



**CITY OF SOUTHPORT
PLANNING BOARD
REGULAR MEETING AGENDA**

December 19, 2024
6:00 PM

Agenda

Please turn off all cell phones

The regular monthly meeting of the Planning Board will be held at 6:00 p.m. on the third Thursday of each month. All members are asked to attend.

- A. Call to Order**
- B. Invocation**
- C. Pledge of Allegiance**
- D. Approval of Minutes**
 - 1. October 17th, 2024 Planning Board Minutes
- E. Approval of Agenda**
- F. Public Comment**
- G. New Business**
 - 1. Southport 2050 Comprehensive Plan Presentation
 - 2. Yacht Basin Parking Overlay District
- H. Other Business**
 - 1. Planning Project Updates (City Planner Wendell Biddell)
- I. Announcements**
- J. Adjourn**



**CITY OF SOUTHPORT
PLANNING BOARD
REGULAR MEETING**

Community Building, 223 E. Bay Street
October 17, 2024
6:00 PM

Minutes

Members Present: Sue Hodgins, Will Hewett, Fred Fiss, Roy Pender, Kevin Locklin

Staff Present: Maureen Meehan, Planning Services Director
Wendell Biddell, City Planner
ChyAnn Ketchum, Public Information Officer
Tanya Shannon, Deputy City Planner

Board of Alderman: Rebecca Kelley

A. Call to Order

Chair Hodgins called the meeting to order at 6:00 pm.

B. Invocation

Mr. Hewett gave the Invocation

C. Pledge of Allegiance

Chair Hodgins led the pledge of Allegiance.

D. Approval of Minutes

1. August 15, 2024

Mr. Hewett made a Motion to approve the August 15th, 2024 Minutes seconded by Mr. Pender

Unanimous Vote; Motion Carried.

E. Approval of Agenda

Mr. Hewett made a Motion to approve the Agenda and Mr. Pender seconded it. ***Unanimous Vote; Motion Carried***

F. Public Comment

Rick Jones, President of the HOA, spoke on behalf of the Cades Cove board members. He provided an update regarding the gate off Caswell Avenue. He explained that there are two gates and ample space for turning around. He explained that Caswell St was not initially included in the plans due to cost considerations. Rick addressed connectivity concerns and noted that the Comprehensive Plan is 10 years old. He indicated that Southport is currently in the process of upgrading this plan. Rick requested that the Planning Board (PB) consider text amendments related to the gate design and connectivity as part of the ongoing updates.

G. Old Business

1. Cades Cove- PUD Modification and Rezoning

Chair Hodgkin asked questions regarding the two gates mentioned in the proposal being semi-private. Mr. Fiss inquired about the history of gated communities in Southport. Ms. Meehan responded that Turtle Bay had just been approved to be gated, and Olde Southport already has a gated entrance. Ms. Meehan further clarified that there are not many gated communities, and such requests must be submitted with the initial application for approval. Mr. Fiss asked about the egress points for the development. Ms. Meehan clarified that there would be two exits and referenced the relevant section of the UDO. Fred also inquired if there are any private streets in Southport. Ms. Meehan mentioned The Haven and a few others, although she could not recall all of them at the moment. Mr. Fiss expressed concerns about trends that might lead to an increase in gated communities throughout Southport. He asked if there were any legal reasons not to approve the request. Mr. Locklin raised a question about whether the gates would remain open or closed. Chair Hodgkin clarified that in The Haven, the gates are closed at night. Mr. Pender explained that the developer had constructed the streets with the intention of them being thruways. However, he noted that the streets were not up to standard, and the City would not take ownership of them. Mr. Jones added that City staff has a record of the history of these streets. He mentioned that certain standards do not meet the City's standards. Mr. Jones further explained that in order to maintain the streets, they would have to be semi-private, but he was informed that the streets could only be either private or public, not semi-private. Chair Hodgkin referenced a 2023 conversation with Planner Travis Henley and the City Attorney. She noted that the determination and any changes from 2018 to 2023 would make the situation different. Ms. Meehan clarified that the UDO was modified in 2020. Tom Zilnek and Tom Stanley agreed to inspect the stormwater system. Ms. Meehan stated that if the gates are approved, the developers would have to dedicate their roads to private use. Chair Hodgkin made a statement expressing concerns about approving the request, stating that it could set a dangerous precedent for future developments. Mr. Locklin agreed with Chair Hodgkin, highlighting that Mr. Henley had stated that the request was not in the best interest of the City and was inconsistent with the City's plans. Mr. Locklin made a motion to recommend denial to the Board of Aldermen regarding the request to install gates. The motion was seconded by Mr. Fiss. The motion to recommend denial passed. Mr. Pender commented that the decision regarding the gate request would not be an easy one. He emphasized that the decision should not be viewed as a fault of the Cades Cove residents. Mr. Pender noted that the Board of Aldermen would likely hear more from the public on the matter. Mr. Hewett concurred with Mr. Pender, acknowledging that it was a difficult decision. He emphasized the importance of achieving a unified approach in reviewing the streets and stormwater before presenting the request to the Board. The motion to recommend denial was put to a vote. Unanimous approval of the motion. Motion carried. Chair Hodgkin read the Consistency Statement and recommended denial of the request.

H. New Business

1. Bed and Breakfast/ Special Events - Text Amendment

Ms. Meehan provided an overview of the Board of Adjustment's processes related to Event Centers, Special Use Permits, and Land Use. She explained that there are various standards, processes, and policies that apply to different uses. Ms. Hodgkin inquired about how these issues are currently handled and the problems that arise. Ms. Meehan

responded, highlighting the lack of conditions and clear standards for special use permits. Ms. Hodgins suggested the need for basic standards and a baseline for all applications brought forward. Ms. Meehan proposed including considerations such as debris removal, notifying the public to avoid specific areas during events, and ensuring applicants are informed about parking limitations and ordinance requirements. Copies of relevant ordinances will be provided to applicants to improve awareness. Mr. Locklin requested a list of all Bed and Breakfasts in town, along with their operational guidelines. Mr. Fiss raised questions regarding events hosted at Airbnb properties. Ms. Meehan clarified that the ordinance explicitly prohibits events at such properties. It was recommended that the Review Committee, consisting of Mr. Hewett, Mr. Locklin, and Mr. Fiss, take these concerns and suggestions into account.

I. Other Business

Mr. Fiss inquired about annexing properties within the business corridor. Ms. Meehan reported that work is ongoing on the corridor overlay. She mentioned that some properties have expressed interest in annexation. Ms. Meehan advised coordinating with the Cape Fear Council of Governments (CFCOG). Following this, the matter would proceed to the County Planning Department for further review.

J. Announcements

Ms. Meehan announced that the UNC School of Government is hosting a Historic Resilience Workshop on October 30 at the Battleship. She extended the invitation to members of the Planning Board to attend. On Monday, October 21, Brunswick County will be holding a rezoning meeting for the city. City staff will be in attendance for the event.

L. Adjourn

Mr. Hewett made a Motion to adjourn which was seconded by Mr. Locklin. ***Unanimous Vote; Motion Carried***



MEMORANDUM

To: Sue Hodgin, Chair and Members of the Planning Board

From: Maureen Meehan, Planning Services Director

Re: Southport 2050 Comprehensive Plan Review and Presentation

Date: December 19, 2024

Planning legislation found in NCGS 160D-501 and the Coastal Area Management Act requires that local governments have a locally adopted and reasonably maintained land use plan. The city's existing CAMA Core Land Use Plan was initially adopted in 2014 by the City and the Coastal Resources Commission, with a subsequent minor update occurring in 2020. Since then, the city has experienced significant growth within its planning jurisdiction and outside of it within the surrounding areas of Brunswick County.

The City with Stewart Consultants is in the final stages of developing the Southport 2050 Comprehensive Plan. This project is key to capturing where Southport is as a city and a community, helping ensure that all future actions regarding development are keeping with the will of the public as a whole and providing direction for future capital investment ensuring that the city can be the best version of itself into the future.

Since Stewart Consultants was contracted in October 2023, there have been steering committee meetings, stakeholder meetings, and several public input opportunities. Jake Petrosky and Andrea Radford have compiled existing conditions, a future land use map, and the vision, goals, and action items. The team will provide an overview of the draft plan at your December 19 regular meeting. Please provide comments or questions at the meeting, or feel free to provide written comments.

A copy of the draft comprehensive plan can be found at the following link.

<https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:fac36851-f3fd-4f7f-925e-a6412bfc69cf>

If you would like a hard copy of the plan, please let Tori Deviney, Deputy City Clerk, or me know, and we will prepare a copy for you.



MEMORANDUM

To: Sue Hodgins, Chair and Members of the Planning Board

From: Maureen Meehan, Planning Services Director

Re: Yacht Basin Parking Overlay – Text and Map Amendment

Date: December 19, 2024

Background

The yacht basin is historically significant and is a destination for citizens and tourists alike. It has a mix of establishments that attract different demographic segments, including a yoga dock, food and drink establishments, tour guides, and commercial fishing docks. Throughout the year, events take place in and adjacent to the yacht basin, which highlight the history of the area. Examples of these events include the Wooden Boat Show and the Steede Bonnet Regatta.

Events and the summer tourist season bring exponential numbers of vehicles to the area. In the last several years, initiatives have been launched to establish a parking overlay in this district, to formalize the parking that takes place on vacant residential lots in the area. Until now, the recommendations of the initiatives have not been implemented.

A Yacht Basin Overlay District Committee was established in 2021 and included the Mayor and members of the Board of Aldermen, members of the Planning Board, and key stakeholders in the yacht basin. The committee's work included multimodal use patterns and parking alternatives. One parking goal was to direct the Planning Board to consider recommendations for a Yacht Basin Parking Overlay District. A full summary of the committee's recommendations for the yacht basin can be found at the following link.

<https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:418ec96d-98e2-40a3-b7a5-a4618d1ef886>

Parking Overlay District Recommendations by Yacht Basin Committee

- Establish interior and border landscaping requirements that would encourage a design that uses plantings to visually soften the parking area.
 - Identify specific plants to be utilized to meet these interior and border landscape requirements.
 - What type of landscaping requirements are needed?
- Establishment of dust free parking surface requirements (But no asphalt or concrete in this overlay district)
- Continued maintenance requirement for landscaping to ensure it is adequately maintained.
- Establish regulations to mitigate potential increases in noise and lighting
 - Should lighting requirements be different in this zoning district?
 - What type of lighting fixtures? (i.e., height, footcandles, timed lighting, etc.)
 - What type of buffering would help with these impacts?

The committee's work did not garner full consensus and in 2022 the City entered a contract with the Cape Fear Council of Governments (CFCOG) to prepare the "Yacht Basin Mobility Study". The aim of the study was to identify needs and recommend safe travel routes/patterns for all modes of transportation within and around the yacht basin. The study focused on public rights-of-way improvements and did not specifically consider or recommend a parking overlay district. The plan can be found at the following link for your review.

<https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:fc353a1a-e441-483b-8c9c-60c621a8e846>

In the last year, a formal downtown parking study was prepared in tandem with the comprehensive plan. Both plans include a public participation element. The parking study recognizes that a yacht basin parking overlay is needed for the properties between Moore Street, Bay Street, Caswell Avenue, and Yacht Basin Drive. Finding and Recommendation 3 of the study identifies areas that need physical parking and pedestrian improvements. A yacht basin district redesign is included in the recommendation cited below. The full plan can be found at the following link.

<https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:d8d4a849-ba0b-4120-a5b4-5706194b6a29>

Finding and Recommendation 3

Walker representatives have identified areas that need physical parking and pedestrian improvements. The following list of concerns should be a focal point for addressing areas of redesign and the potential for adding additional inventory.

Yacht Basin District Redesign

- The privately owned and operated off-street parcels in the Yacht Basin area should be reviewed, with the intent to upgrade parcels for code and zoning compliance. We support the Yacht Basin Overlay District Committee's recommendations developed in April 2021. The Yacht Basin Parking Overlay District would be identified to allow off-site parking on residential-zoned land in the area bounded by Moore Street, Bay Street, Caswell Avenue, and Yacht Basin Drive. The Yacht Basin Parking Overlay District should be subject to standards that mitigate the impacts on adjacent residential properties. The standards should include interior and border landscaping requirements, dust-free parking surface requirements (excluding asphalt and concrete), continued maintenance to ensure the existing landscaping meets parking use standards, and stormwater impact mitigation. A concept drawing has been provided in the Future Needs section of this report.*
- One-way traffic flow from West Bay Street to Yacht Basin Drive restricts vehicular circulation movement from West Moore Street through the Yacht Basin Area. Motorists traveling westbound on West Moore Street cannot turn left (south) onto Yacht Basin Drive, forcing a new vehicular circulation pattern onto West Brunswick and West Street before returning to Caswell Avenue. We recommend reversing this traffic flow pattern to mitigate Yacht Basin travel patterns through the West Brunswick and West Street neighborhoods.*
- The south side of West Bay Street provides a delineated pedestrian walkway that continues from the direction of Southport Waterfront Park. There is no formal pedestrian pathway along Yacht Basin Drive, as pedestrians are expected to walk within vehicular traffic along the roadway. Sidewalks exist along the north side of West More Street but are non-existent around the unimproved dirt parking areas.*

We recommend extending the delineated pedestrian walkway along Yacht Basin Drive for safety.

The 2050 Comprehensive Plan considers existing conditions and recommendations from adopted regional transportation plans and the parking study. The transportation goal, policies, and implementation actions incorporate the findings of the Downtown Parking Study, including the creation of an overlay or other type of mechanism to allow parking on R-10 zoned lots in the Yacht Basin area. Full copy of the draft comprehensive can be found at the following link.
<https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:fac36851-f3fd-4f7f-925e-a6412bfc69cf>

*Policy 8.6: Manage and improve parking Downtown and in the Yacht Basin.
(Recommendations from Parking Study by Walker Consulting)*

Action 8.6.2: Consider the creation of an overlay or another mechanism to allow for parking as a primary use on R-10 lots in the Yacht Basin District.

Next Steps

Given the existing parking conditions and increased need for parking the Board of Aldermen request that staff bring a Yacht Basin Parking Overlay District text and map amendment to the Planning Board for review and recommendation. The request includes consideration of standards for nonresidential parking lots on residential properties. The establishment of this overlay does not require a property owner to provide parking or restrict the uses allowed in the underlying zoning district.

Staff have provided the following draft overlay district map and standards to start the conversation. Due to the complexity of this request, Staff support establishing a review committee to discuss the text and map amendment if the Board wishes.

3.3 OVERLAY DISTRICTS

A. ESTABLISHMENT OF OVERLAY DISTRICTS

For the purpose of this ordinance, the City of Southport is subject to the following overlay zoning districts:

1. YBPO: Yacht Basin Parking Overlay District. Off-site parking facilities are allowed in the areas shown on the Official Zoning Map of the City of Southport as the Yacht Basin Parking Overlay District. Within the Yacht Basin Parking Overlay District, the following standards apply:
 - a. Surfacing. Parking facilities with 10 or more spaces shall provide a dustproof surface with adequate drainage. Concrete or asphalt surfacing is prohibited in the overlay district.
 - b. ? Bufferyard. A 20-foot-wide Type A buffer as defined in Table 3.9 shall be installed when adjacent to R-10 zoned properties. All landscape material must utilize the plant lists in Tables 3.5 through 3.7.
 - c. ? Interior Landscaping. Parking facilities with 10 or more spaces shall include interior landscaping of at least (3,5,8 ??? %) of the entire lot size. Plantings shall be evenly distributed throughout the parking facility.
 - d. Maintenance. Off-street parking areas shall be properly maintained in all aspects including, but not limited to surfacing (free from potholes) and landscaping.

The properties that will be included are residentially zoned (should the overlay include all properties on the block for consistency and compliance?) properties located on the block between S Caswell Avenue, W Bay Street, Yacht Basin Drive, and W Moore Street. There are four (4) lots that encompass this area that are highlighted on the adjacent map.

