



Board Meeting Agenda Abstract

Monday, March 9, 2026

Location:

Agenda Item

Public Service Center Phase II - BA-26-37 and POA-26-16 - Environmental Permitting and Design Scope Adjustments - (Stephenson) - Item 8.J

Item Explanation

The purpose of this agenda item is to consider a Budget Amendment and Project Ordinance Amendment to reflect higher than anticipated design scope and permitting cost for environmental permitting-related design requirements for the Public Service Center Phase II Expansion.

Staff Comments

As a part of the PSC phase II project, the Town is responsible for permit fees and mitigation costs. This includes permits for Stream and Wetland impacts, Erosion Control, Sewer Permitting, and mitigation of nitrogen impacts in the Neuse River Basin. These permit fees are based on the final design, so the site plan had to be completed to determine the final permitting amounts. Those amounts have now been determined to be \$11,686. Additionally, the United States Army Corps of Engineers (USACE) typically requires avoidance and minimization for wetland impacts. The design contract was based on one wetland submittal to the USACE and a response to their comments. Despite good documentation that the Public Service Center site had little flexibility to avoid impacts and that the impacts were justified, two additional rounds of review were necessary and the preparation of additional exhibits beyond the project scope were required to achieve their approval. As a result, the consultant has requested a fee change of \$4,600 to cover this additional scope.

This action covers all the permit fees and mitigation fees required for the project with the exception of the wetland mitigation. This fee is \$110,000 and is due prior to disturbing the wetlands. It will be budgeted with the project construction budget once bids are received. It is important to note that the extra work in the wetland permitting effort reduced this fee from \$130,000 to \$110,000 resulting in a savings of \$20,000.

In consultation with the Town's financing consultants, staff identified the need to prepare an exempt subdivision dividing the Public Service Center site into two parcels. This need was not contemplated as a part of the original project scope. The consultant has proposed a fee of \$6,000 to prepare the plat to support this work.

These items result in a needed increase to the project ordinance of \$22,286. Staff has

reviewed these changes and believes they are necessary and reasonable in support of completion of the Public Service Center Phase II project.

Fiscal Note

Yes

This action appropriates \$14,857 from General Fund Fund Balance and \$7,429 from the Utility Enterprise Fund for a total of \$22,286. These funds are to pay the required environmental permitting fees, additional consultant effort from the wetland permitting review, and plat work required to support the project financing. The existing consulting contract with Withers Ravenel/Teeple Architects as currently amended is \$1,818,600. With these scope amendments, that total will be \$1,829,200. The remaining \$11,686 in the increase is for state and federal permitting fees.

Recommendation

CONSENT AGENDA

MOTION TO: Approve BA-26-37 and POA-26-16 to the Public Service Center Phase II project for Environmental Permitting Fees and Required Adjustments to the Project Design Scope as presented and recommended.

ATTACHMENTS

[PSCPhaseIIChangeSummary3-9-26.pdf](#)

[BA-26-37 Public_Service_Center_Phase_II.docx](#)

[POA-26-16 Public Service Center Phase II Project.docx](#)