

Town of Swansboro
Board of Commissioners
April 23, 2025, Special Meeting Minutes

In attendance: Mayor William Justice, Mayor Pro Tem Jeffrey Conaway, Commissioner Pat Turner, Commissioner Joseph Brown, Commissioner Douglas Eckendorf and Commissioner Tamara Pieratti.

Call to Order/Opening Prayer/Pledge

The meeting was called to order at 6:00 pm and Mayor Justice led the Pledge of Allegiance. The purpose of the meeting was to receive a general overview of the Town Unified Development Ordinance (UDO) and CAMA Land Use Plan and provide input on updates or changes desired and to receive a presentation from WithersRavenel on the update process of the CAMA Land Use Plan

Business

CAMA Land Use Plan Overview

Manager Jon Barlow opened the discussion by emphasizing the importance of understanding the differences between the Unified Development Ordinance (UDO) as a regulatory document and the CAMA Land Use Plan as a policy guide. He encouraged board members to ask questions throughout the presentation.

Planner Rebecca Brehmer provided an overview of the CAMA Land Use Plan, highlighting that it is a requirement for all 20 coastal communities under the Coastal Area Management Act. The plan, originally adopted in 2009 and updated in 2019, is recommended for review every 5–10 years to adapt to changing development conditions. Key guidance included the importance of aligning the plan with the community's vision, offering a clear roadmap for future growth, and avoiding restrictions that limit flexibility for decision-makers. The plan's core values emphasize charm, history, and community character; downtown development; traffic and highway concerns; environmental protection; growth management; preservation of open space and agriculture; and maintaining quality of life. Ms. Brehmer also reviewed the Future Land Use Map, explaining its importance in guiding planning board recommendations and board decisions.

Commissioner Eckendorf shared that he felt parts of the Future Land Use Map didn't match what is actually on the ground and suggested it may need updates to better reflect current conditions in the community. Greg Feldman from WithersRavenel explained that it is meant to be a general guide for future development, not a strict rule, and would only change with updates, which as mentioned should occur every 5–10 years.

Greg Feldman of WithersRavenel provided a detailed overview of the land use plan update process, describing it as a community-wide conversation that results in a shared vision for the future. He explained that the plan includes several key focus areas such as transportation, land use, housing, and parks and recreation, and serves as an advisory tool to guide future decision-making rather than a set of enforceable rules.

The project team was introduced along with their areas of expertise, and the four main phases of the update process were outlined: data gathering and analysis, vision and plan development, draft plan creation, and final refinement and adoption.

Mr. Feldman reviewed that community engagement was highlighted as a critical part of the process, with outreach efforts planned through local events, public surveys, and interactive mapping tools to gather input and ensure broad participation. In response to inquiries from the board, Mr. Feldman clarified that steering committee members are typically volunteers from within the town, while stakeholder interviews are conducted with individuals who hold specific knowledge or interests related to the community. He also noted that survey responses can be tracked geographically to help ensure representation across different areas and demographics.

Planner Brehmer shared that an application for funding support was in progress through the Resilient Coastal Communities Program to hopefully help offset the cost of the plan update.

Unified Development Ordinance (UDO) Overview

Following a brief recess, Planner Brehmer provided an overview of the Unified Development Ordinance (UDO), emphasizing its role as the town's primary regulatory document. She presented the zoning map and the table of permitted and special uses, and highlighted key sections including historic district guidelines, the flood damage prevention ordinance, and architectural standards for new commercial development.

Discussion regarding food truck regulations was held with suggestions to explore the possibility of allowing food trucks in the gateway corridor, however no further direction was provided for immediate attention.

Town Attorney Francis Rasberry clarified that such changes would require amendments to the UDO only, not the Comprehensive Plan.

Adjournment

On a motion by Commissioner Turner, seconded by Mayor Pro Tem Conaway, the meeting adjourned at 7:59 pm.

SWANSBORO CAMA LAND USE PLAN/UDO WORKSHOP

Presenter: Rebecca Brehmer,
CFM, CZO, Town Planner

April 23, 2025



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COASTAL AREA MANAGEMENT ACT (CAMA)

The Coastal Area Management Act (CAMA) requires each of the 20 coastal counties to have a local Land Use Plan (LUP) in accordance with guidelines established by the Coastal Resources Commission (CRC). The CRC's guidelines provide a common format and a set of issues that must be considered during the planning process.

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- ❖ Current plan was created and adopted in 2009
- ❖ An update was completed and adopted in 2019
- ❖ Land use plans should be frequently updated every 5-10 years to reflect changing development conditions

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Do's and Don'ts of the CAMA Land Use Plan

Do's:

- ❖ Communicate a community's vision and goals for the future
- ❖ Provide a roadmap for future rezonings, development, and investment decisions
- ❖ Provide guidance on policy and regulatory updates
- ❖ Guide the deliberate, slow transition of land uses and zoning

Don'ts:

- ❖ Handcuff decision-makers during rezonings
- ❖ Infringe on existing uses or buildings
- ❖ Invoke or force downzoning's
- ❖ Create nonconformities
- ❖ Change development regulations

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CURRENT CAMA LAND USE PLAN VALUES

Charm, History,
Community,
and Character

Downtown

Traffic
congestion and
NC Hwy 24

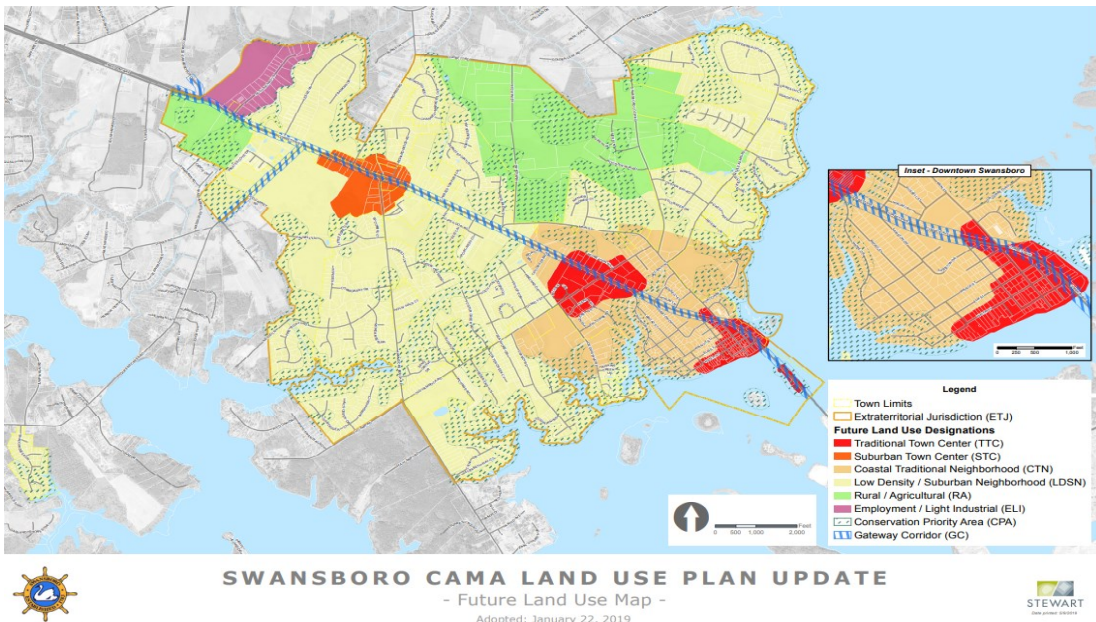
Environment
and Wetlands

Managing
Growth

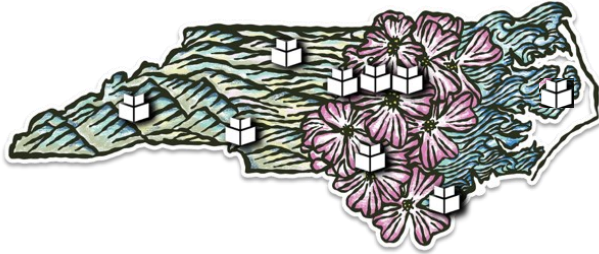
Open Spaces
and Agriculture

Maintain
Quality of Life

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Updating the CAMA Comprehensive Land Use Plan

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Tonight's Discussion



What is a Comprehensive Land Use Plan and why do we update?



The WithersRavenel Community Planning Team's proven Approach



Tools we deploy to get the most out of engagement



What is the final product?

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What is a Comprehensive Plan?

- Community conversation about shared vision for the future.
- Helps staff and leadership prioritize community goals.
- Required to enforce zoning.
- Advisory, not regulatory.



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THE PROJECT TEAM

Additional project team members include Landscape Architects and Civil Engineers within Design + Planning Team

- Experienced project manager
- Subject-specific expertise available as needed
- Local knowledge and familiarity with existing and planned conditions



Greg Feldman, AICP, CZO
Project Manager



Adam Culpepper
Senior Planner,
Project Manager



Daniel Rauh, AICP
Senior Planner,
Project Manager



Brian Rubino, PG
Director of Coastal
Resources

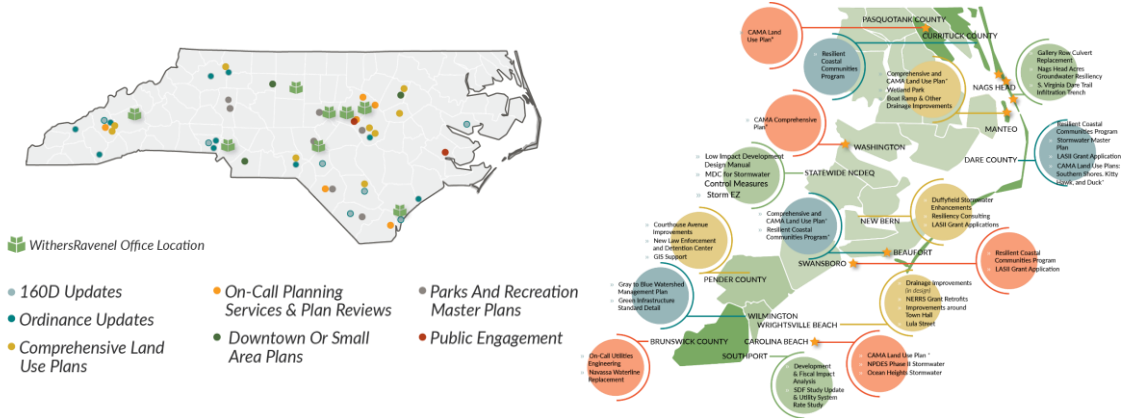


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CAROLINA EXPERIENCE

Where We Work



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Our Process Your Community



DRAFT

Task 1 – Project Initiation and Analysis

Data gathering, Mapping, Previous Plan Review, Construct Up-to-date Community Profile

Community Tour & Kickoff Meetings

Steering Committee (Project Champions)

Stakeholder Interviews

Board of Commissioners Update

Task 2 – Visioning and Plan Development

Community Survey

Draft Plan Vision and Goals

Steering Committee (Project Champions)

Public Meeting

Draft Future Land Use Map & Plan Action Items (Recommendations)

Board of Commissioners Update

Task 3 – Plan Refinement and Adoption

Public Meeting and Adoption Draft Review

Review Public Comment on Adoption Draft

Present Plan to Planning Board and Board of Commissioners



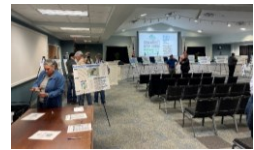
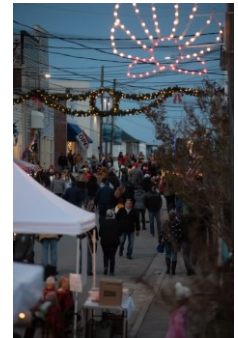
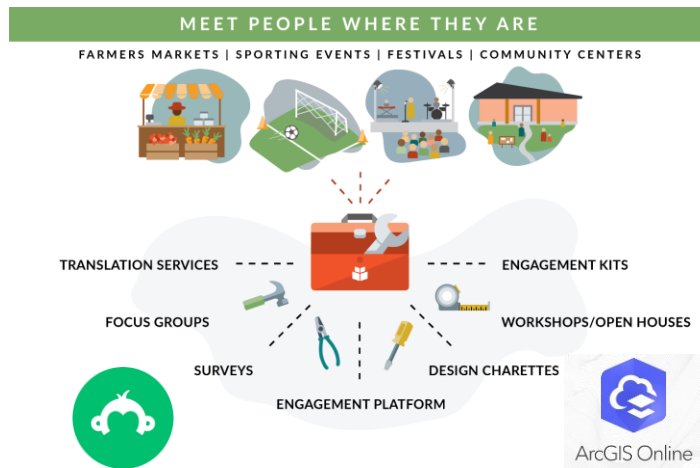
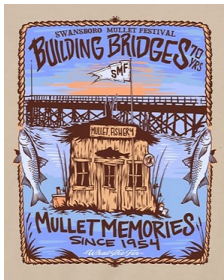
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Comprehensive Plan Conceptual Process




COMMUNITY-LED PLAN DEVELOPMENT



Interactive Future Land Use Map

- The Project Team Develops an interactive ArcGIS StoryMap for the Community to interact with and share their thoughts on Future Land Use



Future Land Use Map Input
Share your input on the future of land use in Oak Island

Charting the Course 2045: Town of Oak Island Comprehensive Land Use Plan January 1, 2025

What is a Future Land Use Map?

A Future Land Use Map is a guiding tool used in comprehensive planning to envision and direct the long-term growth and development of a community. Unlike a zoning map, which establishes legally enforceable regulations for land use and development, a Future Land Use Map serves as a policy document. It provides a framework for decision-makers by outlining desired land use patterns, helping to align future development with community goals and values.

The Future Land Use Map is a central component of the comprehensive planning process. It reflects input from community members and stakeholders and integrates considerations such as environmental preservation, infrastructure capacity, housing needs, and economic development. Its recommendations help guide zoning changes, development proposals, and public investments, ensuring that future growth supports a shared vision for Oak Island.

What to Keep in mind in terms of Facilities, CAMA, and (Future) Land Use:

- Ensure investments are lasting and meaningful.
- Coordinate land use and build-out with provision of parks.
- Feet in the present, looking forward.

Commercial Core (CK)


Purpose: Create vibrant hubs that combine residential, retail, office, and recreational uses to encourage walkability and community interaction.

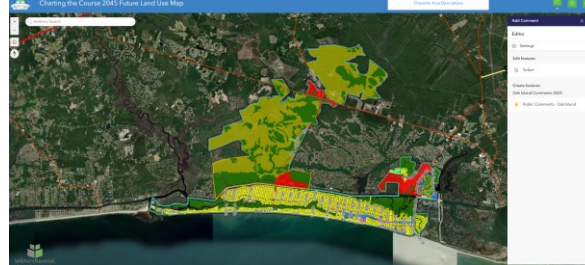
Focus: Promote redevelopment of underutilized areas, support small businesses, and increase housing variety.

Desired Uses: Multi-family housing (upper floors), retail, restaurants, offices, and public gathering spaces.

Locations:

- Commercial corridors like East Oak Island Drive.







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What is the final product? Plan Goals (Structuring for Implementation)



Definitions:

Goal: A clear statement describing the intended long-term outcome or achievement for a community's development, providing direction for planning and decision-making.

CAMA Relevancy: How the specific goal aligns with and supports the broader goals established under the CAMA framework.

Objectives: Specific, measurable outcomes that contribute to achieving the overarching goal.

Action Items: Concrete steps or activities planned to accomplish each objective.

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THANK YOU FOR THIS OPPORTUNITY

Questions?



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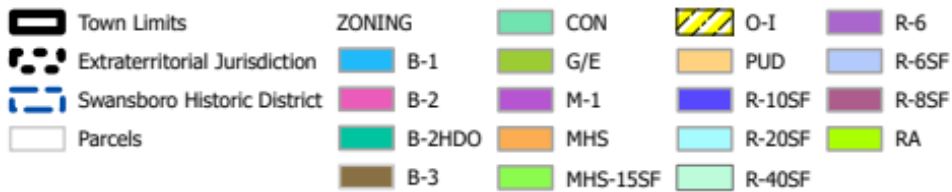
SWANSBORO UNIFIED DEVELOPMENT ORDINANCE

- ❖ Found in chapter 152 of our Town Code, always available to search and research online at https://codelibrary.amlegal.com/codes/swansboro/latest/swansboro_nc/0-0-0-17074#JD_152.002
- ❖ The zoning regulations in this chapter are in accordance with our comprehensive plan (CAMA Land Use Plan)
- ❖ The chapter is designed to provide for the orderly growth and of the town
- ❖ This chapter is effective throughout the town's planning jurisdiction (city limits & ETJ)

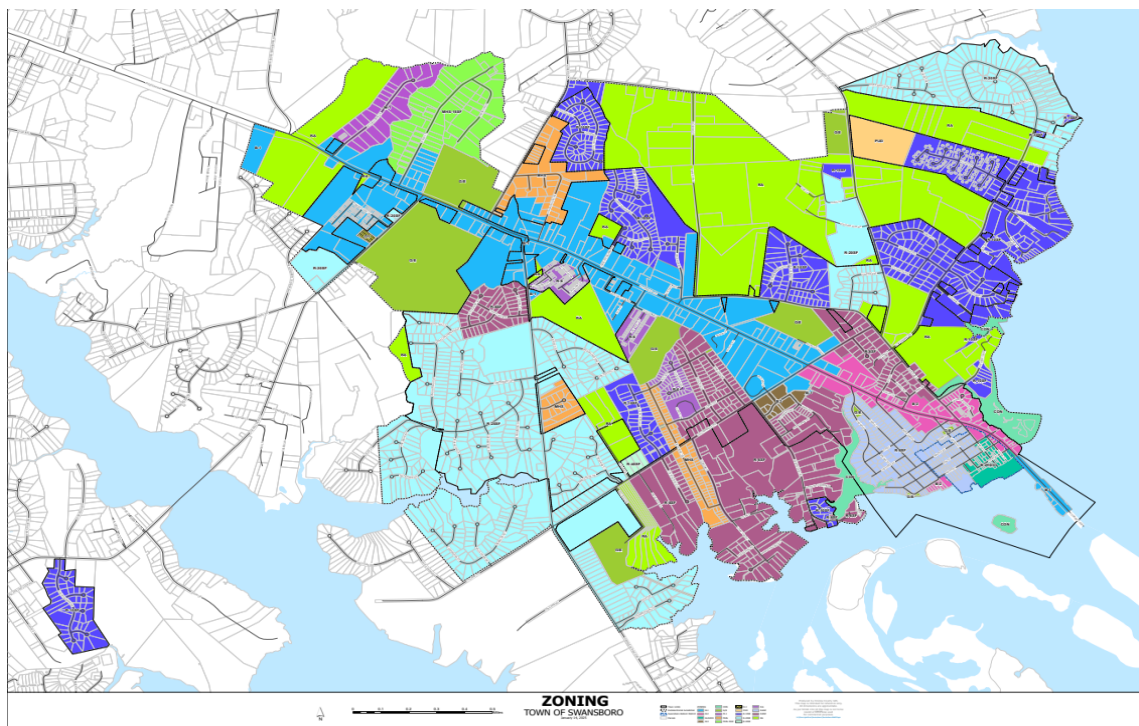
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TOWN OF SWANBORO ZONING MAP

❖ Swansboro's planning jurisdiction is divided into districts whose locations and boundaries are shown on the Official Zoning Map



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TABLE OF PERMITTED/ SPECIAL USES SECTION 152.179

❖ This section is the first step in navigating if new development, business, or use is allowed in any zoning district.

(A) Districts in which particular uses are permitted are indicated by "P." Uses with certain conditions may include a reference to a footnote to this table.

(B) Districts in which particular uses are permitted upon approval of the Town are indicated by "S". See the Table of Regulations for , § 152.211, for details of each .

(C) Districts in which particular uses are reviewed for compliance by the Town Planner are indicated by "US". See § 152.212, Use Standards, for details of each use standard.

(D) Districts in which particular uses are permitted upon approval of the Town Board of Adjustments are indicated by "MS". See the Table of Regulations for , § 152.211, for details of each minor special use.

(E) Districts in which particular uses are prohibited are indicated by a blank.

ADDITIONAL STANDARDS IN UDO

- ❖ Historic District Design Standards
- ❖ Flood Damage Prevention Ordinance
- ❖ Subdivision Regulations
- ❖ Architectural Standards for new commercial development within our gateway corridor (100ft of and visible from, or with frontage on NC 24)