



**CITY OF SOUTHPORT
REGULAR BOARD OF ADJUSTMENT MEETING
November 26, 2024
Indian Trail Meeting Hall
113 W. Moore Street
4:30 p.m.**

ETHICS STATEMENT:

“If any members know of any conflict of interest or the appearance of a conflict of interest concerning matters on the agenda, please so state at this time.”

- A. Call to Order**
- B. Pledge of Allegiance**
- C. Explanation of Quasi-Judicial Process**
 - 1. Quasi-Judicial Process
- D. New Business**
 - 1. Special Use Permit Application-209 E Moore St.
 - 2. Discussion on Board of Adjustment Procedures, Particularly Variance Decisions
- E. Adjourn**

WHAT IS A QUASI-JUDICIAL HEARING?

A quasi-judicial hearing is a more formal type of hearing in which **the deciding board uses evidence, facts, and expert testimony** to make a decision. It is more like a court hearing. Evidence must be substantial, competent, and material. **Opinions, hearsay, and repetitive** testimony will be ruled out of order by the Chair.

SITUATIONS THAT REQUIRE A QUASI-JUDICIAL HEARING:

Special Use Permits: Permits issued to authorize development or land uses in a particular zoning district upon evidence establishing compliance with general and supplemental standards for that use. A special use permit assures that the development does not cause harm to the adjacent properties. The deciding board may place conditions on the use to help mitigate any possible negative impacts. One example would be requiring the business to stop using outdoor speakers by a certain time to help prevent disturbances to the neighbors.

Variances: Special circumstances in which a property owner requests to modify certain provisions of the ordinance. The modification must not be from a self-inflicted hardship and must be consistent with the spirit and intent of the ordinance. One example would be a reduction of setbacks for an accessory building because of a stream running through the backyard.

Appeals: Only actual official staff/board determination or action can be appealed. The appeal must be made by a person with standing. The Board may reverse or affirm the decision as a whole or in part. An example would be a resident appealing the denial of a permit to their property.

HOW IS A QUASI-JUDICIAL HEARING CONDUCTED?

Typically, the presentation of information will begin with city staff. The Board Chair will swear the presenters in, either together or one at a time. After staff presents their materials, the applicant and any representatives will provide testimony in favor of their request. Any members of the public that wish to speak may do so, but the Chair has the authority to ascertain whether they have standing and should be considered. After those opposed to the request have spoken, the applicant has the opportunity for rebuttal. The deciding Board can ask questions throughout the hearing of evidence. After all evidence has been presented, the Board Chair will close the comment period, and the Board can deliberate. The public hearing will be closed after deliberations, and the Board will make a determination.

WHAT HAPPENS NEXT?

After a decision has been made to grant a variance, special use permit, or an appeal, a final order is composed that lists all of the findings of fact and the conditions of approval. The final document will be signed by the applicant and the Board Chair and filed at the Register of Deeds office so that it is always tied to the property. The applicant receives a signed copy of the final document.

RELEVANT DEFINITIONS:

Quorum-the number of voting members that must be present to hold the hearing. Typically, this number is a simple majority of board members. According to the UDO, in Southport's case, a quorum is four members.

Witnesses-persons who present evidence under oath. The Board chair may subpoena witnesses. Cross-examination must be allowed.

Standing-any person/organization who has standing may appeal a decision. Standing typically refers to the owner of the property, the applicant for the permit, anyone who will suffer "special damages" as a result of the decision, a neighborhood association that would be affected, or the unit of government that has made the decision being appealed. Proximity, financial investment, etc., do not establish standing. Standing must be ruled on by the chair/board only.

Expert Testimony-architects, engineers, surveyors, appraisers, and other licensed land use professionals can provide evidence supporting their clients but cannot make legal arguments or cross-examine evidence.

Conflict of Interest-members of the Board may be disqualified from participating and voting if any of the following conditions are present:

1. Fixed opinion prior to the hearing
2. Undisclosed ex-parte communication (discussion outside of the meeting)
3. Close family, business, or other relationship with an affected person
4. Financial interest in the outcome

If an objection is made and the member refuses to recuse his/herself, the remaining Board members vote on recusal.

**STAFF REPORT FOR SUP-24-11
SPECIAL USE APPLICATION
PRIVATE EVENTS AT A BED AND BREAKFAST**

APPLICATION SUMMARY

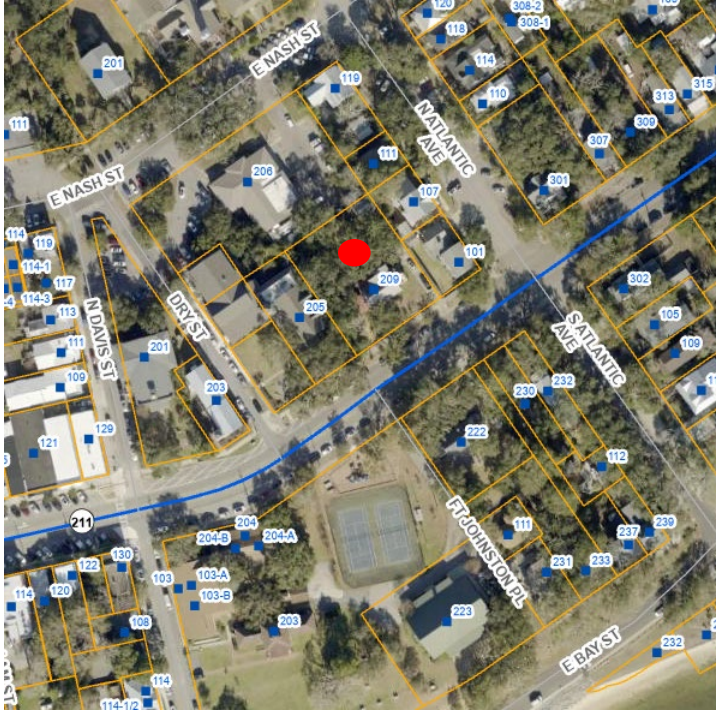
Hearing Date	November 26, 2024 Board of Adjustment
Applicant	John Mann and Amy Coggins
Property Owner	John Mann
Parcel ID:	237LG020
Parcel Acreage	.50 acres or ~21,780 SF
Zoning District	R-10 - Residential

SPECIAL USE PROPOSAL

John Mann, owner, and applicant, requests a special use permit to allow private events, functions, and gatherings at an established bed and breakfast. This application is in response to the Board of Adjustment's request to bring forward the event portion of the bed and breakfast as a separate proposal.



PROPERTY LOCATION AND DESCRIPTION



The subject property is located at 209 E Moore Street and can be further identified by Brunswick County Parcel ID 237LG020. The parcel is .50 acres or approximately 21,780 SF within the City limit.

The property includes an existing bed and breakfast and carriage house.



The subject property is zoned R-10, which allows bed and breakfasts with a Special Use Permit and Standards. The proposal includes the ability to host celebrations at the established bed and breakfast. Historically, functions held at bed and breakfasts are established and outlined in the required management plan. Adjacent properties include St. Philip's Episcopal Church to the west, US Post Office to the rear, and single-family homes to the east.



Rear View from E Nash Street

SUP-24-11 Staff Report BOA 11-26-24

HISTORY AND SPECIAL USE DESCRIPTION

The owners of Carriage House Bed and Breakfast, located at 209 E Moore Street, submitted a special use application and were granted approval to operate a bed and breakfast on July 30, 2024. The management plan outlines the owner's wish to allow special events, such as weddings, reunions, birthday parties, etc., on the property. The required development standards do not address using the B&B for events, but a special use permit can be approved with or without conditions for the use.

The Board of Adjustment approved the bed and breakfast special use permit without allowing special events and asked that the applicant work with Staff to return for a separate special use request for the events portion of the application.

The unified development ordinance (UDO) does not include a definition of or consider events or special events specifically in the Table of Uses. The UDO does provide an interpretation of unlisted uses in Section 3.4.4.

4. Unlisted uses. The uses listed may not address all possible uses. In determining if a use is permitted, the UDO Administrator shall consider which category of expressed uses most closely matches the use proposed and apply the regulations pertaining to that category to the proposed use. In determining the use which most closely matches the proposed use, the UDO Administrator shall consider the density and intensity of the use, and anticipated traffic, noise, light, and odor on adjacent properties. Such interpretation shall be provided in writing to the property owner and subject to appeal by the Board of Adjustment.

Special events, especially weddings held at bed and breakfast establishments is not new, although no local standards or guidance exist.

The current application requests that private events be allowed at the Carriage House Bed and Breakfast. The application emphasizes that the bed and breakfast prioritizes guests and that its operation as an inn is the primary function of the property.

The applicant maintains that while the property is zoned R-10, it differs from traditional residential zoned neighborhoods. Further, they state that hosting events at the bed and breakfast are compatible with the nonresidential nature of adjacent uses and proximity to the central business district. A full list of factors to consider is listed on page 5 of the management plan. The full management plan is attached to this staff report.

The applicant's management plan outlines two (2) levels of events. The following outline will describe both levels of events.

Small Private Functions are defined in the management plan as any small gathering of 30 or fewer guests lasting less than half of a typical business day (approximately four

hours). Hosts of this size of event do not need to be registered guests of the bed and breakfast. Common space areas of the main house and property can be reserved during hours that are not specifically open for overnight guests.

Large Private Functions are defined in the management plan as any gathering of 150 guests or less lasting for a full day. Hosts of this size of event will be required to reserve the entire inn for a two-night minimum stay. The guests will have access to the whole facility. The largest gatherings will take place in the backyard.

Management details for all functions:

- Inn Keepers/Manager will be onsite.
- Temporary staff will be brought in as necessary.
- All food must be provided, or catering be coordinated by the host. No preparation or cooking will occur or be allowed within the inn's facilities.
- Onsite restroom facilities will be utilized for functions with less than 75 guests. Any functions with over 75 guests must provide a port-a-john service. When the carriage house is restored, an additional restroom facility will be available, and a port-a-john will not be necessary.
- No outside alcohol will be allowed.
- Guests not staying at the bed and breakfast will park on public streets.
- All city noise ordinances will be followed, and a noise permit will be secured for the facility prior to any outdoor functions. The host will sign the noise ordinance as part of the contract.

STAFF REVIEW

As stated before, the UDO does not define events or consider special events specifically in the Table of Uses. However, the UDO does provide a provision for the UDO administrator to interpret unlisted uses.

There are several different uses that could be combined to consider events at the Carriage House Bed and Breakfast since there is not one that fits perfectly. The use for purposes of this application is a mix of a private club/lodge, club and recreational facilities/country club, and other nonresidential uses not found anywhere else.

The property's use as a bed and breakfast alone is a low-intensity use appropriate in residential neighborhoods. Adding an event space increases the intensity of use and potential for conflicts within the adjacent residential neighborhood. Therefore, the Board of Adjustment must find that the proposed use will be similar in character and intensity to other permitted or special uses within the subject zoning district, which is R-10. Examples of other special uses for the R-10 zoning district include, churches, synagogues and other association activities, educational facilities, golf courses with related services, government uses, and private recreational facilities including clubs and facilities associated with tennis facilities, country clubs, etc.

When determining if the proposed use is in character with the existing neighborhood and allowable uses in the R-10 district, it would be appropriate if the Board chose to consider the small private and large private functions separately. Further, the Board may apply conditions to the permit to preserve the neighborhood's character.

Examples of Characteristics to Consider:

- density and intensity of the use
- adjacent land uses
- parking
- buffers/screening
- noise, light, and odor
- number of guests
- frequency of events

SPECIAL USE PROCESS

The special use permit request you will be hearing is a quasi-judicial decision, so it must be conducted in a way that ensures procedural and substantive due process. Anyone wanting to provide testimony must be sworn in. As a quasi-judicial hearing, the decision makers must be fair and impartial, and you must base your decision only on the competent evidence you receive. If anyone has a direct or potential financial interest in this proposed project, they should recuse themselves. A majority vote is required for a special use permit. Conditions can be applied that will assure that the use in its proposed location will be harmonious with the area in which it is proposed and with the spirit of the UDO. All specific conditions shall run with the land and shall be binding on the original applicant for the special use permit, the heirs, successors, and assigns. Each case is decided on a case-by-case basis. The decision must be based on the specific site and not the owner or other locations they may own. The Board of Adjustment is to look at the circumstances of the property, not the circumstances of the property owner.

BOARD OF ADJUSTMENT: FINDING OF FACTS

The Board of Adjustment shall approve, modify, or deny the application for a special use permit. In approving a special use permit, the Board of Adjustment, with due regard to the nature and state of all adjacent structures and uses in the district, shall make written findings that the following motions will be fulfilled.

The Chairman will now guide the Board through the following motions, which have been distributed in advance of the hearing:

Motion 1:

_____ The use **will not** materially endanger the public health, safety, or general welfare if located where proposed and developed according to the plan as submitted and approved;

_____ The use **will** materially endanger the public health, safety, or general welfare if located where proposed and developed according to the plan as submitted and approved;

SUP-24-11 Staff Report BOA 11-26-24

[The Board should have some factual explanation for its decision on this motion.]

Finding of Fact:

Motion 2:

_____ The use **meets** all required conditions and specifications;

_____ The use **does not meet** all required conditions and specifications;

[Note: It must be denied if the application does not meet conditions and specifications.]

Finding of Fact:

Motion 3:

_____ The use **will not** adversely affect the use or any physical attribute of adjoining or abutting property or that the use is a public necessity;

_____ The use **will** adversely affect the use or any physical attribute of adjoining or abutting property or that the use is a public necessity;

[The Board should have some factual explanation for its decision on this motion.]

Finding of Fact:

Motion 4:

_____ The location and character of the use, if developed according to the plan as submitted and approved, **will** be in harmony with the area in which it is to be located and in general conformity with the City of Southport Comprehensive Plan;

_____ The location and character of the use, if developed according to the plan as submitted and approved, **will not** be in harmony with the area in which it is to be located and in general conformity with the City of Southport Comprehensive Plan;

[The Board should have some factual explanation for its decision on this motion.]

Finding of Fact:

Motion 5: Based on the findings of fact and the evidence presented, the Board of Adjustment:

☐ Recommends approval of the special use application with no conditions.

- ☐ Recommends approval of the special use application with conditions, including the following: _____

- ☐ Recommends denial of the special use application based on the following:

The final decision of the Board will be reduced to writing. A copy will be recorded with the Register of Deeds for Brunswick County.

Attachments:

Application
Management Plan
Site Plan and Survey

Page 1 of 2



Special Use Permit

City of Southport, North Carolina

1029 N. Howe St, Southport NC 28461

www.southportnc.org

Planning & Inspections

Phone 910-457-7961 Fax 910-457-7957

For Staff Use Only

PERMIT No. _____ FEE: \$ _____ Date Received: _____

Applicant's Name: John Mann
Mailing Address: 209 E. Moore St City: Southport
State: NC Zip Code: 28461 Phone: 9197575319
Email: johnmann5319@gmail.com

Property Owner's Name: john mann
Address of Owner: 209 E. Moore st City: Southport
State: NC Zip Code: 28461 Phone: 9197575319
Email: johnmann5319@gmail.com

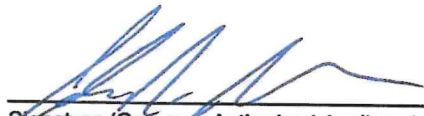
Address of the property: 209 E. Moore st City: southport
State: nc Zip Code: 28461 Zoning District of Property: R-10
Overall Acreage: .5 Minimum Area Requirement for Zoning District: n/a
Special Use Permit Request: for the approved Special Use permit (SUP of the bed and breakfast, an additional SUP for the property to have "PRIVATE" functions.
Zoning of Adjacent Lots: CBD, R-10, OS

Design Professional: n/a License #: _____
Mailing Address: _____ City: _____
State: _____ Zip Code: _____
Phone: _____ Email: _____

Per Section 2.7.A of the UDO, special use permits may be issued by the UDO Administrator, after approval by the Board of Adjustment. The petition for a special use permit and accompanying plans shall be submitted to the UDO Administrator.

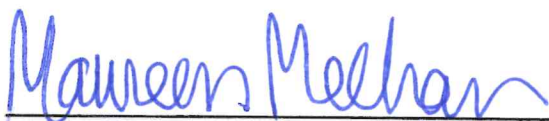
Application Materials and Submittal:

1. One (1) digital copy and 12 hard copies of the special use permit site plan shall be submitted with all such applications.
2. The special use permit site plan shall be prepared by and sealed by a licensed land surveyor, landscape architect, or engineer registered to practice in the state of North Carolina, and shall include all of the required information as provided in Appendix A: Submission Requirements.


Signature (Owner or Authorized Applicant)

26 Aug 2024
Date

APPROVED:


UDO Administrator

9/3/24
Date

Southport, North Carolina

The Carriage House Inn Management Plan supplemental for Private Functions

Proposed Name

The Carriage House Inn
(a modern BnB)

Location 209 E Moore St, Southport, NC
Brunswick county, Parcel: 237LG020

Owning corporation – coggmans ventures LLC

Owner and Authors: John Mann (919)-757-5319

and Amy Coggins (919)803-9359

Version Date: 19 June 2024

1. Contents

2. Purpose of supplemental	5
3. Benefits for the city of Southport	5
4. Scope and type of function	6
5. Management of private functions	7
6. Attachments.....	10
Submission requirements and checklist, Major site plan / conditional use permit from UDO	10
Attachment 1 – Owner, builder, architect information	13
Attachment 2 – Site Plan and Survey by Tide Water Land Surveying	14
Attachment 3 - vicinity map showing the relationship between proposed property and the surrounding areas	16
Attachment 4 - Tax parcel number, owners, zoning classifications and book and page number of the site tract and adjacent tracks.....	17
Attachment 5 - Location and dimensions of existing proposed buildings and structures on site and all adjacent tracks.	20
Attachment 6 – Parking paces.....	21
Attachment 7 – Topographical map.....	22
Attachment 8 – FEMA flood zone X (flood hazard from FEMA website)	23

2. Purpose of supplemental and supporting points

Purpose: We are following up to address the recent rejection of our special use permit application for the Carriage House Inn where the board approved the bed and breakfast but requested an additional separate Special Use Permit (SUP) to discuss the considerations for holding private functions. We appreciate the Board of Adjustment's concerns and would like to provide additional details regarding our proposed plan for handling private functions.

Background: Our Bed and Breakfast, the Carriage House Inn, has been approved for operation. However, we recognize the need for further clarification on the functions we intend to host. This supplemental application aims to address those concerns.

Property Context: While our property is zoned as R-10 residential, it is distinct from typical residential subdivisions that are found within Southport primary and secondary local roads. For this property, the following factors should be considered when evaluating our special use permit application:

- **Proximity to Major Highway:** The Carriage House Inn is adjacent to a primary state highway with commercial traffic. This location makes it suitable for hosting events without disrupting nearby residential areas.
- **Southport Community Center:** The community center, which accommodates larger events than proposed at our inn, is across the street. Our activities only align with the center's purpose on a smaller scale.
- **Public Playground:** The presence of a public playground emphasizes the community-oriented nature of our events.
- **Tourist Attractions:** Our proximity to Fort Johnston visitor center and the maritime museum contributes to the local tourism experience.
- **Churches:** We share the neighborhood with two churches. One of them has regular church bells that ring every 15 minutes, which sets a precedent for noise in the area.
- **Church Events:** Church events, concerts, and services are part of the normal operational practices in our vicinity.
- **Southport Post Office:** Our location adjacent to the post office ensures a significant amount of noise due to public traffic and delivery trucks.
- **Businesses Nearby:** Within 200 yards of our property, there are multiple businesses, including restaurants, bars, and stores. Our events would complement this commercial activity.

Conclusion: Considering these specific characteristics, we believe that our special use permit aligns with the surrounding locations and will not disrupt the residential character of the area.

Thank you for your attention to this matter. We look forward to addressing any further inquiries during the review process.

3. Benefits for the city of Southport

The Inn or bed and breakfast will bring in continued support of tourism for downtown Southport while supporting local vendors that are already established in the area. With private functions, the Carriage House Inn will utilize local catering as well as party supply rentals for all private functions as well as any additional local services (e.g. wedding planners, carriage rides contracted out, breakfast and other

catered meals, etc...). Again, the Inn does not prepare or serve food and therefore additional revenue, and services will be supplied by local vendors.

4. Scope and type of function

BED and BREAKFAST first!

- The primary purpose of The Carriage House Inn is to operate as a bed and breakfast. We anticipate that over 70% of our revenue will come from room stays throughout the year. As such, our room guests' priority, wellbeing, and overall experience take precedence.
- Please note that The Carriage House Inn is **not** generally open to the public. Only paying customers (and their guests) who have reserved a room or completed reservations for a function or gathering are permitted to use our facilities.
- Our bed and breakfast offers various facilities to support private small gatherings and celebrations indoors. Additionally, for larger private functions, we have outdoor spaces available in the backyard. Once restored, The Carriage House itself will also support larger functions occurring outside.
- As our guests always come first, certain rooms are automatically unavailable during specific times. For instance, the breakfast/dining area is used to serve continental breakfast each morning from 7:00 AM to 10:00 AM, and the parlor room is not accessible during happy hour each evening from 4:00 PM to 6:30 PM.

Public functions/Events

- It is planned that **NO** functions are open to the public. The facility is willing to partake in any community events for the support of the town of Southport, if asked. Any public events that would be or are proposed would need an event permit through the town of Southport and city approval for such events. Each of these would be submitted on an individual basis and approved for that one event only. These will be addressed on a case-by-case basis, and it is assumed or required that the sponsor of that event will inform the town of Southport and obtain all permits and approvals. E.g. there is a festival across the town of Southport and as part of the permit application they would like use multiple locations, including the Carriage House Inn, as part of the event spaces.

SMALL PRIVATE FUNCTIONS

Customers do **NOT** need to be staying at the Inn to book any small private gatherings or functions. Small private functions can be birthday parties, celebration of life for family member, Book clubs, baby showers, wedding shower, dinner party, etc...

- **Size** – 5-30 people. Participants can be any age.
- **Duration** – **hourly reservations** with nearly all private functions expected to last less than half a day (4 hours). Time includes set up and clean up after the event. Events are planned during business hours 9AM- 10PM
- **Impact on guests**- no rental equipment (or extremely minimal, e.g. one small tent) required and with very minimal set-up preparations, we ascertain that there will be little to no impact on guests staying at the Inn.
- **Locations** – Rooms in the main house room can be reserved (based on general occupancy guidelines)
 - Dining room = <18 seated people (not available from 7-10AM daily)

- Screened-in Patio = <18
- Sunroom = <10
- Parlor = <10 (not available from 4:30-6 daily)
- Backyard space
- The Carriage House

LARGER PRIVATE FUNCTIONS

Large private functions lasting a full day and require major set up and preparation (equipment rental, tables, catering, tents, ec..) before the event as well as significant clean-up after the event will **require** the hosts to be registered guests.

- **Size** –~>30 people (including children) but requirements also take into account set up complexity and clean up.
- **Duration** and guest stay requirement–
 - Functions that are reserved for the full day, or more, due to set up and cleaning, will require that the host reserves all the rooms at the Inn for a minimum of 2 days. This will allow for all function activities to be completed before any other guests not related to the function are affected.
- **Locations – entire facility is reserved.**
 - back yard space = ~150 people*
 - carriage house – not in use until spring 2025 (~40 people)

*Although our space can officially hold more (standing or sitting) we feel that this is excessive in supporting the optimal experience of a small venue space. One 8-person round table requires 100 sq ft of space. The back yard has well over 3000 Sq Ft of contiguous central yard space while still having additional space for all other event items (e.g. buffet tables, caterers, etc...). The owners are focused on becoming a more intimate wedding/gathering venue and not focused on size. It is important to note our pricing structure is based on the event only and NOT on the number of attendees. As the Southport community center is across the street anything larger will be directed to that venue.

PARKING

Off-street parking will be reserved for Inn guests.

Parking for small and larger functions will utilize street parking. This is the same as the other surrounding businesses and open spaced zoned properties.

5. Management of private functions

Management of private functions - Private functions will be managed or booked through the Innkeeper/owners.

Temporary staff - For scheduled private functions, temporary staff will be hired as needed for serving, event support, or clean up. Any bartenders will be certified as per NC ABC requirements.

Food - The Carriage House Inn does not cook or prepare food and will not be registered to do so even as a bed and breakfast (all items are store bought packaged items). All food provided must be brought in by the guests (small functions) or catered/delivered (larger functions).

Bathroom facilities - No additional restroom facilities are needed for small functions.

As per consensus and general web guidelines for port-a-potty services, an estimated 75 guests support the use of one bathroom for functions. The current facilities within the Inn and Carriage house can support functions for up to 150 people without issues. If any functions are conducted before the carriage house bathroom is restored, portable restrooms will be rented to support events as required.

Alcohol - No outside alcohol will be permitted to be served by the host to any guests during any functions. If the Carriage House Inn is not able to provide these services, then professional services can be procured (e.g. cash or open bar) along with insurance for serving during that function.

COMPLIANCE WITH TOWN ORDINANCES

It is expected that all private functions abide by the town of Southport ordinances, specifically for noise as per Noise Ordinance Chapter 9, article II (Nuisances), DIVISION 3 (noise), Sec 9.91-9.94. State Law reference— Authority to regulate noise, G.S. 160A-184.

As part of each contract that is signed with any customer, the noise ordinance requirements will be provided, part of the customer contract, and specifically initialed.

Sec. 9-91. - Unnecessary noises prohibited.

It shall be unlawful for any person, firm or corporation to create or assist in creating any unreasonably loud, disturbing sound levels in the city, taking into consideration volume, duration, frequency and other characteristics of the sound.

Sec. 9-92. - Certain noises expressly prohibited.

Text not provided.

Sec. 9-93. - Regulation of amplified sound.

It shall be unlawful for any person, entity or establishment to play, operate, cause to be played or operated, or allow to be played or operated, any musical instrument, radio, amplified music or other sounds in a courtyard or other outdoor area which is not in a completely enclosed structure during the following hours at the indicated volumes:

- *(1)Between 8:00 p.m. and 10:00 p.m. on Sunday through Thursday nights when such sound is clearly audible at a distance of one thousand (1000) feet from the point of origin of said sound.*
- *(2)Between 9:00 p.m. and 11:00 p.m. on Friday and Saturday nights when such sound is clearly audible at a distance of one thousand (1000) feet from the point of origin of said sound.*
- *(3)Between the hours of 10:00 p.m. and 7:00 a.m. the following morning on Sunday through Thursday nights when such sound is clearly audible at a distance of five hundred (500) feet from the point of origin of said sound.*
- *(4)Between the hours of 11:00 p.m. and 7:00 a.m. the following morning on Friday and Saturday nights when such sound is clearly audible at a distance of five hundred (500) feet from the point of origin of said sound.*

Sec. 9-94. - Specific permits.

*Any person wishing to engage in activities regulated by this chapter may do so only when a specific permit is approved by the city. Applications shall be submitted on forms supplied by the city. The permit shall not be unreasonably withheld and may contain appropriate conditions, including maximum decibel levels, designed to minimize the disruptive impact. Permits for activities which are significantly for religious or political purposes shall be granted, subject only to reasonable time, place and manner restrictions. **Permits issued under this section may specify that the permission granted will continue for a stated period of time or until revoked.** Any permit may be revoked if it is determined that the authorized activity has resulted in generation of unreasonably loud, disturbing sound levels.*

In case an application is denied, a permit is approved with conditions unacceptable to the applicant, or a permit is revoked, the applicant may appeal to the board of aldermen for appropriate relief by written request.

6. Attachments

Submission requirements and checklist, Major site plan / conditional use permit from UDO

Information required	Att #	Update / comment
Proposed and approved name of development, project		Provided above
Developer application name including mailing address and phone numbers	1	Same as owner
Property Owner names, including mailing address	1	
Name, Registration number, landscape architect	1	N/A, no landscape architect for special use permit. Building architect supporting project
Date of Plan preparation and surveys. North arrow orientation, map scale, etc..	2	
Sketch vicinity map showing the relationship between the proposed property and the surrounding areas	3 and 5	
Tax parcel number, owners, zoning classifications and book and page number of the site tract and adjacent tracks provided to planning board	4	
Boundaries of any proposed or pending zoning districts on site. Boundaries must be described by bearing and distance they do not follow	N/A	No pending zoning districts on site
Sufficient Engineer data to determine readily, and to be reproducible on the ground. Every straight or Curved boundary line, street line, right of way, easement, setback, including dimensions, etc... all dimensions shall be measured to nearest one tenth of a foot and all angles to nearest minute	2	No property engineer being modified. See survey map for other items in attachment 2
Location, dimension, density, and description of proposed land use on parcel, including commercial, office, industrial, and recreational uses	N/A	Existing property
Location and dimensions of existing proposed buildings and structures on site and all adjacent tracks. Any buildings to be removed (N/A for us), Total stories and building heights must be indicated	N/A	See attachment 5 for building if needed from Tax card records of Main building and accessory building. Also see attachment 2 for survey. No buildings removed.
Location, direction, dimensions, name, and surface type of existing and proposed right ways and easements with adjacent properties.	N/A	No modifications done to current property,
Location of roads appearing on officially adapted plans	2 and 3	Moore St and Atlantic. See attachments 2 and 3

Information required	Att #	Update / comment
Location of roads, streets, and circulation patterns, including proposed or required bicycle and ped paths	N/A	Existing property, See attachment 7 for larger view of location
Total Square footage of existing and proposed impervious surfaces		impervious surfaces. Current house - 1710 Carriage house – 1015sq ft Driveway/Parking 1714sq ft Walkways – ~800 sq ft 5,239 SQ FT total impervious Total SQ FT of property 21,780
Names, Cross sections, approx. grades and pavements widths of proposed roads right of way, including corners and curves	N/A	Existing structure, no proposed roads or right of ways
Location and dimensions of parking and loading spaces and drive aisles, including handicap parking	6	Parking spaces
Location and dimensions of existing and proposed sidewalks and accessible accessways	2 and 3	Existing sidewalks
Location and dimensions of all trash containers and required screening	2	No change in location, see annotation on Attachment 2
FEMA designated flood hazard areas and flood zones panels	8	See attachment 8. No flood risk.
Location and description of CAMA areas of environmental concern, including 404 wetland areas as determined by the army corps of engineers.	N/A	Existing property, none
Location and description of environmental features such as wooded areas, marshes, swamps, rocks, ponds, streams, and other natural features affecting site	N/A	None to note
Existing and proposed topography	5	See attachment 5
Location, size, and flow of existing and proposed drainage courses within or immediately adjacent to the site, including culverts and storm drains	N/A	Existing property, no drainage courses
Location and size of stormwater basins and other comparable stormwater management mechanisms	N/A	Existing property, no basins
Location and labeling of minimum building setback lines	2	Existing property, see survey
Total number and type of dwelling units by development phase	N/A	No development phases imposed
Detailed utility plans including water, sewer, and stormwater. Connections to existing systems and sewage disposal. Plans must show lines, sites, locations of mains, hydrants, blow-offs, etc...Approval of city of Southport, Brunswick County Utilities, and NCDOT.	N/A	Existing structure

Information required	Att #	Update / comment
NOTE- detail plans may be submitted after site plan and approval obtain by city public services department prior to construction and issuance of building permits		
Signage	n/a	Separate application done on – line, draft completed will be submitted following Special use application submission. Signs – one 3x4 free standing sign Two – 1.5 x 1.5 ft wall sign on house/ Pillars
Outdoor Lighting plan	N/A	Low voltage landscape lights may be added later.
Locations, dimensions, and size of required buffers, street, foundation planting, parking facility	N/A	Existing structure
Location and species, and size of all regulated trees as per ordinance	N/A	Existing structure
Location and size of all groves of trees to be protected	N/A	Existing structure
Location, species, dimensions, and spacing of all required landscaping material labeled	N/A	Existing structure
Note on plan stating that prior to any clearing, grading or construction, activity tree protection fencing will be installed around protected plants etc...	N/A	Existing structure

Attachment 1 – Owner, builder, architect information

Owner's information – mailing addresses and phone numbers

John Mann
209 E Moore St., Southport, 28461
Mobile – 919-757-5319
Email – johnmann5319@gmail.com

Amy Coggins
509 Brooks St., Wake Forest, NC 27587
Mobile – 919-803-9359
Email – amycoggins01@gmail.com

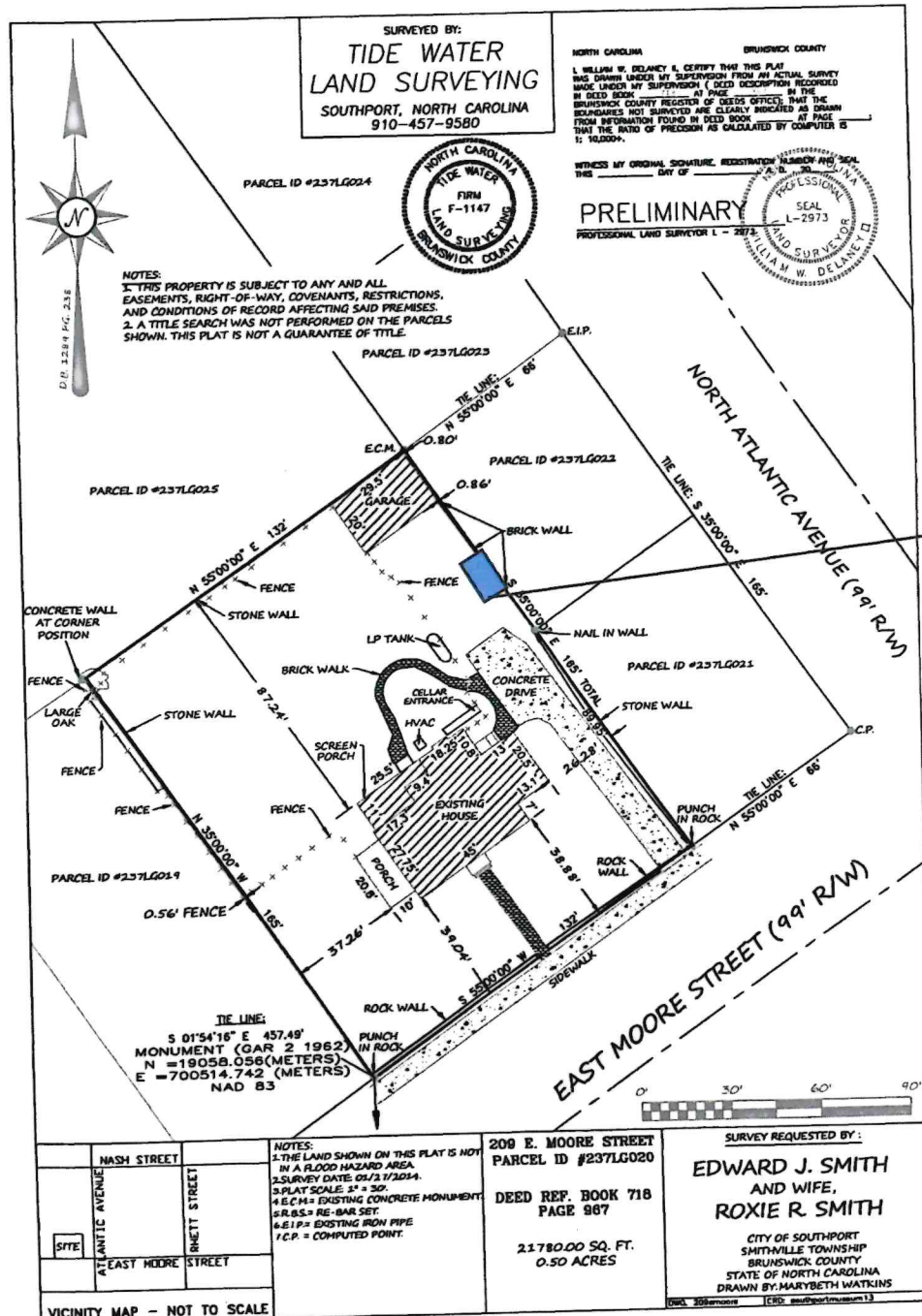
Proposed Developers for interior work of basement only

Zachary Jaquon
Echo General Contracting
Wilmington, NC 28405
Mobile - 910.520.9710
zavh@echonc.com

Architect's Information

Gordon Hall
2143 East Lake Shore Drive
Wilmington, NC
Mobile - 910 470 4255
Email - gordonthearchitect.hall@gmail.com
Registration number - SosId: 1364631

Attachment 2 – Site Plan and Survey by Tide Water Land Surveying



Attachment 4 - Tax parcel number, owners, zoning classifications and book and page number of the site tract and adjacent tracks.

101 N. Atlantic Ave , Zoned R-10, Private residence

Parcel Information

Parcel ID: 237LG021

Parcel PIN: 209616833141

Calc. Acreage: 0.13

Legal Description

L-90X66

Owner Information

Owner Name:

MCPHERSON JESSE P ETUX

MCPHERSON KARA S

Mailing Address:

101 N ATLANTIC AVE

SOUTHPORT, NC 28461-3901

Deed and Plat References

Deed Book: 03161

Deed Page: 0378

Plat Book:

Plat Page:

107 North Atlantic Ave, Zoned R-10, Private residence

Parcel Information

Parcel ID: 237LG022

Parcel PIN: 209616833108

Calc. Acreage: 0.11

Legal Description

L-PT OF 48

Owner Information

Owner Name:

TILLING MARIA F AND

SWENSON PAUL M

Mailing Address:

107 NORTH ATLANTIC AVE

SOUTHPORT, NC 28461

Deed and Plat References

Deed Book: 01289

Deed Page: 0238

Plat Book:

Plat Page:

111 North Atlantic Ave – Zoned R-10 Private residence

Parcel Information

Parcel ID: 237LG023

Parcel PIN: 209616832263

Calc. Acreage: 0.08

Legal Description

L-55 X 66

Owner Information**Owner Name:**

ECHO ATLANTIC HOLDINGS LLC

Mailing Address:

616 E KIVETT ST
ASHEBORO, NC 27203-6531

Deed and Plat References

Deed Book: 03942

Deed Page: 0075

Plat Book:

Plat Page:

210 E Nash St – Zoned Business District, Post office**Parcel Information**

Parcel ID: 237LG025

Parcel PIN: 209616831129

Calc. Acreage: 0.91

Legal Description

US POST OFFICE

Owner Information**Owner Name:**

UNITED STATES PARCEL SERVICE

Mailing Address:

210 E NASH STREET
SOUTHPORT, NC 28461

Deed and Plat References

Deed Book: 00421

Deed Page: 0230

Plat Book:

Plat Page:

205 E. Moore St, Zoned R-10 special use - Church**Parcel Information**

Parcel ID: 237LG019

Parcel PIN: 209616831063

Calc. Acreage: 0.25

Legal Description

L-S 1/2 OF 45 PLAT 1/70A

Owner Information**Owner Name:**

EPISCOPAL DIOCESE OF EAST CAROLINA ETALS

Mailing Address:

PO BOX 1336 705 DOCTORS DR
KINSTON, NC 28503-1336

Deed and Plat References

Deed Book: 04409

Deed Page: 0877

Plat Book:00000

Plat Page: 00000

204 E. Moore St, Zoned CBD Community center and Museum

Parcel Information

Parcel ID: 237LH047

Parcel PIN: 209616821695

Calc. Acreage: 2.45

Legal Description

2.2AC

Owner Information

Owner Name:

CITY OF SOUTHPORT

Mailing Address:

201 E MOORE STREET

SOUTHPORT, NC 28461

Deed and Plat References

Deed Book: 02634

Deed Page: 0269

Plat Book:00000

Plat Page: 00000

222 E. Moore St, Zoned R-10 Private Residence

Parcel Information

Parcel ID: 237LH046

Parcel PIN: 209616823898

Calc. Acreage: 0.37

Legal Description

L-115.5X140 .37AC

Owner Information

Owner Name:

SNYDER BRAD A ETUX

SNYDER MOLLY L

Mailing Address:

1809 STILLWATER DR

RALEIGH, NC 27607-6741

Deed and Plat References

Deed Book: 04720

Deed Page: 1074

Plat Book:00000

Plat Page: 00000

Attachment 5 - Location and dimensions of existing proposed buildings and structures on site and all adjacent tracks.

6/17/2024 1:29:58 PM

BRUNSWICK COUNTY

SMITH EDWARD J ETUX SMITH ROXIE R

209 E. MOORE ST SOUTHPORT 28461 SOUTHPORT
80026908

BRUNSWICK COUNTY (100), DOSHER HOSP TAX (100), SOUTHPORT (100),
SOUTHPORT FIRE (600)

Reval Year: 2023 Tax
Year: 2024

L-P/O 468.47 132X165 PLAT 1/70-70A

Appraised by 53 on 10/10/2022 404P OLD SOUTHPORT - SMITHVILLE

Return/Appeal Notes: **Parcel: 237LG020**
PLAT: 00000/00000 UNIQ ID 110070
ID NO: 209616832049
CARD NO. 1 of 1
1.0000 LT
SRC= Inspection
TW-03 CI- FR- EX- AT- LAST ACTION 20221010

CONSTRUCTION DETAIL		MARKET VALUE		DEPRECIATION		CORRELATION OF VALUE	
Foundation - 4	5.00	USE MOD	EFF. AREA	BASE RATE	RCN	EYB	AYB
Con Ftg/Crawl	5.00	01	01	3.594	133	159.60	57710319761933
Sub Floor System - 4	8.00	TYPE: SINGLE FAMILY RESIDENTIAL		SFR CONSTRUCTION		% GOOD	
Plywd/Ptl bd	8.00	STYLE: 3 - 2.0 Stories				55.0	
Exterior Walls - 21	36.00						
Face Brick	36.00						
Roofing Structure - 03	7.00						
Gable	7.00						
Roofing Cover - 03	4.00						
Composition Shingle	4.00						
Interior Wall Construction - 5	21.00						
Drywall/Sheetrock	21.00						
Interior Floor Cover - 14	8.00						
Carpet	8.00						
Heating Fuel - 04	1.00						
Electric	1.00						
Heating Type - 09	4.00						
Heat Pump Only	4.00						
Air Conditioning Type - 03	4.00						
Central	4.00						
Bedrooms/Bathrooms/Half-Bathrooms	17.000						
4/4/1	17.000						
Bedrooms	0						
BAS - 4 FUS - 0 LL - 0	0						
Bathrooms	0						
BAS - 4 FUS - 0 LL - 0	0						
Half-Bathrooms	0						
BAS - 1 FUS - 0 LL - 0	0						
Office	0						
BAS - 0 FUS - 0 LL - 0	0						
TOTAL POINT VALUE	115.000						
BUILDING ADJUSTMENTS							
Market/Design	14	45	1.4500				
Quality	3	AVERAGE	1.0000				
Size	Size	SIZE	0.8000				
Construction	05	1.00	1.0000				
Factor							
TOTAL ADJUSTMENT FACTOR	1.160						
TOTAL QUALITY INDEX	133						

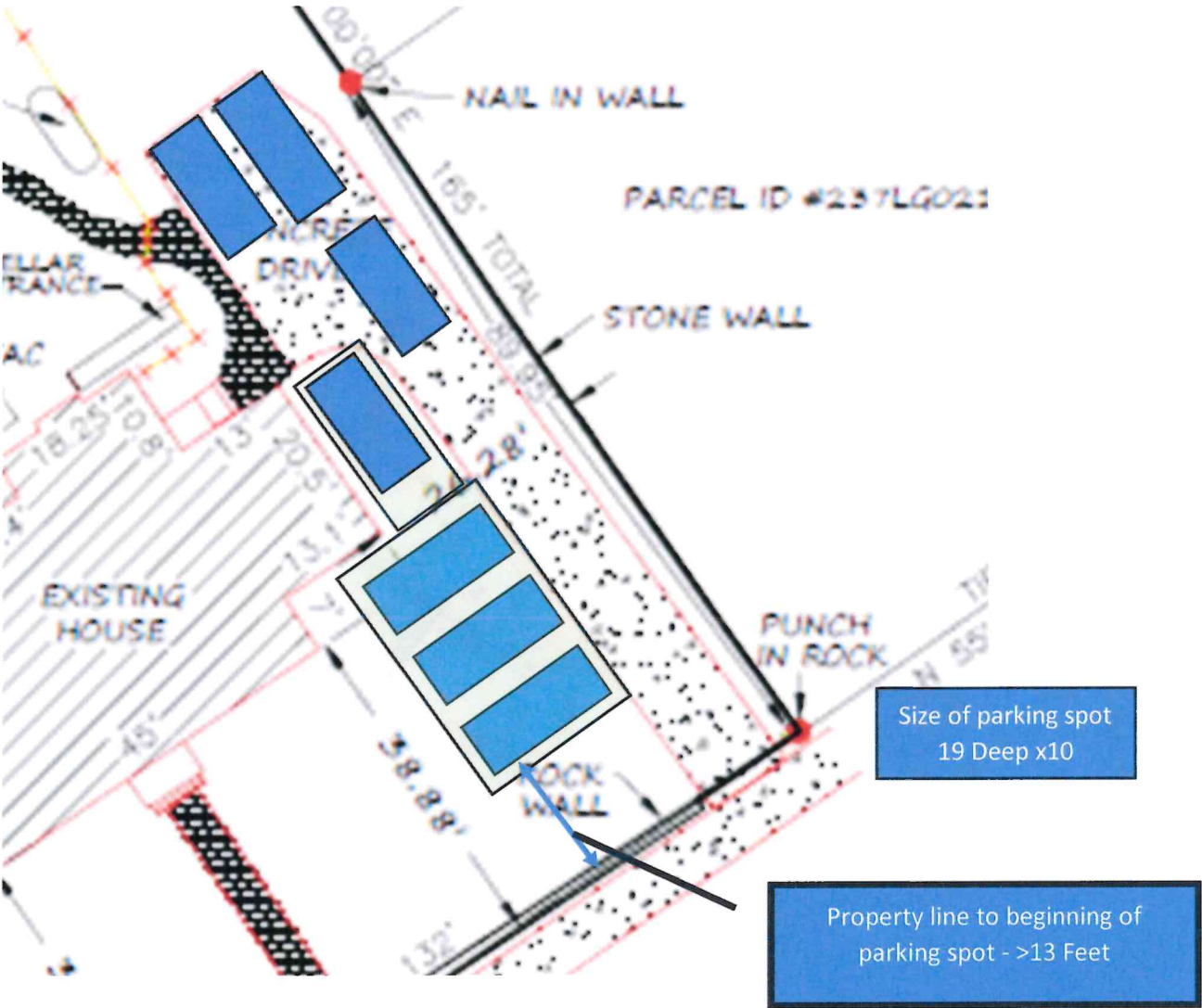
Click on image to enlarge

SUBAREA		MARKET VALUE		DEPRECIATION		CORRELATION OF VALUE	
TYPE	GS AREA	%	RPL CS	CODE	DESCRIPTION	COUNT	THWTHUNITS
BAS	1.757	100	280417	34	GARAGE	32	20 640
FOP	44	030	2075	22	(FRAME/CBL)	0	0 1.200
FSP	413	035	23142	22	CONCRETE PAVING	0	0 1.200
FUS	1.484	090	213226	22	TOTAL OB/XF VALUE		
LLU*	873	020	27930				
SFB	210	080	26813				
FIREPLACE	3 - 2 Story Single/1 Story Double		3,500				
SUBAREA TOTALS	4,781		577,103				

BUILDING DIMENSIONS BAS=W9W4N11W18S5W9S6W17S3S2S18E26N7E13N21Area:1757;FOP=N4W4S4E4Area:16;FSP=S5W9S6W16N23E16S12E9Area:413;SFB=W10S21E1021Area:210;FOP=S4E7N4W7Area:28;LLU=Area:873;FUS=S39W44N28E17N6E9N5E18Area:1484;TotalArea:4781

LAND INFORMATION

Attachment 6 – Parking paces



[illegible]

No flood zone for property

