



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Lease Agreement for 502 Church Street (Swansboro Historical Association)**

Board Meeting Date: **October 27, 2026**

Prepared By: **Jon Barlow – Town Manager**

Overview: Consider establishing the annual lease rate and approval of a lease for approximately 4,052 square feet of space within the Town-owned building located at 502 Church Street (Emmerton School/Old Town Hall) for continued operation of the Swansboro Area Heritage Museum.

Background: The Town and Swansboro Historical Association (SHA) first entered into a lease agreement for a portion of the Emmerton School/Old Town Hall building at 502 Church Street in 2016. The lease provided approximately 4,000 square feet of space for museum operations and was approved at a lease rate of \$1.00 per year. The Town has historically paid the utility expenses associated with the facility. The original lease arrangement was intended to support development of the Heritage Museum while allowing the organization to establish operations and expand community programming.

The most recent lease agreement expired on December 31, 2022. Since that time, lease renewal discussions have been delayed as the Town has pursued restoration and repair efforts related to the historic Emmerton School building, funded through historic preservation grants. Those projects have remained ongoing and have affected long-term planning for use of the facility.

With restoration activities completed, staff seeks the Board direction regarding a new lease agreement with SHA. Specifically, the Board should establish the annual lease rate and determine whether the Town wishes to continue its past practice of providing the space at a nominal rate while assuming responsibility for utility costs.

SHA has also requested use of other Town-owned facilities not covered by its lease on an as-needed basis at no cost, with reasonable advance notice provided to the Town staff responsible for the requested facility. Staff seeks Board direction on whether to allow usage at no cost.

In accordance with N.C.G.S. § 160A-272, the one-year lease must be authorized by resolution of the Board. Because the lease term does not exceed one-year, public notice is not required. The proposed resolution is included in the establishment of the annual lease rate and approval of the lease terms.

Background Attachment(s):

1. NCGS 160A-272
2. Resolution 2026-R12
3. Lease Agreement

Recommended Action:

1. Motion to approve Resolution 2026-R12
2. Motion to establish an annual lease rate of \$_____ for the Swansboro Historical Association's use of approximately 4,052 square feet at 502 Church Street; designating [the Town or SHA] as responsible for utility costs and approve the one-year lease agreement with these terms;
3. Provide direction to staff on SHA's request for as-needed use of other Town-owned facilities not covered by its lease at no cost.

Action: _____
