

**Town of Swansboro**  
**Board of Commissioners**  
**February 26, 2024, Special Meeting Minutes**

In attendance: Mayor John Davis, Mayor Pro Tem William Justice, Commissioner Jeffrey Conaway, Commissioner Joseph Brown, and Commissioner Douglas Eckendorf. Commissioner Larry Philpott had submitted his resignation on February 12, 2024, therefore the board had 1 vacancy.

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**Call to Order/Opening Prayer/Pledge**

The meeting was called to order at 6:00 pm. Mayor Davis led the Pledge of Allegiance. The purpose of the meeting was to complete appointments to the vacant commissioner seat, Swansboro CAMA Land Use Plan review, and department introductions from Police and Finance.

**Public Comment**

Pat Turner of 1208 Mt. Pleasant Road shared that she was still willing to serve the town and had applied for appointment for the vacant commissioner seat. She shared that she had 30 years of experience, having served 20 years on the Planning Board and 10 years as a Commissioner.

**Adoption of Agenda**

On a motion by Commissioner Conaway, seconded by Commissioner Eckendorf, the agenda was adopted unanimously.

**Appointments/Recognitions/Presentations**

*Appointment to Vacant Commissioner Seat*

Interim Town Manager Barlow reviewed that per the Town Code § 3.3 (C) In the event a vacancy occurs in the office of mayor or commissioner, the board shall by majority vote appoint some qualified person to fill the same for the remainder of the unexpired term. The term of the current vacancy would be through December 2025. The Board requested that a call for applications be announced with a deadline of Friday, February 23, 2024, at 1pm. Those interested were to submit a Talent Bank application to be considered. The call for applications was posted on the Town website and Facebook on Monday February 19, 2024. There were 4 applications received.

On a motion by Commissioner Conaway, seconded by Commissioner Brown, Pat Turner was appointed to the vacant seat. The motion passed 3:1.

Ayes: Conaway, Brown, Justice

No: Eckendorf

Commissioner Brown shared that Ms. Turner rose to the top for selection because of her experience.

Mayor Pro Tem Justice shared that the decision was not an easy decision and encouraged those who were interested to continue to stay involved.

Ms. Turner would be sworn in at the February 27, 2024, regular meeting.

#### *Review of CAMA Land Use Plan*

Planner Correll provided a presentation attached herein with the power point presentation of the meeting to provide the board with a review of the CAMA Land Use Plan.

In response to inquiries from the board, Mrs. Correll clarified the following.

- ETJ areas are regulated by the town for building code enforcement and planning.
- Accessory structures are not permitted to be dwellings.
- Campers were only allowed to be set up and used on lots for a period of 14 days per year. They were not permitted to be a full-time residence.
- The population estimate formula used in the 2009 plan has been exceeded, however the estimates from the 2019 update had been accurate.
- For NCDOT maintained streets, Traffic Impact Analysis were reviewed by NCDOT, for town maintain streets, a traffic engineer is engaged by the Town to review those.

The board took a recess from 5:57 pm to 6:04 pm.

#### *Department Introductions will be presented from Police and Finance*

Department heads from the Police and Finance Departments provided an introduction to their departments. All reviewed PowerPoint slides are attached herein.

#### **Board Comments**

Mayor Davis indicated that he felt that the TDA meetings should be held at 6pm instead of 2:30 pm, and board members also supported that change.

#### **Adjournment**

On a motion by Commissioner Conaway, seconded by Mayor Pro Tem Justice, the meeting adjourned at 7:13 pm.