



COASTAL PLANNING SERVICES, INC

Kathy B. Vinson, AICP

Comprehensive Land Use Planning and Development Assistance

1608 N. Stillwood Drive
Leland, NC 28451

(252) 240-9297
kbvinson@ec.rr.com

June 29, 2026

Ms. Anna Stanley
Parks and Recreation Director
Town of Swansboro
601 West Corbett Avenue
Swansboro, NC 28584

Dear Ms. Stanley:

Coastal Planning Services, Inc. (CPSI) is pleased to submit this proposal to provide grant consulting services to the Town of Swansboro for the upcoming LWCF and PARTF grant cycles. My firm has extensive experience preparing grant applications for funding public water access and related parks and recreation projects. Additionally, our knowledge and experience working with the Town of Swansboro provides an exceptional knowledge base for this grant funding effort.

I am the owner and principal of CPSI and will oversee and coordinate the grant application processes as lead consultant. I have worked in association with the Town of Swansboro since 1988 in several capacities, first as the District Planner with the NC Division of Coastal Management (DCM) for the central North Carolina coastal area and later as the agency's first Planning and Public Access Manager. Since 2003 I have been a consultant to Swansboro and other local governments for grant writing and preparation of environmental permit applications.

CPSI proposes subcontracting with John Freshwater, PE in a supporting role for the current project. Since 2004 Mr. Freshwater has partnered with CPSI on more than 175 coastal permitting and grant funding projects. He is a lifetime resident of Swansboro and Vice-President of Crystal Coast Engineering, PA.

This submittal contains information on corporate background, relevant grant experience, technical approach, availability, and fee structure. We believe reasons to select the CPSI team for this project include the following:

- Unique knowledge and history with Swansboro and ability to interact with local stakeholders
- Educational and professional experience of team members
- In-depth understanding of and experience with grant writing and administration
- Reputation for quality and commitment to meeting goals and objectives of the Town of Swansboro

CPSI has worked closely with the Town for several years on development and implementation of the Waterfront Access & Development Plan, grant applications, major CAMA permit applications, and design of individual public water access projects. We are excited about the possibility of providing grant consulting services to the Town of Swansboro for the upcoming projects. Please let me know if additional information is needed.

Respectfully Submitted,

Kathy B. Vinson, AICP

Enclosure

Proposal

Town of Swansboro Parks & Recreation

Grant Consulting Services

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Submitted by
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Coastal Planning Services, Inc.
Town of Swansboro
Parks & Recreation Grant Consulting Services Proposal
June 2026

CONTENTS

- A. Firm Information and Key Personnel
- B. Relevant Grant Experience
- C. Technical Approach
- D. Availability and Work Load
- E. Fee Information

Coastal Planning Services, Inc.
Town of Swansboro
Parks & Recreation Grant Consulting Services Proposal
June 2026

A. Firm Information & Key Personnel

Since 2004, Coastal Planning Services, Inc. (CPSI) and its predecessor, Coastal Planning Services, have continuously provided professional consulting services to local governments, private property owners, and businesses throughout coastal North Carolina. Kathy Vinson, AICP is the owner and principal of CPSI. She established Coastal Planning Services in 2004. In 2007 she incorporated her business as Coastal Planning Services, Inc. and in 2025 she relocated the firm to Leland, North Carolina, where CPSI continues to provide services throughout the North Carolina coastal region, with a heavy concentration in Onslow and Carteret Counties.

For local governments, the firm focuses on delivering the highest level of assistance for grant writing and grant management services as well as land use planning, project design, and preparation of CAMA and other State and Federal permit applications. CPSI also assists private property owners with project design, preparation of permit applications, and oversight of the permitting process.

Ms. Vinson is a certified planner with more than 40 years of experience in planning and management working with local, state, and federal governments. These include 15 years on staff with the NC Division of Coastal Management (DCM), where she served as a district planner assisting local governments with public beach and coastal waterfront access projects, land use planning, and implementation of local land use plan policies. She was also the agency's first Planning and Public Access Manager, with responsibility for the technical and administrative supervision of the Land Use Planning and Public Beach and Coastal Waterfront Access Grant programs in the 20 North Carolina coastal counties.

Ms. Vinson holds a Master of Education degree from the University of North Carolina at Chapel Hill and a Bachelor of Arts from the University of North Carolina at Greensboro. She is a member of the American Institute of Certified Planners (AICP) and the national and North Carolina chapters of the American Planning Association.

Ms. Vinson will be the lead consultant and primary contact for the Town of Swansboro Parks & Recreation Grant Consulting Services project. She will be responsible for coordinating necessary tasks, managing development of the grant applications, coordinating required components such as exhibits, public documentation, board approvals, and supporting materials and meeting grant timelines.

Coastal Planning Services, Inc.
Town of Swansboro
Parks & Recreation Grant Consulting Services Proposal
June 2026

CPSI has developed strategic relationships with highly qualified firms throughout the coastal area, including civil and environmental engineers, surveyors, soil scientists, and architects. CPSI regularly coordinates the services of these specialties to design and develop appropriate project plans, permit applications, and other approvals. We have excellent, ongoing relationships with local, state, and federal regulatory agencies, as well as community environmental non-profit organizations. Ms. Vinson's work has made her keenly aware of the intricate interrelationships between planning, design, permitting, and construction of both large and small projects and she manages such tasks successfully.

John Freshwater PE, Vice-President of Crystal Coast Engineering, PA of Swansboro., will assist in project design, engineering as may be needed, and other technical aspects of the project. These may include but are not limited to engineering assistance for stormwater, erosion and sedimentation control, wetlands and other applicable resource and environmental regulatory programs and preparation of applicable technical plans and drawings.

Ms. Vinson and Mr. Freshwater have partnered on more than 175 projects for coastal water access and CAMA permitting since 2004. The partnership has been successful, both for obtaining grant funding for clients and for obtaining appropriate environmental development permits. Based on our experience, having Mr. Freshwater on the project team will be a great asset.

Mr. Freshwater graduated from NC State University with a B.S. in Civil Engineering. He also earned a B.S. in Marine Biology from UNC-Wilmington. He has been a registered Professional Engineer in North Carolina since June 2004.

Coastal Planning Services, Inc.
Town of Swansboro
Parks & Recreation Grant Consulting Services Proposal
June 2026

B. Relevant Grant Experience

- Homer Smith's Docks and Marinas (telephone 252-728-2944) of Beaufort, North Carolina requested \$496,809 in Tier II Boating Infrastructure Grant (BIG) funds in July 2019 with a project period of July 1, 2020 through June 30, 2022 for construction of transient docking and associated amenities.
The grant request was approved for funding in the amount \$496,809 by the U.S. Fish and Wildlife Service in July 2020.
At that time, the BIG program was administered in North Carolina by the NC Division of Marine Fisheries (DMF). Ms. Vicky Pohoresky was the Federal Aid Coordinator with DMF who managed this project. She has since retired but can be reached at 252-342-3687.
- The Town of Swansboro requested \$142,350 in grant funding from the NC Public Beach and Coastal Waterfront Access Grant Program in August 2020 for the Bicentennial Park Boardwalk Extension and Public Day Docks project. The project received funding in the requested amount. Work was completed in 2025.
- The Town of Swansboro requested \$127,623 in grant funding in July 2025 from the NC Public Beach and Coastal Waterfront Access Grant Program for replacement of the Main Street Dock. The project has been funded in the requested amount.

In addition to the above projects, CPSI has prepared several additional successful grant requests for the Town of Swansboro from the NC Public Beach and Coastal Waterfront Grant Program and Coastal Recreational Fishing License Program. The grant awards were for waterfront improvements to increase public water access for residents and visitors to the Swansboro area.

Coastal Planning Services, Inc.
Town of Swansboro
Parks & Recreation Grant Consulting Services Proposal
June 2026

C. Technical Approach

CPSI will work closely with local Parks and Recreation staff to identify and understand local goals and the proposed projects. We will also consult as needed with staff of the NC Department of Natural and Cultural Resources to ensure that Swansboro's grant requests are consistent with the goals of the funding sources. We will conduct applicable research as needed and will work to clearly reflect this consistency in the grant requests.

Attention to detail and deadlines and ensuring that all application requirements are met or addressed are critical to the success of grant applications, regardless of the funding source. The project team will work closely with Town of Swansboro Parks and Recreation Staff to ensure the proposed grant requests meet all requirements. We will approach these grant requests with the same level of detail that has proved effective in our previous work for the Town of Swansboro and other clients.

CPSI will coordinate with Town staff and provide assistance as requested related to public input, board approvals, and other necessary activities.

Coastal Planning Services, Inc.
Town of Swansboro
Parks & Recreation Grant Consulting Services Proposal
June 2026

D. Availability and Workload

If selected the project team will be available beginning July 15, 2026. Consultants typically work simultaneously on more than one project. We have years of experience in scheduling projects and do not anticipate delays for this work.

Coastal Planning Services, Inc.
Town of Swansboro
Parks & Recreation Grant Consulting Services Proposal
June 2026

E. Fee Information

CPSI prefers payment at the following hourly rates based on actual hours and on a schedule mutually acceptable to the Town of Swansboro and CPSI:

- Planner \$115.00
- Engineer \$140.00