



Planning Board Agenda

Town of Swansboro

Tuesday, October 06, 2026

I. Call to Order

II. Approval of Minutes

[a.](#) July 7, 2026 Regular Meeting Minutes

III. Business

a. Employee Introduction

Presenter: Jon Barlow-Town Manager

IV. Chairman/Board Thoughts/Staff Comments

V. Public Comments

VI. Adjournment

**Town of Swansboro
Planning Board
Regular Meeting Minutes
July 7, 2026**

Item II - a.

Call to Order

The meeting was called to order at 5:30pm. Board members in attendance were Christina Ramsey, Tom Pieratti, Frank Tursi, Jamie Petani, and Sherrie Hancock. Frank Jones and Doug Rogers were absent.

Approval of Minutes

On a motion by Mr. Tursi, seconded by Mr. Pieratti the June 2, 2026, Regular Meeting Minutes were unanimously approved.

Business

UDO Text Amendment to § 152.130-135 Enforcement and Review

Planner Rebecca Brehmer reviewed that the Town Attorney had identified discrepancies within the Town's UDO §152.130–135, *Enforcement and Review*, regarding code enforcement procedures and civil penalties. The proposed text amendment would address the discrepancy and clarify the Town's enforcement procedures and civil penalty provisions.

Planner Brehmer highlighted the following proposed changes:

- The 48-hour correction period would be removed, eliminating the requirement that violations be corrected within 48 hours of a notice of violation. The administrator would also be allowed to defer or suspend civil penalties when reasonable progress is being made toward compliance.
- A \$1,500 cap on civil penalties would be established, accruing at \$50 per day. Planner Brehmer explained that the cap was recommended based on case law to increase the likelihood of penalty collection rather than penalties being reduced or dismissed due to excessive amounts.
- Additional revisions throughout the ordinance, consisted of language changes and the renaming of certain provisions.

The Board discussed the changes to the civil penalty provisions, including the proposed \$1,500 cap on penalties and the removal of the 48-hour compliance timeframe. Members expressed concern that a penalty cap could reduce the effectiveness of enforcement by becoming a predictable cost of non-compliance rather than serving as a deterrent. Discussion included consideration of increasing the cap, removing the cap, or otherwise modifying the proposed penalty structure.

In response to inquiries from the Board, Planner Brehmer clarified the following:

- The Historic District Enforcement design standards are codified in the UDO and are subject to the same enforcement provisions, with additional historic-specific provisions addressing violations such as demolition by neglect and Certificate of Appropriateness requirements.

- If the 48-hour compliance requirement is removed, a five-business-day timeframe could be considered; however, applying a single timeframe to all violations may be challenging due to the varying nature and complexity of violations.

A motion was made by Mrs. Petani to recommend the proposed UDO Text Amendment to § 152.130-135 Enforcement and Review as presented and allow the Board of Commissioners to review the amendment and consider increasing the civil penalty cap. The motion failed for lack of second.

On a motion by Mr. Pieratti, seconded by Mrs. Hancock, the proposed Unified Development Ordinance Text Amendment to § 152.130–135, Enforcement and Review, was unanimously recommended to the Board of Commissioners, along with the Comprehensive Plan Consistency Statement. The motion also recommended that the Board of Commissioners consider removing or increasing the civil penalty cap and establishing a defined correction timeframe in place of the 48-hour provision.

Chairman/Board Thoughts/Staff Comments

Mrs. Ramsey shared that the board wanted to hold its regularly scheduled August 4, 2026, meeting in the absence of a Town Planner, as Planner Brehmer announced that July 7, 2026, would be her final Planning Board meeting.

Planner Brehmer expressed gratitude for her time serving with the Board and noted that interim planning responsibilities would fall to the Town Manager until the position was filled. The Board acknowledged her service, and she was presented with a formal recognition of her contributions to the Town of Swansboro.

Public Comments

Citizens were offered an opportunity to address the Board. No public comments were made.

Adjournment

There being no further business, the meeting adjourned at 5:53pm.