



Planning Board Meeting Agenda Item Submittal

Item To Be Considered: **Overview of Municipal Code Enforcement**

Board Meeting Date: **November 3, 2026**

Prepared By: **Mikey Tata, Town Planner**

Overview: During the October 6, 2026, meeting, the Planning Board expressed an interest in how code enforcement operates and exploring ways to address zoning violations across town.

Code enforcement in Swansboro functions strictly on a complaint-driven basis. The process is initiated upon receipt of complaint, alongside instances where issues are directly observed by town staff during regular duties. Staff do not conduct dedicated field patrols prying for violations, which is congruent with most municipalities across the country.

The administration and execution of code enforcement is exclusively an administrative responsibility handled by town staff. All received complaints and staff observations are diligently followed up on, and no cases are overlooked.

When a violation is confirmed, staff must follow a legally regulated process:

- Formal written notice is delivered to responsible parties, outlining required corrective actions and rights of appeal to the Board of Adjustment. Violations carry an initial \$50 civil citation with a 48-hour compliance window, after which daily penalties accrue (\$50 to \$100 per day for continuing violations). Severe or uncorrected issues may involve Stop Work Orders, permit revocations, or civil debt actions/litigation.

Because of mandatory due process and statutory notice windows, code enforcement requires significant administrative time and is not an instantaneous remedy. However, it is important to note that all complaints are diligently and equitably followed up on, and no cases are overlooked.

Background Attachment(s): Enforcement Ordinance

Recommended Action: This report is provided for informational purposes only. No formal action is requested.

Action: _____
