

**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.

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**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.