



Planning Board Special Meeting Agenda

Town of Swansboro

Thursday, May 09, 2024

I. Call to Order

II. Business

a. Amendment to the CAMA Future Land Use Plan

Presenter: Rebecca Brehmer, Projects/Planning Coordinator, CFM, CZO

Ward Farm, LLC, has applied for a text amendment to the CAMA Future Land Use Plan pg. 41 in the Traditional Town Center (TTC) section, in order to better serve an upcoming condominium project, Brezza Lofts.

Recommended Action: Recommend amending the proposed excerpt from CAMA Future Land Use Plan, changing the DUA from 12 to 18 in the Traditional Town Center in B-3 Zoning, along with the Comprehensive Plan Consistency Statement.

b. UDO Text Amendment to Section 152.180 Notes to the Table of Permitted/Special Uses

Presenter: Rebecca Brehmer, Projects/Planning Coordinator, CFM, CZO

Ward Farm, LLC, has applied for a text amendment to Section 152.180 Notes to the Table of Permitted/Special Uses, Note 37. B-3 Traditional Business District.

Recommended Action: Motion to recommend approval of text amendment to Section 152.180 Notes to the Table of Permitted/Special Uses, along with the Comprehensive Plan Consistency Statement.

c. UDO Text Amendments to Section 152.195 Table of Area, Yard, Square Footage and Height Requirements

Presenter: Rebecca Brehmer, Projects/Planning Coordinator, CFM, CZO

Ward Farm, LLC, has applied for a text amendment to Section 152.195 Table of Area, Yard, Square Footage and Height Requirements to adjust dimensional requirements in the B-3 zoning district for an upcoming condominium project, Brezza Lofts.

Recommended Action: Motion to recommend approval of text amendments to Section 152.195 Table of Area, Yard, Square Footage and Height Requirements along with the Comprehensive Plan Consistency Statement.

III. Chairman/Board Thoughts/Staff Comments

IV. Public Comments

V. Adjournment



Planning Board Meeting Agenda Item Submittal

Item To Be Considered: **Amendment to the CAMA Future Land Use Plan**

Board Meeting Date: **May 9, 2024**

Prepared By: **Rebecca Brehmer, Projects/Planning Coordinator, CFM, CZO**

Overview: Ward Farm, LLC, has applied for a text amendment to the CAMA Future Land Use Plan pg. 41 in the Traditional Town Center (TTC) section, in order to better serve an upcoming condominium project, Brezza Lofts.

The purpose of this text amendment is to change the Appropriate Density/Intensity requirements in compact residential from “Up to 8 dwellings per acre single family or 12 for multifamily.” to “Up to 8 dwellings per acre single family or 12 for multifamily, with the exception of up to 18 for multifamily in B-3 zoning.” Ward Farm, LLC, provides that the current 12 DUA restriction does not provide enough residential density over commercial to balance out the sq ft of commercial spaces on the ground floor with the 80%-20% commercial to residential ratio. Increasing the DUA to 18 would allow for more balance in development and help make the commercial spaces more desirable and successful. Though it is amending the CAMA Future Land Use Plan, the thought behind amending this section and the proposed project to come is in keeping with the Traditional Town Center.

Background Attachment(s):

1. Text Amendment Application
2. Excerpt from Future Land Use pg. 40-41
3. Comprehensive Consistency Statement

Recommended Action: Recommend amending the proposed excerpt from CAMA Future Land Use Plan, changing the DUA from 12 to 18 in the Traditional Town Center in B-3 Zoning, along with the Comprehensive Plan Consistency Statement.

Action: _____

Town of Swansboro
601 W. Corbett Avenue Swansboro, NC 28584
Phone (910) 326-4428 - Fax (910) 326-3101

APPLICATION FOR ZONING & ORDINANCE AMENDMENTS

Check the Appropriate Blank

- Add a Use to a Zoning District
- Remove a Use from a Zoning District
- Create a New Zoning District
- Future Land Use ~~Map~~ Amendment

Application No. _____

- Amend Code of Ordinances
- Amend Unified Development Ordinance
- Zoning District Designation Change

A complete application must be received with the fee by the third Friday prior to the month of review.

Property Owner Name WARD FARM, LLC. - C/O PAUL WILLIAMS Phone # 910-389-5480

Address of Zoning Request 108 WARD ROAD (LOT 8) SWANSBORO, NC 28584

Mailing Address 499 WARD ROAD - SWANSBORO, NC 28584

Zoning Amendments

Attach a copy of the legal description of the property (including address if assigned) that is requested for a zoning change (i.e. metes and bounds). **The application will not be scheduled for review until these items are received.**

Provide a list names and mailing address of adjacent property owner on the reverse side of this application. **The application will not be scheduled for review until these items are received.**

Present Zoning _____ Desired Zoning _____

Probable Use of Property _____

Reason for Zoning Change Request _____


Ordinance Amendments

Code Section to be amended _____

Print clearly the code section wordage to be amended current DUA is 12 for B3 zoning

Print clearly the code section wordage as suggested See next page.

Reason for requested amendment See Next Page

Signature  Date 4/19/2024

Future Land Use ~~Map~~ Amendment

Present Future Land Use Category _____ Desired Future Land Use Category _____

Use of Property _____

Reason for Future Land Use ~~Map~~ Change Request SEE ATTACHED.

Town Hall Use Only

Fee Paid \$400 Date Received 4/19/24 Date scheduled for Planning & Zoning Board review 5/9/24

Recommendation from Planning & Zoning Board _____

Public Hearing Run Dates _____ Date of Public Hearing _____

Effective Date of Change _____ Ordinance Number _____

KB 4/19/24

CHANGE REQUESTED

To change the DUA from 12 to 18 in B3 zoning. ~~We propose adding minimum lot dimensions to the B3 zoning (none exist currently) of 8,000 sq.ft. for the first two units and 1,975 sq.ft. for each additional unit above the first two.~~

REASON

The current 12 DUA restriction does not provide enough residential density over commercial to balance out the square footage of commercial spaces on the ground floor with the 80%-20% commercial to residential ratio. Increasing the DUA to 18 would allow for more balanced development and help make the commercial spaces more desirable and successful.

~~We propose adding minimum lot dimensions to the B3 zoning (none exist currently) of 8,000 sq.ft. for the first two units and 1,975 sq.ft. for each additional unit above the first two.~~

Traditional Town Center (TTC)

When most people talk about Swansboro, they are talking about the historic district, businesses on Front Street and surrounding “old town” residential neighborhood. Homes and businesses stand side-by-side in a historical development pattern and complement, rather than detract from each other. Many older residential homes have been converted into businesses, with second -story residential, with a working marina directly adjacent. This is an area where uses are mixed both vertically and horizontally.

This active, vibrant part of the community is both a window into the past and provides character that defines the community. Using traditional pattern and character to influence future development of small-lot single family homes in other parts of Swansboro, fulfills a strong desire by many in the community to connect people to destinations, especially by non-motorized means.

Character

A traditional town center district translated to other areas of Swansboro should incorporate the following characteristics to the extent possible. These areas would be mixed use pedestrian-oriented districts with a mixture of small to mid-size retail, restaurants and multifamily residences intertwined with civic and institutional spaces. Upper story residential uses are encouraged. Pedestrians would be prioritized, and automobiles are accommodated.

Access And Circulation

The rights-of-way within these districts may be narrower than typical local streets of Swansboro with two-way traffic and on-street parking but will not be as narrow as those in the historic downtown. These roads are meant to handle slow speed traffic and serve a similar purpose as a parking aisle so that people can park-and-walk to their destinations. Sidewalks flank the roads and buildings built up to or within a few feet of the right-of-way line.



Historic downtown Swansboro

Setbacks

Typical of a downtown district, buildings are set close enough to interact with the street. Minimal setbacks accommodate a greater density and intensity of uses and promote social interaction.

Massing And building heights

Buildings are “human-scaled,” meaning not more than three stories tall, but also should be a minimum of two stories to create a street presence.



Example of Traditional Town Center (TTC)

Blocks

Block length of no more than 400 feet further promote walkability and discourage automobile use for short trips. Crosswalks and mid-block pedestrian connections should be used throughout.

Parking

Off-street parking requirements for nonresidential uses may be lessened due to the walkable district and availability of on-street, shared or lots for parking. Front-loaded parking is discouraged.

Appropriate Density / Intensity

This district should replicate the densities and intensities of those in downtown to provide an alternative to other housing and retail experiences in Swansboro. The norm should be:

- » Compact residential - Up to eight dwellings per acre single family or 12 for multi-family, with an exception of up to 18 for multifamily for B-3 Zoning.
- » Ground floor retail is encouraged but lobbies and entrances would be allowed.
- » Development of this intensity should employ stormwater control measures with extensive Low Impact Design



Example of downtown development.



Example of downtown development.

**TOWN OF SWANSBORO PLANNING AND ZONING BOARD
STATEMENT OF CONSISTENCY**

On May 9, 2024, the Planning Board heard the requested text amendments and recommended unanimous approval of the text amendments to the CAMA Land Use Plan as followed: CAMA Future Land Use Plan, Traditional Town Center pg. 41.

The Town’s Planning Board finds that the thought/concept behind the proposed text amendments are consistent with the current Comprehensive Plan and other applicable plans and policies and considers the action taken to be reasonable and in the public interest because it provides the structure, for Town staff to proactively address issues related to impacts caused by development in order to protect the health, safety, and welfare of the Town’s residents.

Planning Board Chair

Town Planner



Planning Board Meeting Agenda Item Submittal

Item To Be Considered: **UDO Text Amendment to Section 152.180 Notes to the Table of Permitted/Special Uses**

Board Meeting Date: **May 9, 2024**

Prepared By: **Rebecca Brehmer, Projects/Planning Coordinator, CFM, CZO**

Overview: Ward Farm, LLC, has applied for a text amendment to Section 152.180 Notes to the Table of Permitted/Special Uses, Note 37. B-3 Traditional Business District.

The purpose of this amendment is to allow Brezza Lofts, an upscale condominium project located on Lot 8 of the Ward Farm Town Center, to be exempt from the limitation currently outlined in Note 37 that permits buildings to only have 20% of first floor be used for residential use. Ward Farm, LLC, feels that this would create more residential density to stimulate the development of Ward Farm Town Center and to create a better transition from the single-family lots to the commercial buildings on the lots that front Hammocks Beach Road. This project seems to be consistent with the CAMA Future Land Use Plan.

Background Attachment(s):

1. Text Amendment Application
2. Draft Ordinance
3. Comprehensive Plan Consistency Statement

Recommended Action: Motion to recommend approval of text amendment to Section 152.180 Notes to the Table of Permitted/Special Uses, along with the Comprehensive Plan Consistency Statement.

Action: _____

Town of Swansboro
601 W. Corbett Avenue Swansboro, NC 28584
Phone (910) 326-4428 - Fax (910) 326-3101

Item II - b.

APPLICATION FOR ZONING & ORDINANCE AMENDMENTS

Check the Appropriate Blank

Application No. _____

- Add a Use to a Zoning District
- Remove a Use from a Zoning District
- Create a New Zoning District
- Future Land Use Map Amendment

- Amend Code of Ordinances
- Amend Unified Development Ordinance
- Zoning District Designation Change

A complete application must be received with the fee by the third Friday prior to the month of review.

Property Owner Name WARD FARM, LLC. - C/O PAUL WILLIAMS Phone # 910-389-5480

Address of Zoning Request 108 WARD ROAD (LOT 8) SWANSBORO, NC 28584

Mailing Address 499 WARD ROAD - SWANSBORO, NC 28584

Zoning Amendments

Attach a copy of the legal description of the property (including address if assigned) that is requested for a zoning change (i.e. metes and bounds). **The application will not be scheduled for review until these items are received.**

Provide a list names and mailing address of adjacent property owner on the reverse side of this application. **The application will not be scheduled for review until these items are received.**

Present Zoning _____ Desired Zoning _____

Probable Use of Property _____

Reason for Zoning Change Request _____


Ordinance Amendments

Code Section to be amended SECTION 152.180 (NOTE 37)

Print clearly the code section wordage to be amended SEE ITEM #1 ON NEXT PAGE

Print clearly the code section wordage as suggested SEE ITEM #2 ON NEXT PAGE - RED IS THE TEXT AMENDMENT

Reason for requested amendment To create more residential density to stimulate the development of Ward Farm TC and to create a better transition from the single family lots to the commercial buildings on the lots that from Hammocks

Beach Road. _____
Signature  Date 4/19/2024

Future Land Use Map Amendment

Present Future Land Use Category _____ Desired Future Land Use Category _____
Use of Property _____

Reason for Future Land Use Map Change Request _____

Town Hall Use Only

Fee Paid \$400 Date Received 4/19/24 Date scheduled for Planning & Zoning Board review 5/9/24

Recommendation from Planning & Zoning Board _____

Public Hearing Run Dates _____ Date of Public Hearing _____

Effective Date of Change _____ Ordinance Number _____

RB 4/19/24

ITEM #1:

Item II - b.

Note 37. B-3 Traditional Business District. In the B-3 Traditional Business zoning district, the uses "Dwelling, multi-family and , and condominium", and "dwelling, townhouses" shall be limited to 20% of the first floor area. There shall be no limits placed on the use, "dwelling Located Over a Business", other than those specified in Note 13.

ITEM #2:

*Note 37. B-3 Traditional Business District. In the B-3 Traditional Business zoning district, the uses "Dwelling, multi-family and , and condominium", and "dwelling, townhouses" shall be limited to 20% of the first floor area. **Only Lot #8 of the Ward Farm Town Center shall be exempt of this restriction.** There shall be no limits placed on the use, "dwelling Located Over a Business", other than those specified in Note 13.*

**DRAFT ORDINANCE 2024-
AN AMENDMENT TO THE UNIFIED DEVELOPMENT ORDINANCE
§152.180 NOTES TO THE TABLE OF PERMITTED/SPECIAL USES, NOTE 37. B-3
TRADITIONAL BUSINESS DISTRICT.**

WHEREAS North Carolina General Statute 160D-605 and 160D-701 requires that zoning regulations shall be made in accordance with a Comprehensive Plan; and

WHEREAS the Board of Commissioners finds that the proposed text amendments to the Unified Development Ordinance regarding referenced above to be consistent with the Town of Swansboro CAMA LAND USE Plan updated January 22, 2019 and amended August 28, 2023.

NOW BE IT ORDAINED by the Town of Swansboro Board of Commissioners that the Town Unified Development Ordinance be amended.

Minor alphabetical, clerical and numerical changes may occur after the fact in an ordinance of this size.

***TITLE XV: LAND USAGE
CHAPTER 152: UNIFIED DEVELOPMENT ORDINANCE
§ 152.180 NOTES TO TABLE OF PERMITTED/SPECIAL USES. NOTE 37. B-3 TRADITIONAL BUSINESS DISTRICT.***

(KK) Note 37. B-3 Traditional Business District. In the B-3 Traditional Business zoning district, the uses “dwelling, multi-family and condominiums”, and “dwelling, townhouses” shall be limited to 20% of the first-floor area. **Only parcel ID 1404-16.22 of the Ward Farm Town Center shall be exempt of this restriction.** There shall be no limits placed on the use, “Dwelling Located Over a Business”, other than those specified in Note 13.

This Ordinance shall be effective upon adoption.

Adopted by the Board of Commissioners in regular session, _____, 2024.

Attest:

Alissa Fender, Town Clerk

John Davis, Mayor

**TOWN OF SWANSBORO PLANNING AND ZONING BOARD
STATEMENT OF CONSISTENCY**

On May 9, 2024, the Planning Board heard the requested text amendments and recommended unanimous approval of the text amendments to the Town Unified Development Ordinance as followed: § 152.180 Notes to the Table of Permitted/Special Uses, Note 37. B-3 Traditional Business District.

The Town’s Planning Board finds that the proposed text amendments are consistent with the current Comprehensive Plan and other applicable plans and policies and considers the action taken to be reasonable and in the public interest because it provides the structure, for Town staff to proactively address issues related to impacts caused by development in order to protect the health, safety, and welfare of the Town’s residents.

Planning Board Chair

Town Planner



Planning Board Meeting Agenda Item Submittal

Item To Be Considered: **UDO Text Amendments to Section 152.195 Table of Area, Yard, Square Footage and Height Requirements**

Board Meeting Date: **May 9, 2024**

Prepared By: **Rebecca Brehmer, Projects/Planning Coordinator, CFM, CZO**

Overview: Ward Farm, LLC, has applied for a text amendment to Section 152.195 Table of Area, Yard, Square Footage and Height Requirements to adjust dimensional requirements in the B-3 zoning district for an upcoming condominium project, Brezza Lofts.

The purpose of this text amendment is to raise the maximum building height in B-3 Traditional Business from 35ft to 40ft in order to allow for more desirable floor to floor heights in the ground floor commercial spaces and, at staff's recommendation, to add square footage minimums of 8,000 sq ft for first two units plus 1,975 sq ft per unit thereafter to be consistent with other zoning districts in the Dimensions Table. This project appears to be consistent with the CAMA Future Land Use Plan.

Background Attachment(s):

1. Text Amendment Application
2. Draft Ordinance
3. Comprehensive Plan Consistency Statement

Recommended Action: Motion to recommend approval of text amendments to Section 152.195 Table of Area, Yard, Square Footage and Height Requirements along with the Comprehensive Plan Consistency Statement.

Action: _____

Town of Swansboro
601 W. Corbett Avenue Swansboro, NC 28584
Phone (910) 326-4428 - Fax (910) 326-3101

Item II - c.

APPLICATION FOR ZONING & ORDINANCE AMENDMENTS

Check the Appropriate Blank

Application No. _____

- Add a Use to a Zoning District
- Remove a Use from a Zoning District
- Create a New Zoning District
- Future Land Use Map Amendment

- Amend Code of Ordinances
- Amend Unified Development Ordinance
- Zoning District Designation Change

A complete application must be received with the fee by the third Friday prior to the month of review.

Property Owner Name WARD FARM, LLC. - C/O PAUL WILLIAMS Phone # 910-389-5480

Address of Zoning Request 108 WARD ROAD (LOT 8) SWANSBORO, NC 28584

Mailing Address 499 WARD ROAD - SWANSBORO, NC 28584

Zoning Amendments

Attach a copy of the legal description of the property (including address if assigned) that is requested for a zoning change (i.e. metes and bounds). **The application will not be scheduled for review until these items are received.**

Provide a list names and mailing address of adjacent property owner on the reverse side of this application. **The application will not be scheduled for review until these items are received.**

Present Zoning _____ Desired Zoning _____

Probable Use of Property _____

Reason for Zoning Change Request _____

Ordinance Amendments

Code Section to be amended Section 152.195 (Dimension Tables)

Print clearly the code section wordage to be amended Current max. height in B3 zoning from 35'.

Print clearly the code section wordage as suggested We propose raising this to 40'. + Adding SF Lot Minimums. 9,000 for first two units and 1,975 SF per unit there after.

Reason for requested amendment • The added 5' would allow for more desirable floor to floor heights in the ground

floor commercial spaces. Staff recommending SF minimums to be added to be more consistent with other zoning districts.

Signature [Signature] Date 4/19/2024

Future Land Use Map Amendment

Present Future Land Use Category _____ Desired Future Land Use Category _____

Use of Property _____

Reason for Future Land Use Map Change Request _____

Town Hall Use Only

Fee Paid \$400 Date Received 4/19/24 Date scheduled for Planning & Zoning Board review 5/9/24

Recommendation from Planning & Zoning Board _____

Public Hearing Run Dates _____ Date of Public Hearing _____

Effective Date of Change _____ Ordinance Number _____

RB 4/19/24

**DRAFT ORDINANCE 2024-
AN AMENDMENT TO THE UNIFIED DEVELOPMENT ORDINANCE
§152.195 TABLE OF AREA, YARD, SQUARE FOOTAGE AND HEIGHT REQUIREMENTS,
B-3 TRADITIONAL BUSINESS.**

WHEREAS North Carolina General Statute 160D-605 and 160D-701 requires that zoning regulations shall be made in accordance with a Comprehensive Plan; and

WHEREAS the Board of Commissioners finds that the proposed text amendments to the Unified Development Ordinance regarding referenced above to be consistent with the Town of Swansboro CAMA LAND USE Plan updated January 22, 2019 and amended August 28, 2023.

NOW BE IT ORDAINED by the Town of Swansboro Board of Commissioners that the Town Unified Development Ordinance be amended.

Minor alphabetical, clerical and numerical changes may occur after the fact in an ordinance of this size.

**TITLE XV: LAND USAGE
CHAPTER 152: UNIFIED DEVELOPMENT ORDINANCE
§152.195 TABLE OF AREA, YARD, SQUARE FOOTAGE AND HEIGHT REQUIREMENTS,
B-3 TRADITIONAL BUSINESS.**

<i>District</i>	<i>Minimum Lot Size</i>		<i>Minimum Yard Setbacks</i>				<i>Maximum Building Size</i>	
	<i>Min. Sq. Ft. per Bldg Lot (see Note 1)</i>	<i>Min. Width per Bldg. Lot</i>	<i>Interior Side (see Notes 2 and 8)</i>	<i>Corner Side</i>	<i>Front (see Note 3)</i>	<i>Rear</i>	<i>Max. Bldg. Height (see Notes 4 and 5)</i>	<i>Max. Bldg. Gross Square Footage (see Note 9)</i>
B-3 Traditional Business	2,500 8,000 sq. ft. for first two units plus 1,975 sq ft per unit thereafter.	25 ft.	0 ft.	5 ft.	5 ft.***	10 ft.	35 40ft.	40,000 sq. ft.

This Ordinance shall be effective upon adoption.

Adopted by the Board of Commissioners in regular session, _____, 2024.

Attest:

Alissa Fender, Town Clerk

John Davis, Mayor

**TOWN OF SWANSBORO PLANNING AND ZONING BOARD
STATEMENT OF CONSISTENCY**

On May 9, 2024, the Planning Board heard the requested text amendments and recommended unanimous approval of the text amendments to the Town Unified Development Ordinance as followed: § 152.195 Table of Area, Yard, Square Footage and Height Requirements to the B-3 Zoning regulations.

The Town’s Planning Board finds that the proposed text amendments are consistent with the current Comprehensive Plan and other applicable plans and policies and considers the action taken to be reasonable and in the public interest because it provides the structure, for Town staff to proactively address issues related to impacts caused by development in order to protect the health, safety, and welfare of the Town’s residents.

Planning Board Chair

Town Planner