



ORDINANCE NO. 2026- 0403

AN ORDINANCE OF THE VILLAGE OF BALD HEAD ISLAND, NORTH CAROLINA AMENDING CHAPTER 9, COMMERCIAL DESIGN STANDARDS, TO UPDATE COMMERCIAL REVIEW BOARD ADVISORY ROLES AND ESTABLISH PRE-APPLICATION REVIEW PROCEDURES

WHEREAS, pursuant to Chapter 160D of the North Carolina General Statutes (“Chapter 160D”), the Village of Bald Head Island (the “Village”) may adopt and amend development regulations in the interest of furthering the public health, safety, and welfare of the Village; and

WHEREAS, pursuant to G.S. 160D-702, the Village may enact and amend ordinances regulating the location, use, and design elements of commercial buildings, structures and land; and

WHEREAS, on November 17, 2023, Village Council enacted the Commercial Design Standards (the “Standards”) as Chapter 9 of the Village Code of Ordinances following a lengthy and collaborative drafting process managed by the specially appointed Commercial Area Planning Task Force (the “CAPTF”); and

WHEREAS, the guiding principle of the CAPTF was to create Standards that would allow for a purposeful and intentional means of developing the limited commercial areas remaining on the Island; and

WHEREAS, as part of the Standards, Village Council established a Commercial Review Board (the “CRB”) to administer the Standards; and

WHEREAS, Section 9-23 of the Village Code charges the CRB with the responsibility for periodically considering and determining whether there is a need to amend the Standards and, if so, advancing such amendments to Village Council; and

WHEREAS, on February 10, 2026, the CRB met, and considered amendments recommended by staff to add and refine definitions for clarity and consistency, formalize the role and structure of the CRB, and establish a review process with pre-application conference requirements; and

WHEREAS, at its February 10, 2026, meeting the CRB recommended approval of said amendments to Village Council; and

WHEREAS, the Village Council held a duly noticed public hearing during its regular meeting on April 17, 2026, to receive comment on the proposed amendment to the Standards; and

WHEREAS, following said public hearing, the Village Council considered all comments provided by the public and the CRB’s recommendation and concluded the proposed amendment to the Standards promotes clear, predictable, and efficient development review procedures while maintaining the Village’s established design objectives; and

WHEREAS, the Village Council further finds that the proposed amendments are reasonable, promote transparency and consistency in land-use administration, and advance the comprehensive development goals of the Village, including those set forth in the Village-specific policies of the Blueprint Brunswick 2040 Plan; and

WHEREAS, the Village Council has determined it to be in the best interests of the Village to adopt the proposed amendments to the Standards.

NOW, THEREFORE, BE IT ORDAINED, by the Village of Bald Head Island, North Carolina that:

Section 1. That section 9-4 of the Village Code of Ordinances is hereby amended and restated with the addition of a defined term “CRB consultant” to read as follows:

Sec. 9-4. Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning. . . .

CRB consultant means a consulting architect, landscape architect, or other experienced building design professional under contract with the village for the purpose of advising the CRB regarding applicant compliance with these standards. . . .

Section 2. That section 9-22 of the Village Code of Ordinances is hereby amended and restated to clarify the role of the CRB consultant to read as follows:

Sec. 9-22. Commercial review board.

(a) The commercial review board (CRB) is established by the Village of Bald Head Island to administer the design standards and to review all applications for new construction and renovations on any properties in commercially zoned districts. . . .

(c) The CRB will be advised by the CRB administrator and one or more CRB consultants in non-voting positions

Section 3. That section 9-42 of the Village Code of Ordinances is hereby amended and restated to add a pre-application conference requirement to read as follows:

Sec. 9-42. Review requirements.

(a) *Review stages.* The CRB review procedure allows for a multi-stage process wherein the property owner receives optional draft reviews, a preliminary review, and a final review as described in this section. The CRB, with agreement of the applicant, may determine that an application for a minor renovation is appropriate for a one stage review process during preliminary review. All new construction and major renovations are expected to go through at least a two-stage review process that includes preliminary review and final review. . . .

(a1) *Pre-application conference.* At least 10 days prior to submitting any application for review under this section an applicant shall contact the CRB Administrator to schedule a pre-application conference with the CRB Administrator and/or the CRB consultant. The purpose of the pre-application conference is to gather information to advise the applicant regarding the appropriate type of review, required submissions, and applicable fees. At the discretion of the CRB Administrator, said conference may be conducted in person, by telephonic or other remote means, or through a written exchange sufficient to inform the village of the project scope and goals. Completion of this pre-application conference is a condition to acceptance of any application for review under this section. . . .

Section 4. All other ordinances or parts of ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict.


Section 5. This ordinance shall become effective immediately upon adoption.

Passed and adopted by the Village Council this the 17th day of April 2026.

BY


PETER QUINN, Mayor

ATTEST:


DARCY SPERRY, Village Clerk



