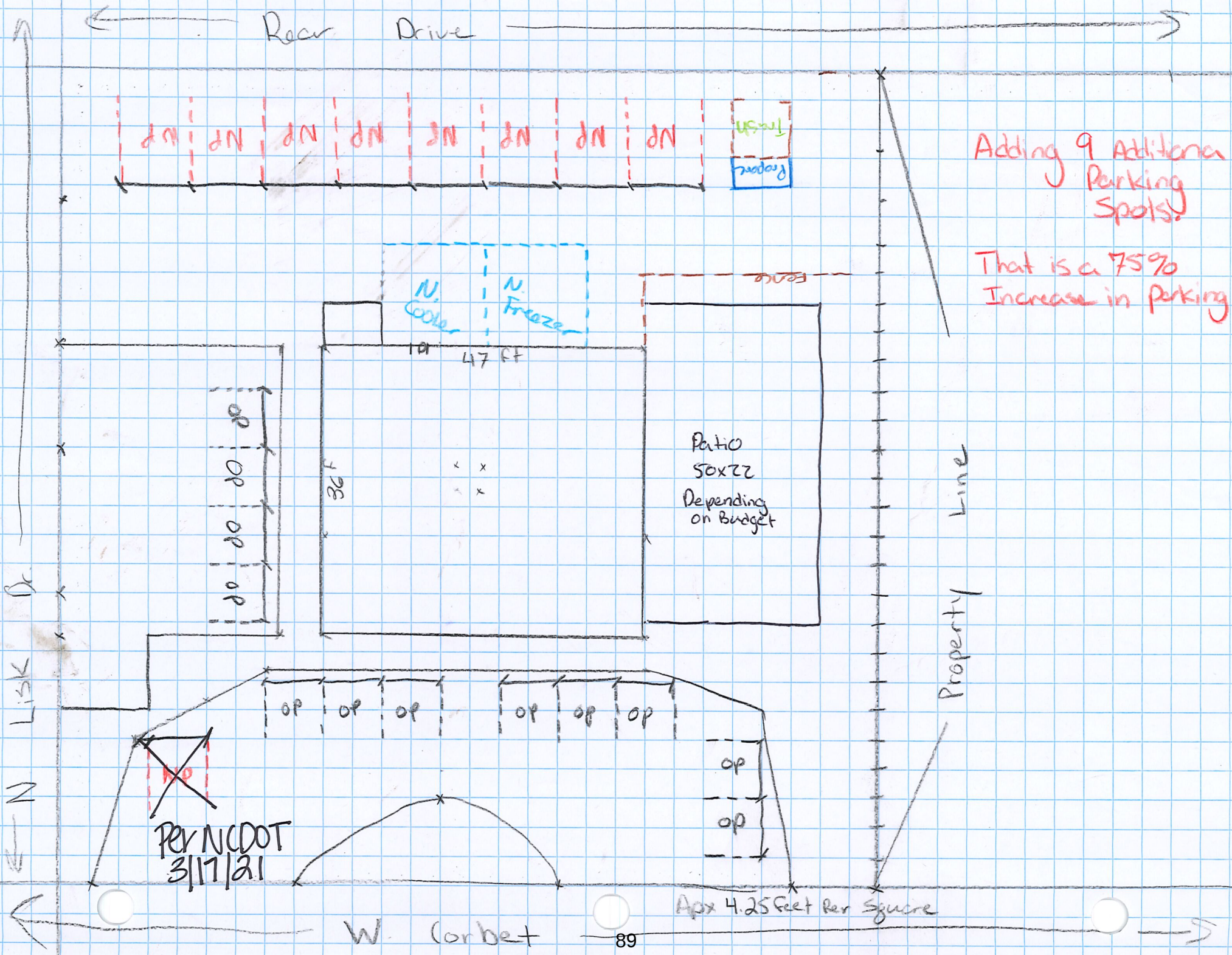
We will make sure dumpsters are gated at least 8ft high or 2 ft over top. With landscaping around it.

As far as seating goes, we are looking at 50 inside and 15 outside(1050SQft) for a total of 65 seats.

Hydrant Location is directly across the street at Farm Bureau.

The Blazin' Bird is chicken at its finest. It will offer high quality food at an affordable price in a clean, unique environment. We will offer chicken cooked Nashville style and from scratch sides. Features different levels of heat for all pallets. We will also be cooking chicken rotisserie style in several flavor profiles for healthy minded individuals. With sandwiches, salads and house made desserts. Simple, Good, Fast, Friendly.





Adding 9 Additional
Parking
Spots!

That is a 75%
Increase in Parking

Board of Commissioners

John Davis, Mayor
Frank Tursi, Mayor Pro Tem
Patricia Turner, Commissioner
Harry Pugliese, Commissioner
Larry Philpott, Commissioner
Laurent Meilleur, Commissioner



sm

Town Manager

Christopher D. Seaberg
cseaberg@ci.swansboro.nc.us

Assistant Manager/Town Clerk

Paula W. Webb, MMC-NCCMC
pwebb@ci.swanboro.nc.us

Town of Swansboro

Friendly City by the Sea • Established 1783
www.swansboro-nc.org

March 19, 2021

**TRC Comments
Blazin' Bird
632 W. Corbett Ave**

Fire

- The closest hydrant is located behind the building on Hokum Lane.

Duke Energy

- The property is served by Duke Energy.

ONWASA

- No comments received.

Onslow County Environmental Health

- No application on file; if the restaurant is a franchise, the application should be submitted to NC DHHS.

NCDOT

- A driveway permit will not be required;
- No additional parking spaces to be added in front adjacent to NC Hwy 24 (W. Corbett Ave); and
- The estimated number of trips per day is 190.

MCAS Cherry Point

- The proposed use will not impact air operations associated with MCAS CP.

Planning

- *Signage.* No new signage has been proposed at this time.
- *Parking.* Based on the square footage of the restaurant and proposed outdoor seating area, 17 parking spaces are required; 20 have been provided.
- *Sidewalks.* Sidewalks are not required as this is not redevelopment of the property.

- *Traffic Impact Study.* In conversation with Justin Lins, Engineering Specialist II with NCDOT, the number of trips per day will not exceed 200, which would necessitate a traffic impact study per the UDO, trip generation calculations included with the staff report.
- *Landscaping.* The requirements are not applicable to this project, the repairs/improvements will not change the use or alter the existing building.
- *Trash Containment.* The dumpster enclosure will be required to meet the standards of Section 152.539.
- *Building Design.* Not applicable as the improvements proposed are not over 50% of the value per the private appraisal obtained and estimated costs reported.

A REPLACEMENT COST ESTIMATE

OF

WELLS PROPERTY
632 W CORBETT AVENUE
SWANSBORO, NC 28584

PREPARED FOR:

MR. CHASE HANFORD
550 W WILLIS LANDING ROAD
HUBERT, NC 28539

BY

SUZANNE H. NELSON, MAI
REALTY SERVICES OF EASTERN CAROLINA, INC.
2313 GRACE AVENUE
POST OFFICE BOX 15069
NEW BERN, NC 28561-5069

REALTY SERVICES OF EASTERN CAROLINA, INC.

Appraisers, Consultants and Brokers

Suzanne H. Nelson, MAI

suzanne.nelson@realtyservicesec.com

www.realtyservicesec.com

Post Office Box 15069 (28561-5069)
2313 Grace Avenue
New Bern, NC 28562

Office (252) 633-6484, Ext. 227
Cell (910) 376-1874

February 25, 2021

Mr. Chase Hanford
550 W Willis Landing Road
Hubert, NC 28539

RE: Wells Property
Depreciated Value of Improvements
50% Rule Appraisal

Dear Mr. Hanford:

As you requested, I have completed an appraisal of the above-referenced commercial building for the purpose of estimating the depreciated value of the building without the underlying land value, as of the effective date of value, February 12, 2021. The information will be used to determine the basis for the 50% rule regarding planned improvements to the building. The intended users of this replacement valuation are you and the local building department. I am not responsible for unauthorized use of this report.

The global outbreak of a "novel coronavirus" known as COVID-19 was officially declared a pandemic by the World Health Organization (WHO). The reader is cautioned, and reminded that the conclusions presented in this appraisal report apply only as of the effective date(s) indicated. The appraiser makes no representation as to the effect on the subject property of any unforeseen event subsequent to the effective date of the appraisal.

I trust the attached report meets the intended use of this assignment. Thank you for your business.



Suzanne H. Nelson
Suzanne H. Nelson, MAI
NC Certified General Real Estate Appraiser A6424

IDENTIFICATION OF THE PROPERTY: The subject property is identified as the Wells Property located at 632 W Corbett Avenue in Swansboro, Onslow County, North Carolina. The property is further identified as Tax Map No. 1404-163 and Tax Parcel No. 025406.



The 0.33-acre site is improved with a single-story restaurant building and related site improvements. The improvement was originally constructed around 1953 and contains 1,671 square feet with an attached storage building containing 68 square feet. The interior floor plan consists of a hostess/waiting area, dining area, kitchen, two restrooms and storage area. As confirmed, the improvement has been renovated/remodeled since constructed. The roof was replaced within the last year and the HVAC was replaced within the last five years. Photographs of the property are provided below.



VIEW OF SUBJECT PROPERTY



VIEW OF SUBJECT PROPERTY



VIEW OF SUBJECT PROPERTY



VIEW OF SUBJECT PROPERTY



VIEW OF SUBJECT PROPERTY



VIEW OF SUBJECT PROPERTY



VIEW OF SUBJECT PROPERTY



VIEW OF SUBJECT PROPERTY

The basic physical construction of the building is summarized as follows:

Identification	Wells Property 632 W Corbett Avenue Swansboro, NC
Foundation	Concrete footings
Floor	Reinforced concrete slab on compacted fill
Frame	Concrete Block; Wood Frame
Exterior Wall Finish	Block; Brick Veneer; Stucco; Siding
Entry Doors	Front: Storefront Side: Flush Metal
Windows	Storefront
Roof (style, construction, cover)	Flat Design; Wood Rafters/Truss; Membrane Covering
Floor Cover	Concrete
Interior Wall Finish	Drywall; Metal Panel; FRP
Interior Doors	Panel Hollow-Core
Plumbing	Two Restrooms; Kitchen
HVAC	Central HVAC
Electrical/Lighting	Pendants; Florescent Strip
Appliances	None

PURPOSE OF THE APPRAISAL: The purpose of this appraisal is to provide the appraiser's best estimate of the depreciated value of the subject property, without the underlying land value, as of the effective date. The depreciated value has been determined by the Actual Cash Value method. "Actual Cash Value" is defined as follows:

Actual Cash Value (ACV) is the cost to replace a building on the same parcel with a new building of like-kind and quality, minus depreciation due to age, use and neglect. ACV does not consider loss in value simply due to outmoded design or location factors. The concept of ACV is a reasonable approximation of "market" value of the structure.

Depreciation accounts for the physical condition of a structure. Depreciation does not take into account functional obsolescence (e.g., outmoded design or construction that pre-dates current codes) or factors that are external to the structure (e.g., reputation of schools or distance to shopping and parks). Commercially available references provide tables and formulas to calculate physical depreciation. These tables and formulas are objective and are used by most professionals in the fields of property appraisal and building inspection.

INTENDED USE OF REPORT: The intended use of this appraisal is to provide a depreciated value of the improvements without the underlying land, to assist in the determination of the permissible amount for renovations for the subject property.

The appraiser has not identified any other intended use at the time of this assignment.

INTENDED USER OF REPORT: The intended users of this report are the client/owner of record, Mr. Hanford, and the local building department.

The appraiser has not identified any other intended users at the time of this assignment.

EFFECTIVE DATE OF VALUE: February 12, 2021.

DATE OF REPORT: February 25, 2021.

SCOPE OF WORK: The scope of work for this assignment is to appraise the improvements of the subject property without the underlying land value and develop an opinion of the depreciated value of the structure. As the assignment calls for the depreciated value of the improvements only, no Sales Comparison or Income Approach is necessary. A development of the Highest and Best Use is also not necessary for this kind of assignment. For the scope of work the following steps were taken:

- Identification of the subject property;
- Understanding the intended use of the report;
- Interior and exterior inspection of the subject improvement;
- Applying the appropriate methodology – in this case an actual cash value (replacement cost new less depreciation) analysis; and
- Preparation of a report identifying the subject and showing the valuation methodology.

Supporting documentation concerning the data, reasoning, and analyses is retained in the appraiser's file. The depth of discussion contained in this report is specific to the needs of the client and for the intended use.

EXTRAORDINARY ASSUMPTIONS AND HYPOTHETICAL CONDITIONS:

An **Extraordinary Assumption** is defined as “an assignment-specific assumption as of the effective date regarding uncertain information used in an analysis which, if found to be false, could alter the appraiser's opinions or conclusions. *USPAP 2020-2021*, page 4.

Comment: Uncertain information might include physical, legal, or economic characteristics of the subject property; or conditions external to the property, such as market conditions or trends; or the integrity of data used in an analysis.

No extraordinary assumptions were required to develop the value conclusion as stated in this report.

A **Hypothetical Condition** is defined as “a condition, directly related to a specific assignment, which is contrary to what is known by the appraiser to exist on the effective date of the assignment results, but is used for the purpose of analysis.” *USPAP 2020-2021*, page 4.

Comment: Hypothetical conditions are contrary to known facts about physical, legal, or economic characteristics of the subject property; or about conditions external to the property, such as market conditions or trends; or about the integrity of data used in an analysis.

No hypothetical condition have been considered in this analysis.

SUMMARY OF ANALYSIS AND VALUATION:

Actual Cash Value: The actual cash value consists of the following:

1. Determination of replacement value new (RCV)
2. Calculation of depreciation
3. RCV less depreciation to arrive at ACV

Estimate the replacement cost new of the improvements less depreciation from all causes.

A comparative method of cost estimating has been utilized. The cost data has been taken from the current edition of the *Marshall Valuation Service Manual* as well as support from several local building contractors and past construction cost estimates from local contracts. The calculations of this cost estimate have been included on the following page. To obtain knowledge of the local building costs, conversations were also held with Atlantic Construction, Inc. in Jacksonville/Onslow County. The cost estimates utilized in this analysis, taken from the *Marshall Valuation Service Manual*, have been verified and supported by conversations with local builders.

The single-story restaurant building was originally constructed around 1953 and contains 1,671 square feet with an attached storage building containing 68 square feet. The interior floor plan consists of a hostess/waiting area, dining area, kitchen, two restrooms and storage area. As confirmed, the improvement has been renovated/remodeled since constructed. The roof was replaced within the last year and the HVAC was replaced within the last five years.

Physical depreciation is a loss in value due to physical deterioration. As noted, the improvement was constructed around 1953 with renovations/remodeling since constructed. The typical life for this type of improvement is 50 years. The actual age is around 68 years with an effective age of 25 years. The remaining economic life is 25 years. The estimated physical depreciation has been based on the age/life method.

Functional obsolescence is the loss of value due to lack of utility or desirability of part or all the property inherent to the improvement. No percentage of loss for obsolescence is attributed to the improvement as designed and constructed.

Entrepreneurial incentive is the minimum amount of profit necessary to entice a developer to take on the time, effort and risk of a new development/project. This line item is projected at 12 percent, and was derived from the market and supported by interviews/conversations with market participants.

Soft costs are those costs that, unlike hard costs, are not instantly visible or tangible, and are not directly related to labor or building materials. Soft cost items can include, but are not limited to: fees, permits, insurances, taxes, advertising costs, and off-site costs. A line item of eight percent is considered appropriate.

PROPERTY: Wells Property
LOCATION/ADDRESS: 632 W Corbett Ave
 Swansboro, NC 28584

Prepared By: Suzanne H Nelson

DATE OF REPLACEMENT COST CALCULATIONS: February 12, 2021

REPLACEMENT COST CALCULATIONS:

Tax No.: 1404-163
Building Address: 632 W Corbett Ave
Building Size (SF): 1,671
Building/Structure Class: C
Quality of Construction: Avg-Good
Marshall Valuation Section: Sec 13; Pg. 14
Base Cost PSF: \$158.00
Additions/(Subtractions) (PSF): \$0.00
Subtotal: **\$158.00**

Number of Stories Multiplier: 1.00
Height Per Story Multiplier: 1.00
Floor Area Multiplier: 1.19
Current Cost Multiplier: 1.09
Local Multiplier: 0.87
Adjusted Cost PSF: **\$177.81**
Total (Cost x SF): **\$297,117**
Add: Storage Bldg **\$5,000**

Est. Replacement Cost of Bldg./Structure: **\$302,117**

Property Condition Avg
Estimated Effective Age of the Building/Structure 25
Estimated Physical Life of the Structure 50
Estimated % of Physical Depreciation 50.00%
Estimated Physical Depreciation **\$151,059**

Estimated Actual Cash Value of the Building/Structure **\$151,058**

Add the depreciated cost of the improvements plus entrepreneurial incentive/softs costs to arrive at the actual cash value estimate.

"As Is"	
Building Improvements	\$151,058
Add: Soft Cost/Entrepreneurial Incentive (20%)	\$30,212
Total ACV	\$181,270
Rounded To	\$181,000

ASSUMPTIONS AND LIMITING CONDITIONS

This is a **Restricted Appraisal Report** which is intended to comply with the reporting requirements set forth under Standards Rule 2-2(b) of the Uniform Standards of Professional Appraisal Practice for a Restricted Appraisal Report. As such, it may not include full discussions of the data, reasoning, and analysis that were used in the appraisal process to develop the appraiser's opinion of value. Supporting documentation concerning the data, reasoning and analyses is retained in the appraiser's file. The information contained in this report is specific to the needs of the client and for the intended use stated in this report. The appraiser is not responsible for unauthorized use of this report.

- No responsibility is assumed for the legal description provided or for matters pertaining to legal or title considerations. Title to the property is assumed to be good and marketable unless otherwise stated.
- The property is appraised free and clear of any or all liens or encumbrances unless otherwise stated.
- Responsible ownership and competent property management are assumed.
- The information furnished by others is believed to be reliable, but no warranty is given for its accuracy.
- All engineering studies are assumed to be correct. The plot plans and illustrative material in this report are included only to help the reader visualize the property.
- It is assumed that there are no hidden or unapparent conditions of the property, subsoil, or structures that render it more or less valuable. No responsibility is assumed for such conditions or for obtaining the engineering studies that may be required to discover them.
- It is assumed that the property is in full compliance with all applicable federal, state, and local environmental regulations and laws unless the lack of compliance is stated, described, and considered in the appraisal report.
- It is assumed that the property conforms to all applicable zoning and use regulations and restrictions unless a non-conformity has been identified, described, and considered in the appraisal.
- It is assumed that all required licenses, certificates of occupancy, consents, and other legislative or administrative authority from any local, state, or national government or private entity or organization have been or can be obtained or renewed for any use on which the opinion of value contained in this report is based.

ASSUMPTIONS AND LIMITING CONDITIONS

(continued)

- It is assumed that the use of the land and improvements is confined within the boundaries or property lines of the property described and that there is no encroachment or trespass unless noted in the report.
- Unless otherwise stated in this report, the existence of hazardous materials, which may or may not be present on the property, was not observed by the appraiser. The appraiser has no knowledge of the existence of such materials on or in the property. The appraiser, however, is not qualified to detect such substances. The presence of substances such as asbestos, urea-formaldehyde foam insulation, and other potentially hazardous materials may affect the value of the property. The value estimated is predicated on the assumption that there is no such material on or in the property that would cause a loss in value. No responsibility is assumed for such conditions or for any expertise or engineering knowledge required to discover them. The intended user is urged to retain an expert in this field, if desired.
- Any allocation of the total value estimated in this report between the land and the improvements applies only under the stated program of utilization. The separate values allocated to the land and buildings must not be used in conjunction with any other appraisal and are invalid if so used.
- Possession of this report, or a copy thereof, does not carry with it the right of publication.
- The appraiser, by reason of this appraisal, is not required to give further consultation or testimony or to be in attendance in court with reference to the property in question unless arrangements have been previously made.
- Neither all nor any part of the contents of this report (especially any conclusions as to value, the identity of the appraiser, or the firm with which the appraiser is connected) shall be disseminated to the public through advertising, public relations, news, sales, or other media without the prior written consent and approval of the appraiser.
- Only preliminary plans and specifications were available for use in the preparation of this appraisal; the analysis, therefore, is subject to a review of the final plans and specifications when available.
- Any proposed improvements are assumed to have been completed unless otherwise stipulated so any construction is assumed to conform with building plans reference in the report.

ASSUMPTIONS AND LIMITING CONDITIONS

(continued)

- The appraiser assumed that the reader or user of this report has been provided with copies of available building plans and all leases and amendments, if any, that encumber the property.
- When no legal description or survey was furnished, the appraiser used the county tax plat to ascertain the physical dimensions and acreage of the property. Should a survey prove this information to be inaccurate, it may be necessary for the appraisal to be adjusted.
- The forecasts, projections, or operating estimates contained herein are based on current market conditions, anticipated short-term supply and demand factors, and a continued stable economy. These forecasts are, therefore, subject to changes with future conditions.
- Any opinions of value provided in the report apply to the entire property, and any proration or division of the total into fractional interest will invalidate the opinion of value, unless such proration or division of interest has been set forth in the report.
- The Americans with Disabilities Act (ADA) became effective January 26, 1992. The appraiser has not made a specific compliance survey or analysis of the property to determine whether or not it is in conformity with the various detailed requirements of ADA. It is possible that a compliance survey of the property and a detailed analysis of the requirements of the ADA would reveal that the property is not in compliance with one or more of the requirements of the act. If so, this fact could have a negative impact upon the value of the property.



Suzanne H. Nelson

Suzanne H. Nelson, MAI
NC Certified General Real Estate Appraiser A6424

A&LC2020

CERTIFICATION

I certify that, to the best of my knowledge and belief:

- The statements of fact contained in this report are true and correct.
- The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions and are my personal, impartial, and unbiased professional analyses, opinions, conclusions and recommendations.
- I have no present or prospective interest in the property that is the subject of this report and no personal interest with respect to the parties involved.
- I have performed no services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three-year period immediately preceding acceptance of this assignment.
- I have no bias with respect to any property that is the subject of this report or to the parties involved with this assignment.
- My engagement in this assignment was not contingent upon developing or reporting predetermined results.
- My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.

CERTIFICATION

(continued)

- My analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice.
- I have made a personal inspection of the property that is the subject of this report.
- No one provided significant real property appraisal or appraisal consulting assistance to the person signing this certification.
- The reported analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute.
- The use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives.
- As of the date of this report, I have completed the continuing education program of the Appraisal Institute.



Suzanne H. Nelson, MAI
NC Certified General Real Estate Appraiser A6424

CERT2020

Suzanne H. Nelson, MAI
Realty Services of Eastern Carolina, Inc.
2313 Grace Avenue
New Bern, NC 28562
252 633-6484, Ext. 227
suzanne.nelson@realtyservicesec.com

Experience

- Joined Realty Services of Eastern Carolina, Inc. in 2003
- Appraising Commercial, Residential, Industrial and Vacant Land
- Primary Areas of Practice: Commercial Appraisals – Neighborhood Business, Shopping Centers, Retail and Office Properties, Development Acreage, Subdivisions

Recent Real Estate Training

- National USPAP 7 Hour Update, 2020-2021, Appraisal Institute
- Analyzing Operating Expenses, 2019, Appraisal Institute
- Online Small Hotel/Motel Valuation, 2019, Appraisal Institute
- Online Business Practices and Ethics, 2018, Appraisal Institute
- Appraising Automobile Dealerships, 2018, Appraisal Institute
- National USPAP 7 Hour Update, 2018, Appraisal Institute
- NC Department of Transportation Appraisal Principles and Procedures, NCDOT, 2017
- The Complexities of Appraising Rural Properties, NCDOT, 2017
- "Can You Support that Adjustment?", 2016
- Online Comparative Analysis, Appraisal Institute, 2015
- Appraisal of Self-Storage Facilities, McKissock, 2015
- General Demonstration Report Writing, Appraisal Institute, February 2015
- Evaluation Appraisal Seminar, Appraisal Institute, 2014
- Appraisal Laws and Rules (2013), Brightpath Education, March 2013
- Advanced Sales Comparison and Cost Approaches, Appraisal Institute, 2010
- General Market Analysis and Highest and Best Use, Appraisal Institute, 2009
- Advanced Income Capitalization, Appraisal Institute, 2009
- Rates and Ratios, Appraisal Institute, 2009
- Real Estate Finance Statistics and Valuation Modeling, Appraisal Institute, 2008
- Highest and Best Use Applications, Appraisal Institute, 2006
- Subdivision Valuation, Appraisal Institute, 2006
- Business Practice and Ethics, Appraisal Institute, 2005
- Report Writing and Valuation Analysis, Appraisal Institute, 2005
- Applied Income Property Valuation, Appraisal Schools by M. Curtis West, 2004
- Advanced Income Capitalization Procedures, Appraisal Schools by M. Curtis West, 2004
- Introduction to Income Property Appraisal, Williams Appraisers Education Center, 2003

Education

- East Carolina University, 2001
Bachelor of Science in Business Administration, Concentration in Management

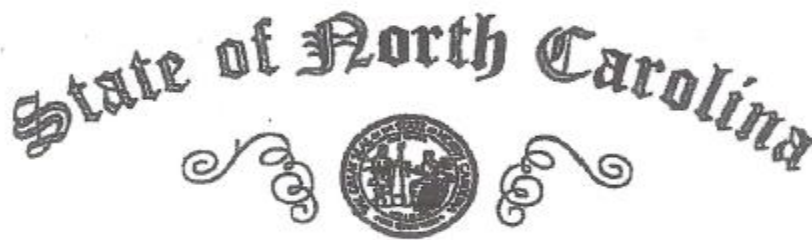
Licensure

- NC Certified General Real Estate Appraiser, A6424

Professional Affiliation

- Appraisal Institute Member, (MAI) Designated January 2016

Certificate No A6424



**North Carolina
Appraisal Board**

SUZANNE HENDERSON NELSON

having satisfied the North Carolina Appraisal Board regarding the qualifications to practice as a General Real Estate Appraiser in this State and having complied with the requirements prescribed by law, is hereby certified as a

**State-Certified
General Real Estate Appraiser**

Given under and by virtue of the provisions of Article 1 Chapter 93E of the General Statutes of North Carolina, I hereunto set my hand and seal of the North Carolina Appraisal Board at Raleigh on the date below shown:

This certificate shall expire on the 30th day of June following the date shown below unless renewed prior to expiration



NORTH CAROLINA APPRAISAL BOARD			
APPRAISER QUALIFICATION CARD			
Expires June 30, 2021			
REGISTRATION / LICENSE / CERTIFICATE HOLDER			
20	SUZANNE HENDERSON NELSON		21
A6424	G	Y	NATIONAL REGISTRY
APPRaiser NUMBER		TYPE	NATIONAL REGISTRY
 APPRaiser'S SIGNATURE		 EXECUTIVE DIRECTOR	

Post Office Box 15069 (28561-5069)
2313 Grace Avenue
New Bern, NC 28562

Office (252) 633-6484, Ext. 227
Cell (910) 376-1874

February 26, 2021

Swansboro Planning Board
Swansboro Board of Commissioners
601 W. Corbett Avenue
Swansboro, NC 28584

Via email

RE: Proposed Blazin' Bird
632 W. Corbett Avenue
Swansboro, Onslow County, NC

The purpose of this report is to analyze the impact, if any, that the proposed restaurant may have on surrounding properties. The proposed use will be located at 632 W. Corbett Avenue. The property is further identified as Tax Map No. 1404-163 and is under the ownership of Dave and Wanda Wells.



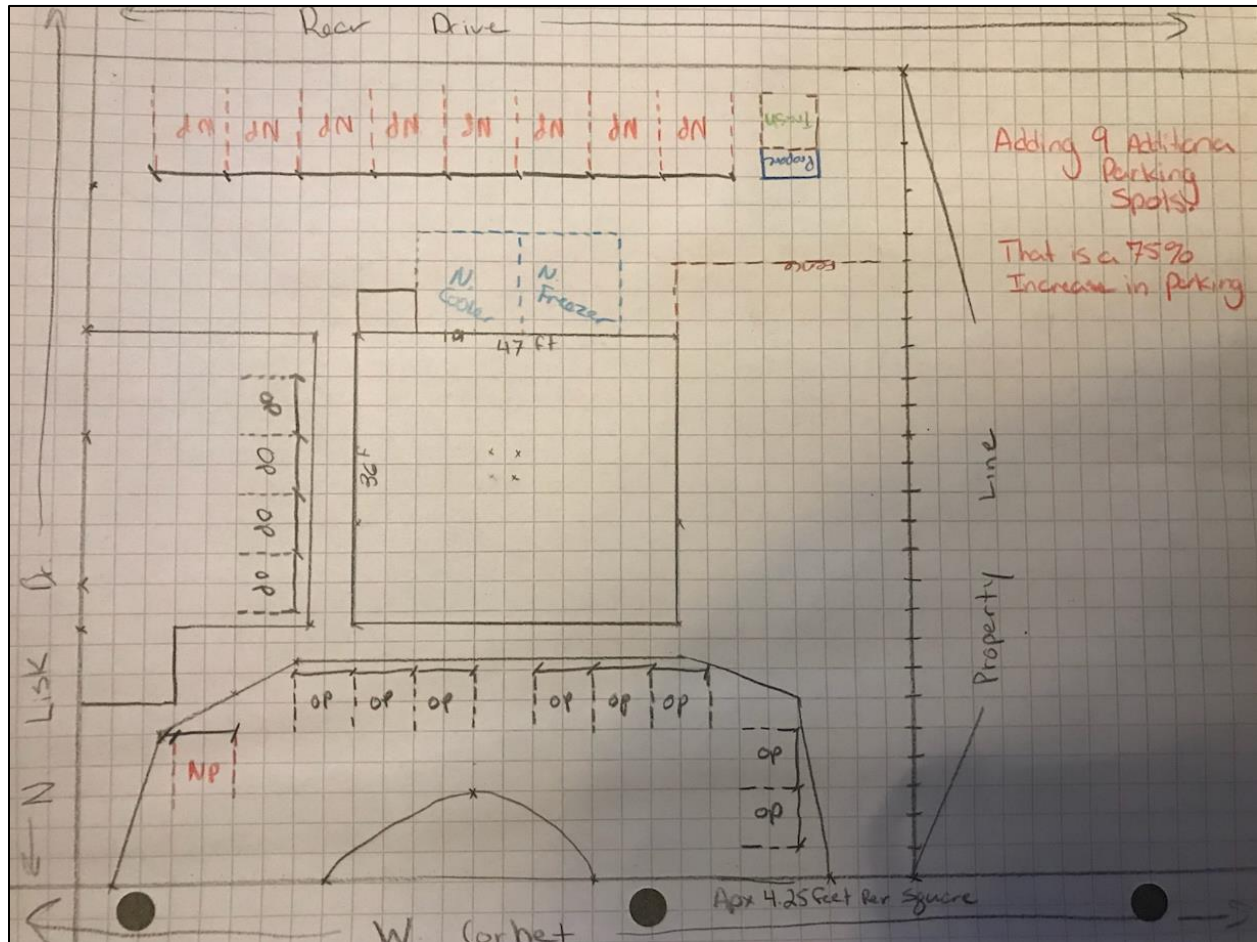
The subject property is located at the corner of W. Corbett Avenue, Lisk Drive and Hokum Lane in Swansboro. Corbett Avenue serves as NC Highway 24, the main traffic artery through Swansboro and the main connecting link to Jacksonville to the west and Morehead City to the east. Lisk Drive and Hokum Lane are secondary residential streets located off W. Corbett Avenue. The subject property is bound to the north by Hokum Lane, to the south by W. Corbett Avenue, to the east by Pat's Express Alterations and to the west by Lisk Drive.



The 0.33-acre lot is improved with a single-story building that has been designed and utilized for a restaurant, formerly Seaside Coney Island. The improvement was originally constructed around 1953 and contains 1,671 square feet with an attached storage building containing 68 square feet. As confirmed, the improvement has been renovated/remodeled since constructed. The roof was replaced within the last year and the HVAC was replaced within the last five years. The interior floor plan includes a hostess/waiting area, dining area, kitchen and two restrooms. The improvement is currently vacant with no restaurant equipment in place. Related site improvements include concrete walks, landscaping and asphalt-paved parking area.



The subject property is proposed to be utilized for a restaurant, Blazin' Bird. Proposed up-fits will include installation of restaurant equipment, minor cosmetic items to the interior/exterior, construction of a small outdoor patio to provide additional seating and expansion of the existing parking area creating additional space along Hokum Lane.



As requested, the purpose of this report is to analyze the impact, if any, of the proposed use of the property for a restaurant, on adjoining/abutting properties. Therefore, my analysis includes a review of similar restaurants located within the Swansboro market area – former Seaside Coney Island, Bamboo Asian House and Jordan's Smokehouse & Seafood. I have analyzed each property, neighborhood, surrounding parcels, market transactions and historical tax-assessed values to determine if the restaurants have had a negative impact on the neighborhood and/or surrounding parcels.

For many years, the subject property was locally known and operated as Seaside Coney Island. Due to damage from Hurricane Florence in September 2018, the restaurant permanently closed.



Due to lack of market transactions (re-sales), I have provided the historical tax-assessed values of the adjoining/surrounding parcels.

Location	Property	Tax Values			
		2015	2017	2018	2020
630 W. Corbett Ave	Pat's Express Alterations	\$53,040	\$53,040	\$49,571	\$49,571
108 Lisk Dr	Single-Family Residential	\$139,460	\$139,880	\$109,850	\$114,170
105 Lisk Dr	Single-Family Residential	\$125,960	\$125,960	\$133,860	\$133,860
636 W. Corbett Ave	Western Auto	\$262,050	\$262,050	\$260,419	\$260,419
628 W. Corbett Ave	Strip Center	\$219,690	\$219,690	\$299,056	\$299,056

630 W. Corbett Avenue – Land value increased; building value decreased.

108 Lisk Drive – Land value decreased; improvement value increased.

636 W. Corbett Avenue – Land value increased; building value decreased.

Although there has been some fluctuation in the tax-assessed values, there is no evidence that the use of the site for Seaside Coney Island restaurant had an adverse/negative impact on the properties.

Bamboo Asian House is located at 918 W. Corbett Avenue. The 0.81-acre lot is improved with a restaurant and related site improvements. The single-story improvement was originally designed and constructed around 1950. Since constructed the improvement has been renovated/remodeled and utilized for a variety of uses. In 2013, the property was leased and operated as New Bridge Organic Market. In 2017, Kitty and Eva leased the property and opened, Bamboo Asian House. The interior floor plan includes a hostess/waiting area, dining area, sushi bar, kitchen, restrooms, office and storage area. In addition, patio dining is located along the front covered area. In June 2018, Kitty and Eva purchased the property.



Due to lack of market transactions (re-sales), I have provided the historical tax-assessed values of the adjoining/surrounding parcels. As noted in the chart below, there is no evidence that the use of the site for a restaurant has had an adverse/negative impact on property values.

Location	Property	Tax Values	
		2017	2020
910 W. Corbett Ave	Vacant Lot	\$297,950	\$402,710
W. Corbett Ave	Sanders Ford	\$528,280	\$528,280
915 W. Corbett Ave	Tom & Joe's Sport Center	\$535,020	\$645,670
921 W. Corbett Ave	Las Fincas	\$452,490	\$476,705

Jordan's Smokehouse & Seafood is located at 129 Phillips Loop Road. In December 2017, Donald Jordan, Jr. leased the property and opened Jordan's Smokehouse & Seafood. The 0.66-acre lot is improved with a restaurant and related site improvements. The single-story wood frame building was originally designed and constructed around 1979 for an office/warehouse. Over the years the improvement has been renovated/remodeled and utilized for several uses including, but not limited to, office/warehouse, nightclub/bar and a restaurant. The interior floor plan includes a dining area, bar, full kitchen, beverage room, oyster cooler area, food pantry, one 2-fixture restroom, one 3-fixture restroom and one 4-fixture restroom. The improvement contains 3,872 square feet. Related site improvements include an asphalt-paved parking lot, gravel parking area, privacy fence and landscaping. In June 2018, the property was purchased by Mr. Jordan.



Due to lack of market transactions (re-sales), I have provided the historical tax-assessed values of the adjoining/surrounding parcels. As noted in the chart below, there is no evidence that the use of the site for a restaurant has had an adverse/negative impact on property values.

Location	Property	Tax Values	
		2017	2020
905 W. Corbett Ave	McDonald's	\$981,400	\$1,166,706
915 W. Corbett Ave	Tom & Joe's Sport Center	\$535,020	\$645,670
130 Phillips Loop Rd	Swansboro Animal Hospital	\$415,560	\$615,315
128 Phillips Loop Rd	Vacant Lot	\$13,070	\$13,070

Therefore, based on the physical characteristics of the proposed project, study of the neighborhood and analysis of local restaurants, it is my opinion the proposed use of the subject site for the Blazin' Bird restaurant, to be located at 632 W. Corbett Avenue in Swansboro, would be in harmony with the neighborhood. In addition, if the proposed project adheres to the regulations and guidelines of the local municipality as well as the state of North Carolina, it will not substantially injure or alter the value of the adjoining or abutting property owners.



Respectfully,

A handwritten signature in blue ink that reads "Suzanne H. Nelson".

Suzanne H. Nelson, MAI
NC Certified General Real Estate Appraiser A6424



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Residential Cluster Development Regulations**

Board Meeting Date: **April 26, 2021**

Prepared By: **Jennifer Ansell, Planner**

Overview: At the March 2, 2020 regular meeting, the Planning Board discussed their immediate goals with regard to implementation of the Land Use Plan. The first priority established was to re-work the Residential Cluster Development Regulations to strengthen the requirements for the protection of vulnerable areas such as designated wetlands and the floodway.

The proposed amendments require identification of any 401 or 404 wetlands on preliminary plats, prohibits any required open space from being made up of 401 or 404 wetlands, and requires such 401 or 404 wetlands be deeded to the Town.

Action Needed: A motion to approve, deny or table Ordinance 2021-O1, and adopt one of the statements of consistency below:

Per § 160A-383, zoning regulations shall be made in accordance with a comprehensive plan. Prior to adopting or rejecting any zoning amendment, the governing board shall adopt one of the following statements which shall not be subject to judicial review:

- 1) A statement approving the zoning amendment and describing its consistency with an adopted comprehensive plan and explaining why the action taken is reasonable and in the public interest;
- 2) A statement rejecting the zoning amendment and describing its inconsistency with an adopted comprehensive plan and explaining why the action taken is reasonable and in the public interest; or
- 3) A statement approving the zoning amendment and containing at least all of the following:
 - a. A declaration that the approval is also deemed an amendment to the comprehensive plan. The governing board shall not require any additional request or application for amendment to the comprehensive plan.
 - b. An explanation of the change in conditions the governing board took into account in amending the zoning ordinance to meet the development needs of the community.
 - c. Why the action was reasonable and in the public interest.

Town Manager _____

Town Clerk _____

4/20/2021

Reviewed By:

Finance Director _____

Town Attorney _____

Date Action Approved by Board: _____

Action if different from Recommended: _____

Zoning regulations shall be designed to promote the public health, safety, and general welfare. To that end, the regulations may address, among other things, the following public purposes:

- to provide adequate light and air;
- to prevent the overcrowding of land;
- to avoid undue concentration of population;
- to lessen congestion in the streets;
- to secure safety from fire, panic, and dangers; and
- to facilitate the efficient and adequate provision of transportation, water, sewerage, schools, parks, and other public requirements.

The regulations shall be made with reasonable consideration, among other things, as to the character of the district and its peculiar suitability for particular uses, and with a view to conserving the value of buildings and encouraging the most appropriate use of land.

Attachments

Ordinance 2021-O1

Planning Board Statement of Consistency

2019 CAMA Land Use Plan Update Applicable Sections

ORDINANCE 2021-O1
AN ORDINANCE AMENDING THE UNIFIED DEVELOPMENT ORDINANCE
TO REVISE THE RESIDENTIAL CLUSTER DEVELOPMENT REGULATIONS

RESIDENTIAL CLUSTER DEVELOPMENT REGULATIONS

§ 152.225 PURPOSE AND INTENT; DEFINITION.

(A) The purpose of residential cluster development is to provide an alternative development option that will:

- 1) Promote more efficient use of land resources than is otherwise possible under conventional zoning and subdivision regulations;
- 2) Reduce the per unit site development costs of dwellings by concentrating residential units on a portion of the site without increasing the overall net density above that which would normally be allowed pursuant to §§ 152.195 through 152.196, Table of Area, Yard , and Height Requirements;
- 3) Preserve the natural character of the site;
- 4) Preserve farmland and scenic views;
- 5) Provide for desirable and usable open space, tree cover, and the preservation of environmentally sensitive areas; and
- 6) Provide variety in residential buildings and properties and provide design flexibility that can relate the location of units to unique site conditions.

(B) For the purposes of this section, a **RESIDENTIAL CLUSTER DEVELOPMENT** is defined as:

- 1) A development design wherein conventional zoning standards are relaxed to permit modifications in lot area , lot width , lot frontage , lot coverage , required yards , and public street access, and to save infrastructure development cost, environmental damage, energy use and land resources by concentrating dwellings in specific areas of the site without increasing the net density above that which would normally be allowed pursuant to §§ 152.195 through 152.196, Table of Area, Yard , and Height Requirements;
- 2) Such development shall contain detached single-family dwellings only; and
- 3) Such development shall provide a program for the provision, operation and maintenance of such areas, facilities and improvements as shall be required for the perpetual common use by the occupants of the development.

§ 152.226 AREA; PERMITTED DISTRICTS, EXEMPTION; STREET ACCESS; OPEN SPACE(S); DENSITY; DIMENSIONAL STANDARDS.

(A) Residential cluster developments shall contain not less than five net acres. For purposes of this section “net acres” shall be the total area of all lots and common area(s) exclusive of public street rights-of-way or private street easements. Addition to any existing residential cluster development may be allowed provided such addition meets or exceeds all other applicable requirements.

(B) Subject to division (A) of this section, a residential cluster development may as an option be allowed within any residential zoning district. Such development shall be exempt from the conventional zoning standards relative to lot area, lot width, lot frontage, lot coverage , required yards and public street access normally applicable to such districts, provided such development complies with the minimum standards set forth under this section.

(C) Dwelling units within a residential cluster development may be constructed on lots fronting private streets.

(D) A residential cluster development shall provide open space (s) subject to all the following requirements:

- 1) Such open space shall be greater or equal in area to the total amount of area by which each lot was reduced below the minimum lot size requirement of the prevailing zoning district, or as provided under division (D)(2) of this section, whichever is greater;
- 2) Residential cluster developments shall reserve not less than 15% of the gross acreage as common open space;
- 3) Such area shall not be used as a building site. For purposes of this section, picnic areas or shelters, ball fields, walking or jogging trails, boat ramps and docks or other similar recreational facilities may be allowed;
- 4) Such area shall not be devoted to any public street right-of-way or private street easement, private driveway or parking area ;
- 5) Such area shall be left in its natural or undisturbed state if wooded at the time of development, except for the cutting of trails for walking or jogging or, if not wooded at the time of development, is improved for the uses listed under division (D)(3) of this section, or is properly vegetated and landscaped with the objectives of creating a wooded area or other area that is consistent with the objective set forth in division (D)(6) of this section;
- 6) Such area shall be capable of being used and enjoyed for purposes of informal and unstructured recreation and relaxation or for horticulture if not devoted to other allowable uses in this division;
- 7) Such area shall be legally and practically accessible to the residents of the development, or to the public if so dedicated;
- 8) A minimum of one-half of the required open space shall be contained in one continuous undivided part;
- 9) ~~Not more than 25%~~ None of the required open space shall lie within an area identified as either 401 or 404 wetlands or of the required open space shall lie within any floodway zone;
- 10) ~~Not more than 25%~~ of the required open space may be devoted to allowable improvements as set forth in division (D)(3) of this section;
- 11) Such area shall be perpetually owned and maintained for the purposes of this article by a homeowners association or, at the option of the town, dedicated or deeded to the public.
- 12) The location and arrangement of any open space (s) shall be subject to Planning Board approval during the Preliminary Plat review;
- 13) The owner shall, pursuant to the subdivision regulations, cause a final subdivision plat to be recorded in the Onslow County Register of Deeds which clearly describes the open space (s) and conditions thereof, prior to the issuance of any building permit(s).
- 14) These requirements are in addition to those found under Section 152.367, Parks and Recreation Space Requirements, of the Subdivision Ordinance.

(E) Areas identified on the Preliminary Plat as 401 wetlands, 404 wetlands, floodway, or if located within 30 feet of the normal water level along a coastal shoreline shall be reserved and dedicated to the Town. This designation shall be recorded on the face of the Preliminary and Final Plats and a deed recorded conveying the area to the Town for preservation. No structure, impervious surface or other development shall occur in this area other than that which is permitted by the State or other regulatory agency.

§ 152.227 MAXIMUM DENSITY REQUIREMENTS.

- (A) Residential density shall not exceed that which would normally be permitted under single-family standards within the prevailing zoning district on a net area basis.
- (B) Public street rights-of-way and private street easements shall not be included or count towards the total net area for purposes of calculating allowable density.
- (C) Area dedicated or deeded to the town pursuant to the sections above shall count towards net area for purposes of density calculation.

This amendment is effective upon adoption of this Ordinance.

Adopted this 26th day of April 2021.

Town of Swansboro Board of Commissioners

John Davis, Mayor

ATTEST:

Paula W. Webb, Assistant Manager/Town Clerk

PLANNING BOARD STATEMENT OF CONSISTENCY
Land Use Plan Implementation-Residential Cluster Development Regulations

During its March 15, 2020 special meeting, the Town of Swansboro Planning Board reviewed proposed amendments to the Unified Development Ordinance regarding the Residential Cluster Development Regulations.

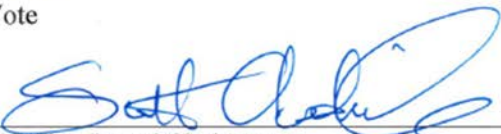
The proposed changes are **consistent** with the current Comprehensive Plan, specifically the following sections of the 2019 CAMA Land Use Plan Update:

- Section 4, Goals and Objectives:
 - 3) Prioritize the Natural Environment that is key to Swansboro's quality of life; and
 - 6) Build community resilience in a changing environment.
- Section 5, Future Land Use Designations, Conservation priority Area (CPA)
- Section 6, Implementation:
 - 1) Public Access
 - 2) Natural Hazard Areas
 - 3) Water Quality

and have been recommended for **approval** by the Planning Board.

This statement reflects the recommendation of the Town of Swansboro Planning Board this the 15th day of March 2021.

40
Vote



Planning Board Chairperson



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Lease Amendment: One Harbor Church – 601 West Corbett Avenue and 502 Church Street**

Board Meeting Date: **April 26, 2021**

Prepared By: **Chris Seaberg, Town Manager**

Overview: At the March 9, 2020 meeting of this Board, an amendment to our lease agreement with One Harbor Church was approved. The amendment included a subsidized monthly rate of \$1,029.76 through December 31, 2020. The amendment also included the same rate on a month-to-month basis starting January 1, 2021. At that time, there were plans on the construction of a new facility for the Church and we anticipated their need to lease our facilities would end once that project was complete. Unfortunately, the effects of COVID-19 significantly delayed the progression of their project. Due to those events, we have discussed the proposed amendments to the lease agreement with representative of One Harbor Church. They express support for the changes.

A summary of the changes are as follows:

- Appropriate Consumer Price Index increases for the 2019 and 2020 calendar years are added to the monthly lease rate
- Subsidies of the rental rate ends October 2021
- Starting November 2021, the monthly rate will be \$3,142.83
- The lease will be on a month-to-month basis starting January 2022
- One Harbor Church representatives expect the need for facilities lease through the end of Fiscal Year 2021-2022 (June 2022) and maybe further
- A December 2021 CPI increase will increase the lease rate

Background Attachments:

1. NCGS 160A-272
2. Resolution 2021-R3 Amended Lease Agreement

Action Needed: Motion to approve the lease amendment as listed above, authorize the Town Manager to execute, at the appropriate time, any instruments necessary to consummate the lease agreements.

Town Manager 4/20/2021
Town Clerk 4/20/2021

Reviewed By:

Finance Director _____
Town Attorney _____

Date Action Approved by Board: _____ **Action if different from Recommended:** _____

§ 160A-272. Lease or rental of property.

(a) Any property owned by a city may be leased or rented for such terms and upon such conditions as the council may determine, but not for longer than 10 years (except as otherwise provided in subsection (b1) of this section) and only if the council determines that the property will not be needed by the city for the term of the lease. In determining the term of a proposed lease, periods that may be added to the original term by options to renew or extend shall be included.

(a1) Property may be rented or leased only pursuant to a resolution of the council authorizing the execution of the lease or rental agreement adopted at a regular council meeting upon 30 days' public notice. Notice shall be given by publication describing the property to be leased or rented, stating the annual rental or lease payments, and announcing the council's intent to authorize the lease or rental at its next regular meeting.

(b) No public notice as required by subsection (a1) of this section need be given for resolutions authorizing leases or rentals for terms of one year or less, and the council may delegate to the city manager or some other city administrative officer authority to lease or rent city property for terms of one year or less.

(b1) Leases for terms of more than 10 years shall be treated as a sale of property and may be executed by following any of the procedures authorized for sale of real property.

(c) Notwithstanding subsection (b1) of this section, the council may approve a lease without treating that lease as a sale of property for any of the following reasons:

- (1) For the siting and operation of a renewable energy facility, as that term is defined in G.S. 62-133.8(a)(7), for a term up to 25 years.
- (2) For the siting and operation of a tower, as that term is defined in G.S. 146-29.2(a)(7), for communication purposes for a term up to 25 years.
- (3) For the operation and use of components of a wired or wireless network, for a term up to 25 years; provided, however, that the lease is entered into with a private broadband provider or a cooperative in connection with a grant agreement pursuant to G.S. 143B-1373 and is for a discrete and specific project located in an unserved area of an economically distressed county seeking to provide broadband service to homes, businesses, and community anchor points not currently served.

(d) Notwithstanding subsection (a) of this section, any lease by a city of any duration for components of a wired or wireless network shall be entered into on a competitively neutral and nondiscriminatory basis and made available to similarly situated providers on comparable terms and conditions and shall not be used to subsidize the provision of competitive service. (1971, c. 698, s. 1; 1979, 2nd Sess., c. 1247, s. 26; 2009-149, ss. 2, 3; 2010-57, s. 2; 2010-63, s. 2(b); 2011-150, s. 1; 2014-120, s. 34; 2015-246, s. 9; 2018-5, s. 37.1(c).)

THIS AMENDMENT TO LEASE (“Amendment”) is made and entered into effective as of the 1st day of May 2021, by and between the TOWN OF SWANSBORO (hereafter referred to as “Lessor”) and ONE HARBOR CHURCH, INC. (hereafter referred to as “Lessee”);

WITNESSETH:

WHEREAS, Lessor and Lessee entered into a lease dated March 1, 2017 (“Lease”) for a portion of the building located at 502 Church Street, Swansboro, Onslow County, North Carolina (shown on “Exhibit A”); and,

WHEREAS, Lessor and Lessee agreed to an amendment to the LEASE dated January 9, 2018 to add another premises (601 West Corbett Avenue, Swansboro, Onslow County, North Carolina – shown on “Exhibit B”) for use primarily on Sundays to the agreement,

WHEREAS, Lessor and Lessee agree to extend the amended LEASE dated January 9, 2018 through December 31, 2021, and

WHEREAS, Lessor and Lessee further agree to change the terms to a month-to-month basis starting January 1, 2022 until such time Lessee is able to move to their new facility, and

WHEREAS, Lessor has not instilled a Consumer Price Index (CPI) increase on this lease agreement since 2018. The 2018 monthly rate was set at \$3,029.76, and

WHEREAS, the CPI was 2.3% for 2019 and 1.4% for 2020, and

WHEREAS, the monthly rate has been subsidized due to equipment acquisitions becoming Town assets, and

WHEREAS, obligations for the subsidies are complete at the end of October 2021.

NOW, THEREFORE, for and consideration of the sum of TEN and No/100 Dollars (\$10.00) in hand paid by each party hereto to the other party, and for and in consideration of other good and valuable considerations received by each party hereto from the other party, the sufficiency of which hereby is acknowledged, the parties hereby agree as follows:

1. Lessee continues utilizing approximately 2,579 square feet (auditorium) at 601 West Corbett Ave. on Sunday’s from 7:00 am – 1:00 pm. Occasional usage at this site is permissible on Wednesday if prior approval has been petitioned.
2. Lessee continues utilizing approximately 1,369 square feet seven (7) days/week for Church Office space at 502 Church Street.
3. The unsubsidized monthly lease amount will be increased due to 2019 and 2020 CPI’s to an amount of \$3,142.83.
4. The rate will be subsidized for the Months of May-September 2021. Lessee shall pay a lease amount of \$1,142.83.
5. The rate will be subsidized for the month of October 2021. Lessee shall pay a lease amount of \$2,764 (finishing out the asset subsidies)
6. The unsubsidized monthly rate of \$3,142.83 shall be paid by Lessee for the months of November and December 2021.

7. The LEASE is amended to reflect that the Term of Lease will continue from January 1, 2022 on a month-to-month basis as needed.
8. The Rental rate may be increased starting with the January 2022 payment if the December 2021 CPI rate shows an increase.
9. The LEASE continues to provide the uses of the portion of 502 Church Street and 601 West Corbett Avenue both of which are within Swansboro, Onslow County, North Carolina, under the terms previously agreed upon.
10. Except as amended herein, the LEASE shall remain unchanged and in full force and effect, and the LEASE as amended herein is agreed to, ratified, and affirmed by each party hereto.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be executed in such form as to be binding, as of the day and year first written above.

This the ____ day of _____, 2021

TOWN OF SWANSBORO

By: _____ (Seal)

Christopher D. Seaberg, Town Manager

ONE HARBOR CHURCH, INC.

By: _____ (Seal)

President



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Mobile Ice Cream Vending Regulations**

Board Meeting Date: **April 26, 2021**

Prepared By: **Ken Jackson, Police Chief**

Overview: An amendment is proposed to Chapter 112 of the Town Code of Ordinances to clarify the process for approval of mobile ice cream vendors.

Attachments

Proposed Ordinance 2021-O2

Action Needed: Motion to approve or deny Ordinance 2021-O2.

Reviewed By:

Town Manager _____
Town Clerk 4/20/2021

Finance Director _____
Town Attorney _____

Date Action Approved by Board: _____ Action if different from Recommended: _____

ORDINANCE 2021-02
AN ORDINANCE AMENDING THE TOWN CODE OF ORDINANCES AND FEE
SCHEDULE RELATING TO TAXICABS AND MOBILE ICE CREAM VENDORS

CHAPTER 111: TAXICABS

§ 111.16 RATES.

(B) (2) If the Town Manager finds that there is adequate justification for the proposed change, the Manager shall approve or deny the change, with any conditions or terms deemed appropriate, and report the action to the Town Board. Rate schedule actions taken by the Town Manager may be made effective immediately, but shall remain provisional for 45 days, during which time the Town Manager's decisions may be:

- (a) Appealed by the permit holder to the Town Board; or
- (b) Reviewed and adjusted by the Town Board at its own initiative.

CHAPTER 112: PEDDLING AND SOLICITING

§ 112.06 MOBILE ICE CREAM VENDING REGULATIONS.

(B) The application for a certificate of convenience and necessity shall be in a form approved by the Police Chief and the form shall contain at least the following, provided at the applicant's expense:

- 1) The full name, physical address and mailing address of applicant.
- 2) A certified true copy of a complete driving history check (Division of Motor Vehicles "Master Check") on the applicant and each proposed driver of any mobile ice cream vending **vehicle** operated by the applicant's business.
- 3) Proof of liability insurance coverage on all vehicles to be operated in the business, with coverage limits of at least \$500,000 per person per accident.
- 4) Legible photocopies of the current year's North Carolina State Inspection certificate with no discrepancies for each mobile ice cream vending **vehicle** to be operated under the certificate request of the Police Chief, the applicant shall produce the original of any such inspection certificate for inspection.
- 5) That the **vehicle** will have external safety equipment such as:
 - i. Visible flashing lights from the front and rear of vehicle when stopped.
 - ii. Caution arm that is extended on the traffic side of vehicle when stopped.
 - iii. Signage on vehicle must be readable from at least 50 feet away "watch for children."
- 6) The route that the mobile ice cream vendor will be taking while in the town's jurisdiction.
- 7) All sales are prohibited within 100 feet of any school property line.
- 8) The mobile ice cream vendor cannot sale within any business district of the town.
- 9) Sales shall be conducted during daylight hours.
- 10) The duration of vendor in an area shall not exceed 60 minutes. An **AREA** means subdivision, apartment complex or other housing type complexes.
- 11) All necessary permits and license shall be obtained prior to commencement of any sales.
- 12) The number of mobile ice cream vending **vehicles** to be operated and the condition of such **vehicles** and all appurtenances.
- 13) The Police Chief will also review all application information prior to submittal of application to the Town Manager.

- 14) Prior to putting a substitute ~~van~~ vehicle into operation, such person shall submit an application to substitute a ~~van~~ vehicle and shall comply with all provisions of this chapter ~~except the need of Board approval.~~
- 15) A certified true copy of a complete criminal record check on the applicant and each proposed driver of any mobile ice cream vending vehicle operated by the applicant's business.
- 16) Any other information required by the Police Chief or the Town Manager deemed reasonably related to the health, welfare and safety of the town's residents.

**Town of Swansboro
Schedule of Fees**

MISCELLANEOUS FEES

Certificate of Convenience Application \$100.00 ~~+ cost of public notice~~
(Taxi Cabs & Mobile Ice Cream Vendors)

The above amendment shall be effective upon adoption.

Adopted this 26th day of April 2021.

Town of Swansboro Board of Commissioners

John Davis, Mayor

ATTEST:

Paula W. Webb, Assistant Manager/Town Clerk



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Budget Ordinance Amendment #2021-7**

Board Meeting Date: **April 26, 2021**

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

Overview:

1. **Public Works/Streets**-NCDOT requires Wayfinding Signs be installed on breakaway poles. Requesting \$7,000 be appropriated from fund balance to purchase 13 breakaway poles.

Source of Funds: Appropriated Fund Balance

2. **Permitting/Admin Services**-At the April 12th BOC meeting, the Town Manager shared the need to hire a Planning Technician prior to the Town Planner's maternity leave in July 2021. The position is proposed to be funded 50% Admin Services and 50% Permitting. Requesting \$6,248.18 be appropriated fund balance to cover salaries and benefits for the month of June 2021.

Source of Funds: Appropriated Fund Balance

3. **Parks & Recreation**-The NC Coastal Federation was awarded funds for asphalt removal and permeable parking at Ward Shore Park. The total project cost was \$118,302. A partnership with NC Coastal Federation provides assurance of at least a \$40,000 reimbursement towards the overall project. Project costs overran by \$10,000. Requesting \$50,000 be appropriated from fund balance for project costs.

Source of Funds: Appropriated Fund Balance

Background Attachment(s):

- Budget Ordinance Amendment #2021-7

Recommended Action:

- Motion to approve Budget Ordinance Amendment #2021-7

Reviewed By:

Town Manager 4/21/2021
Town Clerk _____

Finance Director 04/20/21
Town Attorney _____

Date Action Approved by Board: _____ Action if different from Recommended:

AN ORDINANCE AMENDING THE ANNUAL BUDGET FOR FY 20/21

BUDGET ORDINANCE AMENDMENT #2021-7

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, 2021:

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

<u>Appropriations</u>	<u>Increase</u>
Streets	\$7,000.00
Admin Services	\$3,124.09
Permitting	\$3,124.09
Parks & Recreation	\$50,000.00

<u>Revenues</u>	<u>Increase</u>
Appropriated Fund Balance	\$63,248.18

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, April 26, 2021.

Attest:

Paula Webb, Town Clerk

John Davis, Mayor

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

REVENUES

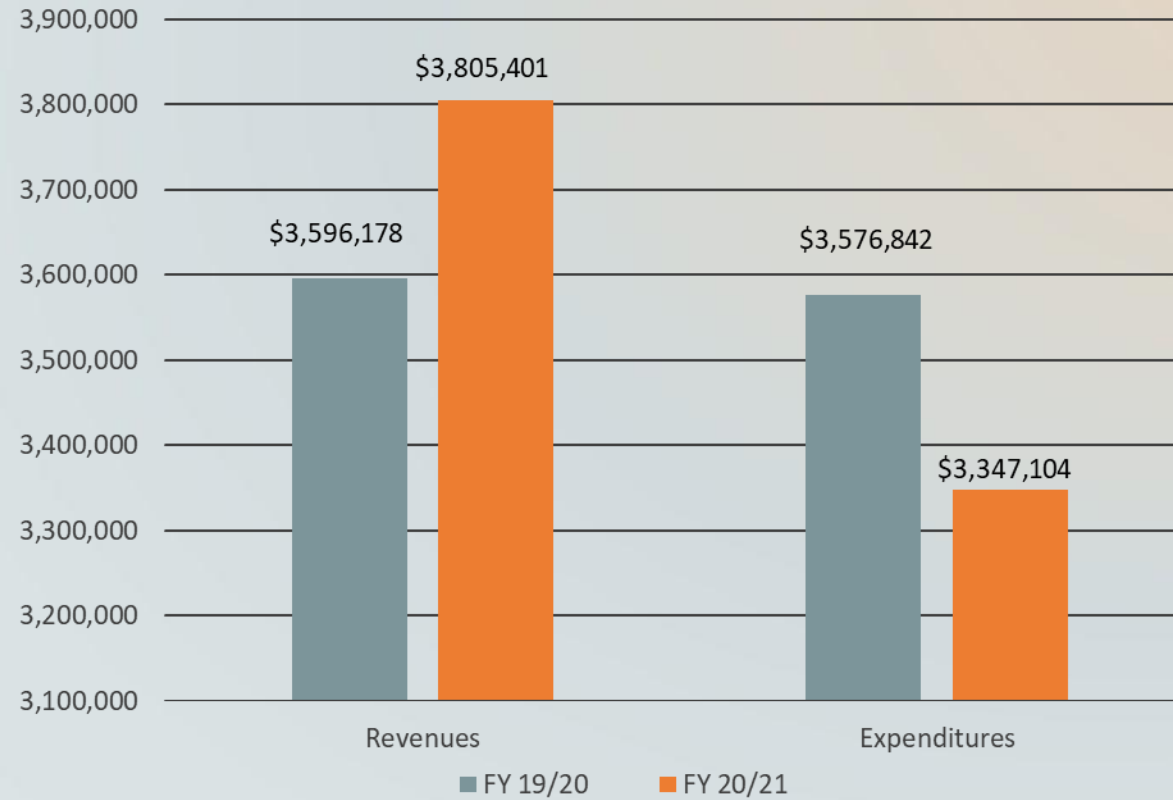
EXPENDITURES

LOAN PAYMENTS

INVESTMENTS

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

GENERAL FUND



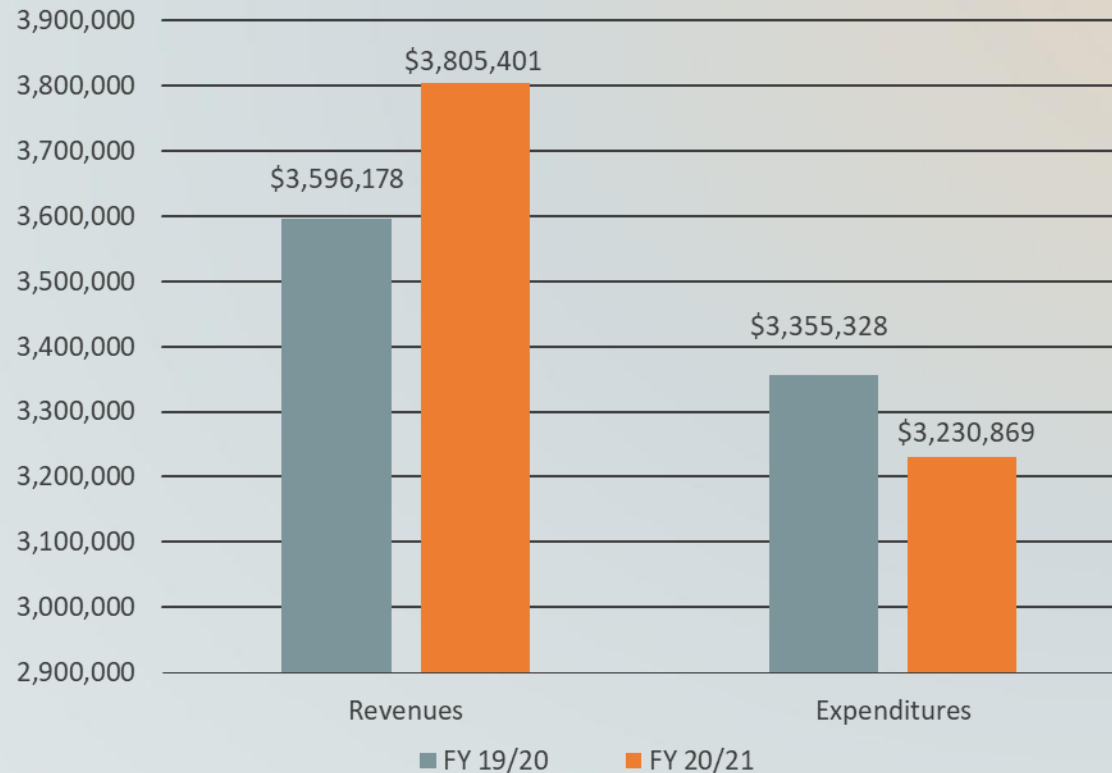
ENCUMBRANCES INCLUDED

Total Excess of Revenues Over Expenditures **\$458,297**

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

(ACTUAL)

GENERAL FUND



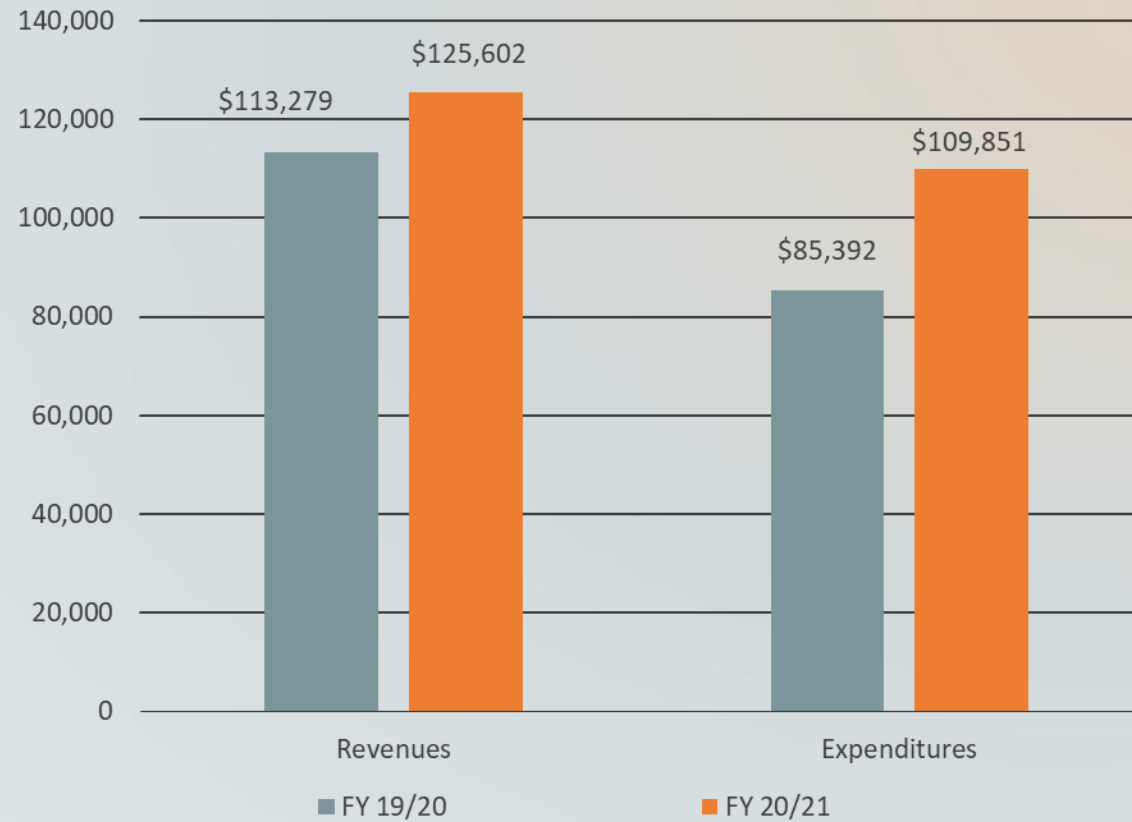
(ENCUMBRANCES NOT INCLUDED)

Total Excess of Revenues Over Expenditures \$574,532

DEPT.	BUDGET	(PAID YEAR TO DATE) ACTUAL	(PURCHASE ORDERS) ENCUMBERED BALANCE	SPENT % MARCH 31, 2021
GOVERNING BODY	14,098	10,551	356	77.4%
ADMIN SERVICES	429,255	308,324	4,085	72.8%
FINANCE	300,825	182,106	-	60.5%
LEGAL	42,000	22,938	-	54.6%
PUBLIC BUILDINGS	353,752	265,923	9,890	78.0%
FIRE	909,443	549,896	43,015	65.2%
PERMITTING	223,915	151,332		67.6%
POLICE	1,050,863	679,635	12,377	65.9%
PUBLIC WORKS-STREETS	296,916	251,408	4,572	86.2%
POWELL BILL-STREETS	90,318	18,042	5,635	26.2%
PARKS & RECREATION	291,304	157,792	12,135	58.3%
CHURCH STREET DOCK	8,230	4,610	-	56.0%
EMERGENCY MANAGEMENT	169,212	140,595	24,827	97.8%
FESTIVALS & EVENTS	95,451	3,770	(675)	3.2%
NON DEPARTMENTAL	510,206	483,948	17	94.9%
TOTAL	4,785,788	3,230,870	116,235	69.9%

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

STORMWATER ENTERPRISE FUND

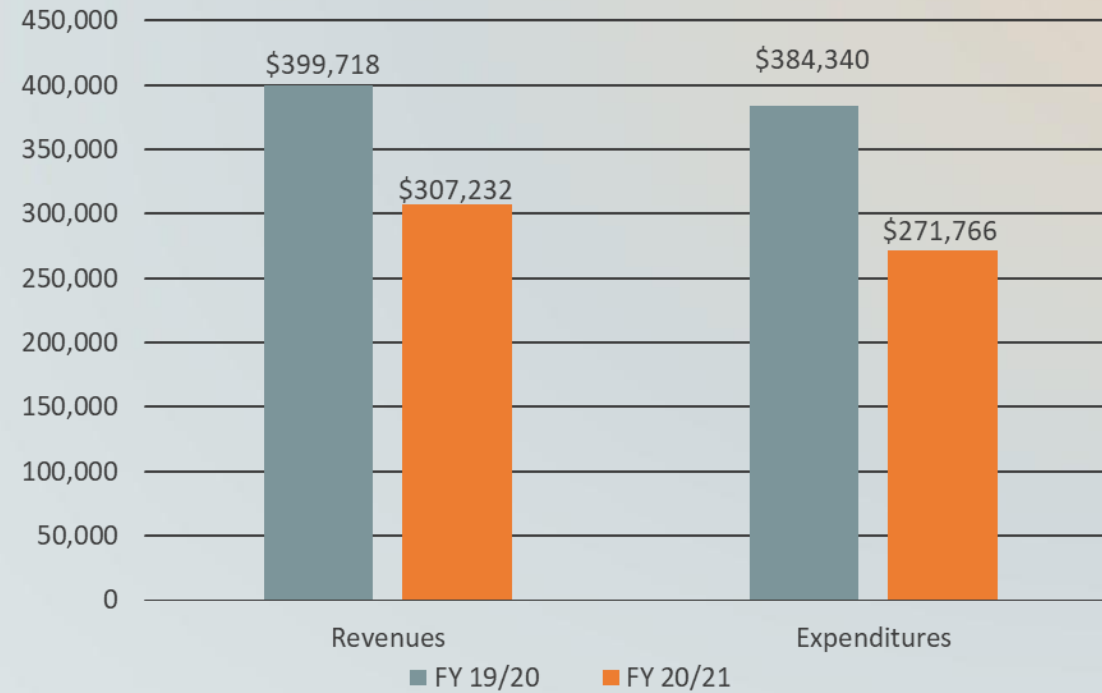


ENCUMBRANCES INCLUDED

Total Excess of Revenues Over Expenditures \$15,751

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

SOLID WASTE ENTERPRISE FUND



ENCUMBRANCES INCLUDED

Total Excess of Revenues Over Expenditures \$35,466

**TOWN OF SWANSBORO
LOAN REPORT
(AS OF MARCH 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	\$160,000	2.58	12/22/2024	\$45,160
Fire Truck	\$265,418	2.08	11/01/2026	\$47,512
Equipment/Vehicles	\$50,832	1.87	11/01/2021	\$51,783
Sleeping Quarters	\$150,000	2.43	12/14/2026	\$29,253
Grapple Truck/Town Hall Generator	\$227,700	1.72	6/25/2025	\$47,917
Total Debt	\$1,388,026	140		\$306,349

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

CASH & INVESTMENTS

BANK	BALANCE	INTEREST RATE
First Citizens Bank	\$750,230	.01%
NC CMT-General	\$3,572,016	.01%

Any Questions

?



Board of Commissioners Meeting Agenda Item Submittal

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

Board Meeting Date: **April 26, 2021**

Prepared By: **Paula Webb – Assistant Manager/Town Clerk**

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

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

Proposed for May 10, 2021

- * Public Hearing – 160D Text Amendments
- * Economic Development Committee Discussion – Mark Sutherland/Executive Director
- * Financial Software Introduction/Recommendation

Proposed for May 24, 2021

- * FY 21/22 Budget – Schedule Public Hearing

Future Agenda Items

- * Public Hearing – Text Amendments/Sign Amortization *deferred by BOC 12/14/20*
- * Public Hearing – Text Amendments/Temporary Signs *deferred by BOC 12/14/20*
- * Public Hearing – Text Amendments/Food Truck Vendors *deferred by BOC 12/14/20*
- * Further LUP Review/Amendments
- * Stormwater Discussion and Annual Report (*Report placed on Town Website September 2020*)
- * 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*
- * Text Amendments – Remove Cell Towers as use in B2HDO and other zones if permissible
- * Downtown Traffic Movement Decision – *February 22, 2021 and future*
- * Sub-committee designations for Strategic Plan Implementation (*Eco Dev Committee est. Oct 2020*)
- * SHS Recognitions – *wait for in-person meetings to return per Mayor*

MANAGER'S REPORT

Period: March 16, 2021 – April 15, 2021 **Submitted By:** Chris Seaberg, Town Manager

1. Town Projects/Initiatives Update

Updates on Town Projects/Initiatives. Items will be removed after noting their completion.

- **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.

Part of this process requires the Town to appoint a Community Action Team. The only recommendation for this group is that we have at least 5 participants. My recommendation would include the following members:

1. Town Manager
2. Town Planner
3. 2 representatives from the elected Board
4. 2 representatives from the Planning Board
5. 1 representative from the Flood Management Appeals Board

This group will work with our appointed consultant, Dewberry, to continue our efforts.

- **Continued work with Carolina Wetland Association** – With assistance from Carolina Wetland Association, the Town will be applying for a grant through the NC Resilient Coastal Communities Program to help the Town better address their concerns regarding the remaining wetlands within our corporate limits and the

Town of Swansboro, NC
Manager's Report (March 16, 2021 – April 15, 2021)

extraterritorial jurisdiction. The Planning Board will start their work on providing supporting functions either through regulatory changes or incentive options starting their March 2, 2021 meeting. The Board plans on meeting twice a month to finish out this project.

- **Wayfinding Signs** – The signs are in production for this project. We are currently searching for decorative poles that meet NCDOT's "breakaway" standards.
- **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.

If fully funded, we will use the funds for the following projects:

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

The application was written in a way that the reviewer(s) could approve all or portions of the improvements requested.

The North Carolina Historical Commission held a Special Meeting on September 23, 2020 at 10 am to consider staff findings and recommendations for this grant. Our application for Emmerton School was among the project recommended for 100% funding (\$424,000). Their recommendation must still be reviewed by the Federal Government before entering into the necessary agreements to commence the work.

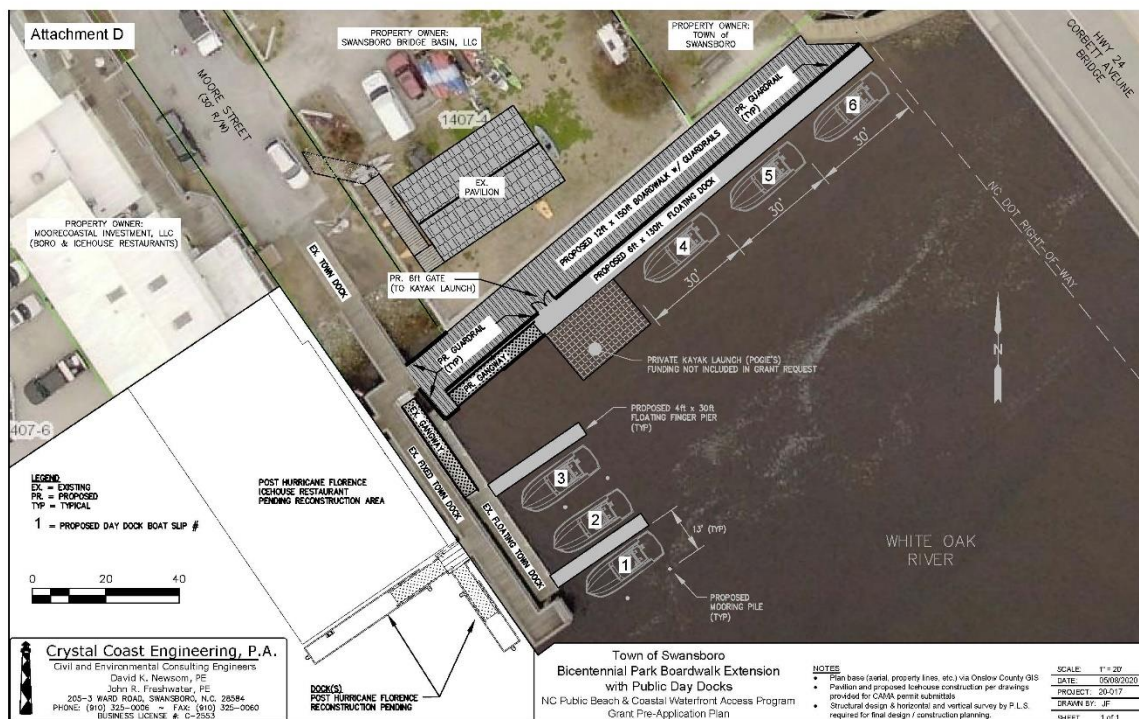
- **2020 NC Public Beach and Coastal Waterfront Access Grant Project** – The Town received notification on November 3, 2020 that the Bicentennial Park Boardwalk Extension with Public Day Docks Grant Project has been approved and granted the

Town of Swansboro, NC Manager's Report (March 16, 2021 – April 15, 2021)

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
4. The existing, privately owned, kayak launch will remain. The owner of the launch currently allows public use with prior approval and plans to continue this service after the project is installed.



- **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

Town of Swansboro, NC Manager's Report (March 16, 2021 – April 15, 2021)

approximately 9.3 acres of area this facility will treat along with a project description and anticipated results. This project is anticipated to begin on or around Mid-March 2021 and last to December 31, 2022.

Project Location



Project Description

Install a series of infiltration chambers within a gravel trench just upstream of the discharge pipe for the nine-acre Ward Creek residential watershed.

Intercept, slow down and infiltrate stormwater runoff discharging from pipe.

Base project design on successful Wrightsville Beach Lula St. project that reduced SW volume over 93%.



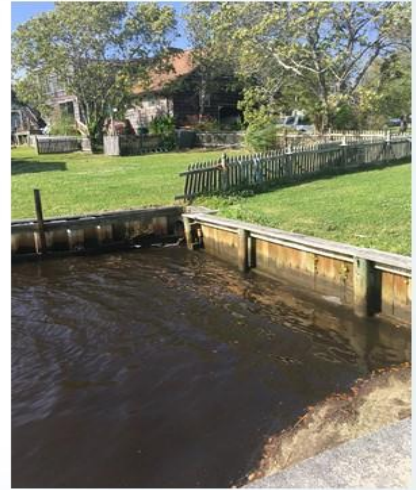
Town of Swansboro, NC
Manager's Report (March 16, 2021 – April 15, 2021)

Project Results

Reduce the volume (thereby reduce pollutant load) of discharge from Walnut St. stormwater outfall to Ward Creek Watershed and surrounding waters by 4,800 cf (35,900 gallons) via infiltrating at least the 1.5" storm event.

In addition reduce sediment by 1,250 lbs/year (EPA STEPL tool). Bacteria is bound to sediment. Tool estimates capture almost 2 million gallons of runoff per year.

Community and additional audiences educated about stormwater and strategies for volume reduction.



- **Ward Shore Eco-Raster Project** – This project extended 1 week into April 2021 but is now complete.



Town of Swansboro, NC
Manager's Report (March 16, 2021 – April 15, 2021)



Town of Swansboro, NC
Manager's Report (March 16, 2021 – April 15, 2021)



- **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**
- Priority 2 - Old Hammocks Beach Rd from SR 1513 (Deer island Rd) to existing sidewalk near Fredericks Ln; **\$335,000**
- 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*

Town of Swansboro, NC
Manager's Report (March 16, 2021 – April 15, 2021)

- **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.
- **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.



April 20, 2021

Mr. Christopher D. Seaberg
Town Manager
601 W Corbett Avenue
Swansboro NC 28584

**Re: Public Safety Building Restoration/Relocation
Planning Status Memo**

Dear Chris:

On Friday 3/26/2021 Thomas Madre, of the Wooten Company, and Min-Chiang Hsu, Structural Engineer, of HMC Consulting visited the site to conduct review critical structural elements. There they:

- Determined quantity, location, and spacing of pre-engineered structural members
- Measured the width, depth, height, and gauge of all unique structural members and connections. This includes roof, sidewall, endwall, and corner framing as well as roof and wall panels
- Verified the structural design of the wood-framed portions of the building
- Observed the anchor bolts and baseplates
- Surveyed the building for any signs of damage, deterioration, or deficiencies.

I returned to meet with you and Police Chief Jackson, on Monday 3/29/2021 to follow-up on specific space needs for the planning phase of the work.

We had previously assembled information about the required square footage going forward. In this meeting we focused on how those spaces should relate to each other and public/private considerations. We also considered:

- Future trends in law enforcement
- Technology needs
- Vehicular evidence
- Evidence requiring special handling
- Other general and specialty items.

I had a follow up call with Fire Chief Tessing on Monday 4/19/21 to discuss similar technical matters like reserve apparatus storage, hose drying areas and methods, storage of medicines, and the like.

120 North Boylan Avenue
Raleigh, NC 27603-1423

919.828.0531
Fax 919.834.3589

www.thewootencompany.com

By the end of this week we expect to have all of the spaces calculated and recorded in tabular form. By Wednesday 4/28/21 we expect to have a structural report with results regarding the load carrying capacities of the critical (measured) members.

If any questions come up, please do not hesitate to reach out.

Sincerely,

THE WOOTEN COMPANY

A handwritten signature in blue ink, appearing to read "RD Pearlman", with a long horizontal flourish extending to the right.

Russell D. Pearlman, AIA
Project Architect

rdp

Department Reports for March 2021

Administrative Services

- Phone Records Report for March: 2,839 calls
 Town Hall – 945 Parks and Recreation – 349
 Police Department – 525 Fire Department – 126 Outgoing totals – 894
- Building permits sold for March: 108 residential/commercial combined: \$45,719.28 (includes 25 re-inspections)
- 233 Building Inspections processed/25 Fire Inspections processed
- 94 Various receipts processed
- 256 ONWASA payments processed: 6 other requests
- 15 Work Orders generated for Public Works
- 6 Notarizations performed
- Arranged dates and created flyer for Clean Sweep Week – posted to all social media outlets
- Created notices & renewal statements for Beer & Wine Privilege Licenses
- Prepared Goals/Priorities established by BOC/distributed to BOC
- Prepared/distributed Yard Waste Delay Notice
- Prepared three Weather Alerts
- Admin Staff worked at Visitor's Center 3 days each week (Paula, Alissa, and Lisa)
- Arranged Employee Wellness Checks – April 21
- Arranged Open Enrollment for Employees – April 27
- Annual updates to Storm Plan
- Prepared Fee Schedule changes for FY 21/22 consideration
- Reviewed draft ADA Plan
- Met with Advance Office Solution on copier contract
- US Census Report Submitted - Permits
- Review and research on Chamber Bylaws – Bylaws Committee
- Participated in software demos (FMS)
- Public Records Request – receipts for dog waste items
- Public Records Request – Drew Lutheran/Permit file
- Estimated 20+/- hours assisting Computer Warriors w/computer changeouts and server updates
- Continued FY 21/22 Budget Meetings
- Finalized March Departments Report
- Developed monthly and special meeting notices/hearings, agenda items, packets, and minutes/distributed for meetings. A staff representative(s) attended each meeting and prepared meeting minutes/follow-up. Paula and Alissa attending all meetings utilizing ZOOM platform – others training.
- HR-related items estimated at 18.75 hours (includes new hire processing, interviews, timesheets, policy review, employment verifications, benefit submittals, preparation of job descriptions/submittals/postings, etc.)

Department Reports for March 2021

- Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.). Website Home Page defaults: 11,644. Top 5 pages viewed in March – Permitting 598, Employment 403, Parks/Rec 327, Parks/Rec 271, Contact Use 312, and Police 309

Finance

- Sales & Use Tax received in March 2021: \$106,519
- Accounts Payable Summary for March 2021:
 - 205 Invoices-Totaling \$211,036
 - 17 Purchase Orders Issued
- PEV ChargePoint Station-Accumulated (kWh) for March 2021 (102.0)
- Processed payroll-3/12 & 3/26; updated employee accrual balances- (spreadsheet & Asyst)
- Stormwater Fees Collected-March 2021-\$3,220
- Updated Stormwater spreadsheet
- February 2021 Bank Reconciliation-Town accounts
- February 2021 Bank Reconciliation-Swansboro TDA
- Processed Swansboro TDA checks
- Prepared February 2021 monthly financial report
- COVID-19: Gathering receipts to upload to the FEMA Grants Portal
- Attended Department Head budget meetings
- Attended budget meeting with Town Manager and Assistant Manger
- Preparing Year End Projections FY 20/21/updating operating budget spreadsheet FY 21/22
- Updating Capital Improvement Plan
- LGC-131: Notice of Debt Principal & Interest-Municipal Building & Tanker Truck
- Attended financial software demonstrations with Edmunds GovTech, Southern Software-NC FMS, and Clockwise (Time & Attendance Software)
- Met with the Emerald Isle Finance Director to view the functionality of Tyler software
- Public Records Request-NorthCarolina@OpenTheBooks.com

Fire Department

Fire Calls

- 34 Total Fire Calls
 - o 15 Calls in Town including - 3 MVC, 1 Allergic Reaction, 5 Alarms, 1 Heart Problem, 1 Assist Agency, 2 Structure Fires, 1 Cooking Fire, 1 Sick Person
 - o 0 Calls in White Oak District
 - o 17 Calls Mutual Aid - 2 Alarm System, 10 Structure Fires, 2 MVC, 1 Landing Zone, 2 Brush Fires
 - o 2 EMS – 2 Medical Assists
- 256 Training hours - Paid Staff
- 148 Training hours – Volunteer Training

Department Reports for March 2021

- 108 Hours Volunteer Duty Days = 4-24hr Shifts, 1-12hr Shift
Cost Saved 108 hrs. x \$14.00 = \$1512.00

Paid staff

- Currently we have one part-time position open

Volunteer staff

- Currently we have 12 volunteers on the roster; seven are interior firefighters

Vehicle repairs

- Currently all vehicles are in good working order and servicing has been completed

Department activities

- Department activities have been limited due to COVID-19
- Currently doing pre-plans over the phone with local businesses

Parks and Recreation

DIRECTOR'S REPORT

COVID-19

- Continue to monitor COVID impacts, staff enforcing safety protocols and policies
- Adjusted the number of participants per program and room capacity for reservations to align with current restrictions
- Continue to communicate with staff throughout the month with updates, safety precautions, and staff schedules
- The Recreation Center, all park facilities, indoor and outdoor reservations remain open and the Recreation Center operating on reduced hours
- Attend Director's call with NCRPA weekly to receive updates and gain information from other departments about closing, programs, and special events due to COVID-19

Festivals

- Staff prepared 2021 sponsorship and vendor letters informing them of possible modifications for Arts by the Sea and July 4th Celebration. Letters were emailed to all sponsors and vendors
- Gathering quotes and event details to proceed with a Drive in Laser Show
- Staff researching other art festivals to gather ideas the department could implement for Arts by the Sea.
- Purchased online software application specifically for special event. Eventeny is a web-based application where the department can host a virtual marketplace for vendors, interactive activities, host educational sessions offered by sponsors, vendors, or staff, provide other opportunities for sponsorships, and much more
- Attended training for the software program

Department Reports for March 2021

- Met with the Jacksonville Daily News for sponsorship opportunities and advertising package for the festivals

Holly Lane/PARTF

- Creating a community needs survey that is required for the PARTF application. Survey is intended to assess the community needs for recreational services and facilities in the Swansboro area. Once survey is complete it will be distributed in various ways including placing a various business, social media, emailed to Parks and Recreation distribution list, and staff to conduct in person surveys
- Met with Town Planner to consult on the project if any permits may be needed
- Working with Barrs Recreation to design site plan and the company's playground grant program

Comprehensive Master Plan

- Prepared an RFP to solicit qualified firms to place a bid to update the 2008 Parks and Recreation Comprehensive Master Plan
- Submitted the RFP to eight firms and listed on the NC Parks and Recreation Association ListServe
- Bids are due April 30, 2021
- Met with two agencies; McAdams and McGill to discuss the RFP

Senior Games

- Serve as a Co-coordinator for the Onslow County Senior Games
- Attend monthly meetings to assist in the planning
- Swansboro Parks and Recreation will host the Pickleball tournaments for the games
- Assist in collecting applications and completing registrations

Miscellaneous

- Met with Town Planner to discuss adding new bike racks along areas of the bike path
- Prepared and submitted the Onslow County Tourism Specials Events grant application
- Presented to the Onslow County budget team what the Town requested and how the funds would be used
- Met with Onslow County Senior Services Director to negotiate contract for Senior Services renting the multipurpose room at the Recreation Center
- Met with Town Administration for initial budget review. Revised proposed budget for the department.
- Serve on the Jacksonville Onslow Sports Commission Board as a liaison. Attend monthly 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 via Zoom
- Conduct Parks Advisory Board meetings via Zoom

Department Reports for March 2021

- Webinar/Workshops/Conferences
 - Webinars: How to attract and retain sponsors, grant discussions for FEMA reimbursement for events, NC League of Municipalities: Sports and Leisure Activities as an Economic Development Tool
 - Workshop: LWF grant application process

Metrics

- Facebook management continues – 12,407 followers.
 - Post Reach 10,761, up 18%
 - Page Likes, 68, up 3%
 - Post Engagement, 1,305 up 16%
- Activity Report for March

Organization Activity						
From 3/10/2021 to 4/9/2021						
	Registrations	Reservations	Memberships	Check-Ins	Profiles Created	POS Transactions
All	88	38	5	0	112	0
Resident	13	7	2	0	14	
Non-Resident	75	31	3	0	98	
No Residency Set	0	0	0	0	0	
Demographics						
< 18	12	0	0	0	25	
18 - 65	54	31	2	0	66	
65+	22	7	3	0	21	
Male	28	20	3	0	56	
Female	60	18	2	0	56	
Other Genders	0	0	0	0	0	
Online vs In-House						
Online	40	0	0	N/A	62	
In-Person	48	38	5	N/A	50	

Revenue

- Slip Fee - Town Dock \$1400.50
- Rental Fees-Parks \$285.00
- Rec Center Rentals \$1395.00
- Rec Program Fees \$2463.00
- Gym Memberships \$125.00

RECREATION PROGRAM SUPERVISOR REPORT

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

Department Reports for March 2021

- Advertised/promoted all programs/special events on social media platforms: Facebook, Instagram, JD News
- Created program proposals for new programs to be approved by Director
- Created all programs in RecDesk for registration
- Submitted weekly Community Service Work Program timesheets
- Departmental work orders
- Prepared and turned in future program proposals to Director

Spring Break Youth Sports Camp

- Instructed the Sports camp from March 29-April 5
- Boosted Facebook post to reach more prospective registrants
- Requested Swansboro High School athlete volunteers to help with camp

Camping 101

- Requested kayak rental quote from Pogies for transportation to the island
- Reserved group campsite on Bear Island for May 1st
- Meeting with Application student, Christine about program details, fees, dates

Under the Sea Paint & Sip

- Discussed dates and supply inventory with instructor
- Planned program details, fees, registration numbers
- Contacted all registrants about facility check in, COVID-19 protocols, and confirmation of their attendance

Easter Drive Thru

- Purchased and picked up program supplies for program with Gigi Robles
- Set up for event with department staff
- Successfully distributed over 150 bags to the local community

Family Easter Scavenger Hunt

- Set up scavenger hunt on Scavr app for registered participants to use
- Prepared all scavenger hunt objects
- Hid all objects in the municipal park and listed the clues on the application
- Periodically checked hidden objects in the park
- Completed raffle for prize winners based on number of objects found in in the park for the scavenger hunt

Gentle Yoga

- Discussed with staff member/instructor program details, dates, and times
- Set up 2 classes
- Trained new staff member/instructor on attendance, logging in, clocking in, and briefly trained on recreation registration software

Department Reports for March 2021

Summer Day Camp

- Held meeting with Director about registration process and fees per week
- Established camp dates, registration pricing, and registration dates
- Discussed with Director to determine the best way to hold registration – will be online only
- Created flyer and posted information to social media platforms

NC Senior Games

- Attended meeting on March 16th
- Handed out applications to pickleball players in person at the tennis courts
- Registered participants into Torch software

Parks Advisory Board Meeting

- Prepared program report for Director to relay information about past and future programs for the department

Girls Rec Night

- Picked up food and beverages for program

Boys Rec Night

- Set dates, times, and fees for program
- Contacted guest speakers for program to see who would be interested and coming to talk to participants
- Requested food donations from Jersey Mike's and Burrito Shak

Hip Hop Yoga Classes

- Set registration prices with instructor
- Set program dates with instructor and fees for series and drop-in rates
- Requested video about class from instructor to promote program

Springtime Paint & Sip

- Discussed program dates with staff/instructor
- Inventoried program supplies needed for class and reviewed with staff instructor

Park Display Boards

- Trimmed blue plastic off the newly installed park display boards in all Parks
- Prepared and posted flyers with all upcoming programs in the display cases

Bob Ross Paint-a-Long

- Set program date and time
- Inventoried paint supplies for upcoming classes
- Discussed registration fees with staff/instructor

Tennis Court Painting

- Researched paint types, costs, recommendations for painting lines on tennis court surface

Department Reports for March 2021

- Requested recommendations/feedback from the NRPA forum about painting court surfaces
- Scheduled date to have volunteer coordinators come out and paint the courts

Staff Training

- Conducted a training session with new employees/instructors on registration software, department policies, reservations, program registrations, etc.
- Conducted on-board tour of department facilities and locations

Volunteers

- Completed a letter of recommendation for one of you past volunteers
- Requested volunteers for senior games from previous marine program contact

Permitting

Planning Board

- March 2, 2021 Regular Meeting
 - Reviewed the Land Use Plan program of work and discussed completed items and prioritized the remaining list
 - The Carolina Wetlands Association presented a report on incentives that could be used in wetlands preservation
- March 15, 2021 Special Meeting
 - Kevin Turner, Appraisal Supervisor with the Onslow County Tax Office, provided information on the process for tax valuation of properties with wetlands/marsh acreage
 - Reviewed and recommended approval of changes to the Residential Cluster Development Regulations related to wetland and other vulnerable area preservation

Historic Preservation Commission

- March 16, 2021 Regular Meeting
 - Kristi Brantley and John Wood were present from the State Historic Prevention Office to discuss two training videos the Commission was asked to review related to the Chapter 160D updates and our obligations as a Certified Local Government

The Commission discussed a grant opportunity to update our National Registry survey for the Historic District and made a recommendation to the Board of Commissioners that we pursue the application

Projects/Misc.

- Attended the 2021 NC Main Street virtual conference March 9th through 11th
- Continued to work with the Town Attorney's office on the outstanding violations of the Flood Damage Prevention Ordinance and Building Code at the Yacht Club. A letter was sent to Mr. Lutheran's attorney on March 18th explaining that the Town had determined the property was Substantially Damaged/Improved, and that it would have to be brought into compliance. No response has been received.

Department Reports for March 2021

- Worked with Chase Hanford on his application for Special Use permit to operate a restaurant at 632 W. Corbett Ave (the former Coney Island Restaurant)
- Inspected the landscaping, parking, fencing and signage at King's Car Wash
- Processed an Appeal application from the property owners of 113 Cormorant Drive to appeal an administrative decision to require removal of a temporary storage container that has been on the property since Hurricane Florence. The Board of Adjustment will meet on April 15, 2021 to hear the application.

Police Department

Patrol

- 145 Reportable Events
 - 16 Motor Vehicle Crashes
 - 2 Felony Arrests
 - 13 Misdemeanor Arrests
 - 2 Arrests by Warrant Service
 - 4 Arrests with Transport to the Onslow County Jail
 - 9 Felony Crimes Reported (3-Larceny; 2-Fraud; 1-Counterfeit; 1-Identity Theft; 1-Financial Card Theft; 1-Disclosure of Personal Images)
 - 29 Misdemeanor Crimes Reported (8-Property Damage; 6-Larceny; 8-Traffic Related; 2-Drug; 2-Trespassing; 3-Other)
 - 13 Disputes/Public Disturbances
 - 19 Alarm/Open Door Reports
 - 1 Death Investigation
 - 46 Requests by Other Agencies for Assistance
 - 66 Requests by Citizens for non-Crime Related Assistance
- 4,380 Events Performed on Patrol

Community Service/Training:

- 14 Vehicle Unlocks
- 4 Funeral Escorts
- 66 Foot Patrol
- 64 Business Closing Standby's
- 8 Requests by Residents for Residence Check
- Officer Wellmer and Officer Morin completed Standardized Field Sobriety Testing Training. 24-hour training conducted by Jacksonville Police Department and held at Coastal Carolina Community College
- Sergeant Kackenmeister completed Standardized Field Sobriety Testing Refresher Training; 4-hour training conducted by the Jacksonville Police Department and held at Coastal Carolina Community College

Department Reports for March 2021

Admin Services:

- Answered 356 phone calls during business hours
- Assisted 125 walk in requests for assistance
- Took 28 requests for reports during business hours

Public Works

No report provided.

