



**PROPOSED AGENDA
OAK ISLAND PLANNING BOARD
TUESDAY, SEPTEMBER 29, 2026 – 6:00 PM
COUNCIL CHAMBERS -- OAK ISLAND TOWN HALL**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ADJUSTMENT/APPROVAL OF THE AGENDA

APPROVAL OF MINUTES

Approval of June 30, 2026 Planning Board meeting minutes.Â There was no Planning Board meeting in July or August 2026.

[063026PlanningBdMinutes](#)

PUBLIC COMMENT

PLANNING BOARD TRAINING

[Planning Board Development Training](#)

I. OLD BUSINESS

- I.1 [Update on Previously heard General Use Rezoning Case\(s\) - 26-01451 & 26-01452
TC Update PP - REZONE 26-01451 & 26-01452.pdf](#)

II. NEW BUSINESS

- II.1 [Selection of Chair and Vice Chair of the Planning Board](#)

III. BOARD MEMBER REPORTS

IV. STAFF REPORTS

- IV.1 [Introduction to New Development Services Director Craig Harmon](#)

V. ADJOURN

**PLANNING BOARD
AGENDA ITEM MEMO**

SUBJECT:	Approval of June 30, 2026 Planning Board meeting minutes. There was no Planning Board meeting in July or August 2026.
DATE:	September 21, 2026
DEPARTMENT:	Administration

Subject Summary: Approval of June 30, 2026 Planning Board meeting minutes is recommended.

Attachments:
[063026PlanningBdMinutes](#)

Financial Impact Statement: n/a

Legal Review: n/a

MINUTES
PLANNING BOARD
TUESDAY, JUNE 30, 2026 – 6:00 PM
COUNCIL CHAMBERS – OAK ISLAND TOWN HALL

Present: Chairman David Bradley, Vice Chairman Durrall Gilbert, Board members Gene Brooks, Kerri McCullough, David Purser, Scott Stephenson, and Barbara Textoris, Planning Manager Taylor Davis, and Deputy Town Clerk Erin Baker. Town Attorney Lydia Lavelle attended intermittently via Microsoft Teams.

Chairman Bradley called the meeting to order at 6:02 PM and led the Pledge of Allegiance.

ADJUSTMENT/APPROVAL OF THE AGENDA

There were no adjustments to the agenda.

APPROVAL OF MINUTES

Ms. McCullough noted one minor correction on page 6, second paragraph, requesting that a reference to “Ms. Stevenson” be corrected to “Mr. Stevenson.” **Ms. McCullough motioned to approve the amended Minutes (May 19, 2026) and Mr. Gilbert seconded. The motion passed unanimously.**

PUBLIC COMMENT

There was none.

I. OLD BUSINESS

There was no old business.

II. NEW BUSINESS

II.1 Proposed Text Amendment(s) to Section 6.5 of the Unified Development Ordinance to Add Event Center and Commercial Pier to the CB Zoning District with New Definition to Appendix A

This item is discussed later in the meeting, after II.2.

II.2 REZONE 26-01451 & 26-01452 – Request to Rezone PID(s) 250FG010 and 250FG011 from Commercial Recreation to the Community Business Zoning District

Planning Manager Taylor Davis reviewed the request, initiated by the Town, which seeks to rezone two parcels totaling approximately 1.96 acres, commonly known as 705 Ocean Drive (the commercial pier property) and 801 Ocean Drive, from Commercial Recreation (CR) to Community Business (CB). Staff noted that a conservation easement held by the Oak Island Land Conservancy exists on the pier property, guaranteeing continued public access. Staff recommended approval, finding the proposal consistent with at least two objectives of the Comprehensive Plan, and noting that the CB zoning would preserve the commercial character of the properties while eliminating the possibility of single-family residential development.

The Board opened the item for discussion with a motion from Mr. Brooks, seconded by Vice Chair Gilbert. Vice Chair Gilbert raised the concern that CB, as a general-use zoning district, contains a broad range of permitted uses, including gas stations, veterinary kennels, and industrial laundries, that would be incompatible with the unique, strategic nature of these oceanfront parcels. He asked whether conditional zoning would be a more appropriate vehicle, allowing the Town to define a tailored list of permitted uses specific to these two parcels only. Ms. Davis confirmed that conditional zoning was an option, noting that it would create a zoning district unique to those two parcels, would not affect the CB district Town-wide, and would require the Town to produce a conceptual master development plan, a relatively straightforward exercise given that two structures already exist on the properties.

Ms. McCullough expressed agreement, adding that the CB designation did not feel fitting, particularly for the pier property, and that the Board had a responsibility to protect both parcels given their public significance. Mr. Stephenson noted that without use restrictions, the property could be transferred to a future owner and converted to an incompatible use such as a gas station. Mr. Purser raised the question of what grant funding, specifically from the Golden Leaf Foundation, was used to rebuild the pier and whether those funds carried restrictions on sale or use changes. This question was deferred to the Town Attorney for research.

The Board also discussed the conservation easement on the pier in some depth. Town Attorney Lydia Lavelle, participating remotely, indicated that the easement appeared to be a strong property right that runs with the land. However, she noted that it does contain a termination provision requiring a judicial proceeding in cases where continued use becomes impossible or impractical. Ms. McCullough identified a section of the easement (Article 2, Changed Conditions) that confirmed this, and also noted that any transfer of the easement must be to a qualified organization under the Internal Revenue Code, which would be required to carry on the conservation purposes in perpetuity. The Board asked Attorney Lavelle to further research whether a subsequent owner could be contractually required to maintain and rebuild the pier following storm damage, and whether such an obligation could be embedded in a deed or transaction terms.

The Board also discussed whether the two parcels should be treated separately or jointly. Ms. Davis noted that a single conditional zoning district could encompass both parcels while still allowing distinct use provisions, and that this approach would also require only one master development plan rather than two.

The Board proceeded to work through the Section 6.5 Table of Uses and Activities to develop a preliminary list of appropriate uses for the conditional zoning district. Uses identified as appropriate included, among others: accessory buildings and structures, walls and fences, special events, commercial recreation (indoor), public recreation (indoor and outdoor), bars, coffee shop, commercial pier, food trucks, convenience stores, restaurants (without drive-through), retail services not otherwise listed, rental of recreation equipment (indoor and outdoor), microbrewery, distillery, nightclubs and social clubs, movie theater, vessel/boat for hire, taxi stands/rideshare, and event center. All residential uses, educational uses, institutional uses (with the exception of special events), manufacturing, and several other incompatible categories were identified for exclusion. Ms. Davis noted that staff would compile the full list and return to the Board with the formal conditional zoning proposal at a future meeting.

Vice Chair Gilbert made a motion to reject the proposed general-use rezoning to Community Business (CB) and to direct staff to pursue conditional zoning for PID(s) 250FG010 and 250FG011 as an alternative. Ms. McCullough seconded and the motion carried unanimously.

II.1 Proposed Text Amendment(s) to Section 6.5 of the Unified Development Ordinance to Add Event Center and Commercial Pier to the CB Zoning District with New Definition to Appendix A

Ms. Davis presented the proposed text amendment. She noted that given the Board's decision under Item II.2 to pursue conditional zoning rather than a CB rezoning, the commercial pier component of this amendment was effectively moot for the present purposes. The Board focused its discussion on the Event Center use.

Ms. Davis explained that no existing use category in the UDO adequately describes an event center, a commercial facility used for recurring private functions such as weddings, banquets, meetings, and celebrations, with or without food service. This gap had become apparent when trying to classify the current use of 801 Ocean Drive. The proposed definition reads: "A commercial facility used to accommodate special functions, including but not limited to banquets, weddings, celebrations, meetings, presentations, or other group events with or without food service for a specified period of time."

The Board discussed which zoning districts should include this new use. Staff had originally proposed adding it to the CB district. The Board agreed to expand its addition to the CB, CR, and CLD zoning districts, citing the desirability of allowing event venues on second-row lots where beach views

remain available, and on the mainland. The Board also confirmed the event center use would be incorporated into the conditional zoning district being developed for the Ocean Drive parcels.

Motion to approve the proposed text amendment to Section 6.5 and Appendix A of the UDO to add the Event Center use and its definition to the CB, CR, and CLD zoning districts was made by Vice Chair Gilbert and seconded by Ms. McCullough. The motion carried unanimously.

III. BOARD MEMBER REPORTS

Vice Chair Gilbert recognized the retirement of Town Manager Kathryn Adams, noting her significant impact on the community during her tenure. He also commended the Oak Island Police and Fire Departments for the send-off ceremony held for Shawn Barry, describing it as a moving tribute reflective of the community's character.

Mr. Stephenson noted he had attempted to attend the No Wake Zone kickoff event at Veterans Park hosted by the Police Chief but was unable to find parking due to the large turnout, which was a sign of strong community engagement. He also expressed enthusiasm for the return of the Loggerheads baseball team.

Ms. McCullough reminded those present of the upcoming Independence Day holiday weekend and encouraged the community to welcome visitors and celebrate safely.

IV. STAFF REPORTS

Deputy Town Clerk, Erin Baker, informed the Board of recent amendments to the Town's Board and Committee Handbook. Under the revised policy, there are no longer excused or unexcused absences; all absences are treated equally. Two consecutive absences or three absences within a twelve-month period constitute grounds for removal from a board. Members anticipating extended absences are encouraged to contact Town Council to request a formal leave of absence.

Ms. Davis reported that the Town's Coastal Resilience Plan survey had received a significant increase in responses following the prior meeting's appeal, climbing from approximately 100 to over 400 responses, a number she noted was impressive even relative to larger municipalities. She also reported that staff was actively working to implement new permitting software, with a focus on streamlining application forms by eliminating repetitive questions and unnecessary fields, which she anticipated would meaningfully reduce the burden on applicants and builders.

Mr. Brooks thanked Matt Kirkland, who recently left his position with the Town, for his assistance to the Board in walking them through proposals and answering their questions.

Assistant Town Manager Kent Jackson provided a brief update on the Development Services Director vacancy following the departure of Matt Kirkland. He noted that a position advertisement had been posted for several weeks and that no interviews had yet been scheduled. In the interim, he stated he was working directly with Ms. Davis and the permit staff to provide operational support, and that no formal interim director had been appointed pending a clearer sense of the timeline for the search.

V. ADJOURN

Vice Chair Gilbert made a motion to adjourn, and Mr. Gilbert seconded. The motion carried unanimously. The meeting was adjourned at 7:35 PM.

David Bradley, Chairman

Attested: _____
Erin Baker
Deputy Town Clerk

**PLANNING BOARD
AGENDA ITEM MEMO**

SUBJECT:	Planning Board Development Training
DATE:	September 24, 2026
DEPARTMENT:	Development Services

Subject Summary: The Planning Board will receive development regulation training.

Financial Impact Statement: N/A

Legal Review: N/A

**PLANNING BOARD
AGENDA ITEM MEMO**

SUBJECT:	Update on Previously heard General Use Rezoning Case(s) - 26-01451 & 26-01452
DATE:	September 24, 2026
DEPARTMENT:	Development Services

Subject Summary: OVERVIEW

At the September 8, 2026, meeting, Town Council received an update from Staff on the status of the Town's application for General Use Rezoning of the 801 and 705 Ocean Dr. parcels.

Staff sought direction from the Town Council on how they would like to Staff to proceed with the rezoning application. Mainly, should Staff proceed with the General Use Rezoning request as originally directed or amend the application to a Conditional Zoning request per discussion at the June Planning Board meeting.

Staff's presentation to the Town Council described the differences between those requests. The main differences being that General Use rezoning must take into account all uses allowed by-right or by Special Use Permit within the proposed zoning district. While Conditional Zoning allows the Board to specify uses but per the local ordinance requires a Master Development Plan prepared by either a Surveyor, Architect, or Engineer and also requires a public input meeting ahead of review by the Planning Board and consideration by the Town Council.

The Town Council directed Staff to proceed with the General Use Rezoning application such that the cases may be heard at the October Council meeting.

Staff previously presented the General Use Rezoning application at the June 30, 2026, Planning Board meeting.

The application was submitted and presented as a General Use Rezoning request.

The Planning Board voted to deny the General Use Rezoning request but continued discussion of other zoning alternatives; conditional zoning and possible allowable uses were discussed.

Immediately following the meeting, Planning Staff sought guidance on how the Town would like to proceed - either General Use, Conditional or neither. As the applicant and owner of the subject parcels, the Town dictates how they would like to proceed with the application request.

Ahead of the September Town Council meeting, Planning Staff was directed to formally request direction from the Town Council.

At their September meeting, the Town Council directed staff to proceed with the request as a General Use Rezoning. As the Planning Board has already heard and voted to deny this request, it now will go before the Town Council for final decision.

Attachments:

[TC Update PP - REZONE 26-01451 & 26-01452.pdf](#)

Financial Impact Statement: N/A

Legal Review: N/A



REZONE 26-01451 & 26-01452

Update on Direction to Staff for Two Rezoning Requests

Taylor Davis, MPA, CZO
Planning Manager
09/08/2026





PROCESS

- Two **General Use Rezoning** requests presented to the Planning Board in June for the 801 Ocean Dr. and 705 Ocean Dr. parcels.
 - Planning Board passed a motion to deny the General Use rezoning requests but continued discussion considering possible **Conditional Use Rezoning**
 - Direction for Staff to proceed?

General Use Rezoning

- All uses allowed by-right or by SUP in the proposed zoning district (CB) considered
- Board does not consider/limit specific uses (even if proposed)
- No MDP/Site Plan Required

Conditional Use Rezoning

- Board considers specific uses proposed by applicant
- Master Development Plan required – Sealed by Surveyor, Architect, or Engineer
- Requires a Public Input Meeting (separate from PB or TC meetings)

**PLANNING BOARD
AGENDA ITEM MEMO**

SUBJECT:	Selection of Chair and Vice Chair of the Planning Board
DATE:	September 21, 2026
DEPARTMENT:	Development Services

Subject Summary: The Planning Board will select a Chair and Vice Chair.

Recommendation/Action Needed: The Planning Board will elect a Chair and Vice Chair.

Financial Impact Statement: N/A

Legal Review: N/A

**PLANNING BOARD
AGENDA ITEM MEMO**

SUBJECT:	Introduction to New Development Services Director Craig Harmon
DATE:	September 21, 2026
DEPARTMENT:	Development Services

Subject Summary: A brief introduction of new Development Services staff member Craig Harmon.

Financial Impact Statement: N/A

Legal Review: N/A