



# CITY OF SOUTHPORT

## Planning Board

### Regular Meeting

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June 18, 2026 | 6:00 PM  
113 W Moore St, Southport, NC 28461  
Indian Trail Meeting Hall  
*Please turn off or silence all cell phones*

## Agenda

- A. Call to Order**
- B. Invocation**
- C. Pledge of Allegiance**
- D. 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 it at this time.**
- E. Approval of Agenda**
- F. Approval of Minutes**
  - 1. May 21, 2026, Planning Board Regular Meeting Minutes
- G. Public Comment**
- H. Old Business**
  - 1. Annual Report (11 Months)
- I. New Business**
  - 1. MSP-26-02 Brunswick Housing Partnership Major Site Plan
  - 2. ZMA-26-01 Rezoning R-20 to HC
  - 3. North Carolina School of Government Training Opportunities
- J. Staff - Planning Board Updates**
  - 1. **Zoning Updates**
    - 1. ZMA-25-02 – Local Historic District Overlay
    - 2. TA-24-05 Bed & Breakfast Special Events
    - 3. ZTA-26-04 Zoning Text Amendment Section 3.8.Y. Mobile Vendor or Food Truck
    - 4. ZMA-26-02 – Zoning Map Amendment – Yacht Basin Parking Overlay Zoning District
    - 5. Project 2050 – UDO Update
    - 6. Planning Board Working Meeting to Determine Metrics
  - 2. **Planning Board Subcommittee Updates**
    - 1. Text Amendment Document Update

2. Data Centers UDO Update

3. **Planning/Zoning NC Legislative Awareness**

1. House Bill 369 — Parking Lot Reform/Stormwater Control
2. House Bill 1047 — Regulatory Reform Act of 2026

4. **Staff Updates**

1. Dashboard Update
2. Performance Bond Update
3. Land Disturbance & Soil Erosion – City Code Update
4. Brunswick County UDO/LDO Update

a. **Other Committee's Update**

1. Zoning Board of Adjustment
2. Forestry Committee
3. Historic Preservation Committee

b. **Other Planning Related Updates**

1. Resiliency Planning Update

**K. Adjourn**



**City of Southport  
Planning Board Regular Meeting  
Indian Trail Meeting Hall  
113 W. Moore Street  
Southport NC 28461  
May 21<sup>st</sup>, 2026,  
6:00 pm  
MINUTES**

**Present Members:** Chair Lawrence N. Ashley, Vice Chair Fred Fiss, Ed Ekert, Bob Lambert, Doug Luehe (remote), John Bove, Clark Freise, Maria Horton

**Staff Present:** Maureen Meehan, Planning Services Director (remote); Wendell Biddle, City Planner; ChyAnn Ketchum, Public Information Officer; Tori Deviney, City Clerk

**Absent:** None

**Board of Aldermen Liaisons:** Karen Mosteller and Rebecca Kelley

**A. Call to Order**

The Planning Board recessed to the Indian Trail Meeting Hall at 6 p.m. due to a maintenance issue at the Southport Community Building.

Chair Ashley called the meeting to order at 6:11 p.m.

Chair Ashley introduced members of the Planning Board, Staff, and Aldermen present. He noted a new member to the Planning Board, Clark Freise, Alternate Member.

**B. Invocation**

Chair Ashley provided the invocation.

**C. Pledge of Allegiance**

Chair Ashley led members in the recitation of the Pledge.

**D. Swearing in of Member**

City Clerk Deviney swore in Clark Freise to the Alternate Member seat.

Chair Ashley read the Ethics Statement.

**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 it at this time.

**E. Approval of Agenda**

Chair Ashley asked for a motion and second to approve the agenda.

**A motion was made by Ms. Horton and seconded by Mr. Fiss, to Approve the Agenda.**

**The motion carried unanimously.**

**F. Approval of Minutes**

- a. February 4<sup>th</sup>, 2025, Planning Board Special Meeting Minutes
- b. March 7<sup>th</sup>, 2025, Planning Board Special Meeting Minutes
- c. April 16<sup>th</sup>, 2026, Planning Board Regular Meeting Minutes

City Clerk Deviney shared that the Board could make one motion to approve all three sets of minutes.

**A motion was made by Mr. Lambert and seconded by Ms. Horton, to Approve the February 4<sup>th</sup>, 2025, March 7<sup>th</sup>, 2025, and April 16<sup>th</sup>, 2026, Planning Board Meeting Minutes.**

**The motion carried unanimously.**

**G. Public Comment**

None.

**H. Old Business**

- a. Dashboard Update

Chair Ashley invited viewers to visit the City website to view all supporting documents for tonight's meeting.

Planner Biddle presented a working GIS dashboard project. He stated that the dashboard remained in progress and represented only one portion of a larger project. He explained that much of the work involved collecting data, cleaning data, and placing the information into a consistent format.

Planner Biddle stated that the current version included the last three years of quasi-judicial proceedings, along with the base zoning map. He noted that the zoning-map layer still required additional refinement.

Chair Ashley asked whether the public would have access to the dashboard once it was completed.

Planner Biddle stated that public access was anticipated after the dashboard was further developed, reviewed, and cleared of technical issues. He shared that he expected to have a more polished version ready for the June Planning Board meeting.

Planner Biddle demonstrated how individual points on the map could be selected to show case information. He used an example, a pending case going before the Board of Adjustment in the coming week, to emphasize the dashboard's current capacities. He stated that the dashboard included special use permits and variance data and that he was working to determine which information should be included.

Ms. Horton asked whether Staff had considered outlining the data fields for review by the Board or the public before the project was finalized.

Planner Biddle stated he had considered those points, and that he was still assembling the project and preferred to complete the core pieces before opening it to broader review. He acknowledged Ms. Horton's suggestion and stated that he would consider it.

Planner Biddle stated that the dashboard had been intended to be shared with the Planning Board before the meeting, but he had been unable to provide access because the Board members were not currently included in the organization's listserv or user system. He shared that Director Meehan's administrative access would likely be needed to resolve the issue.

Planner Biddle provided an extensive demonstration of the dashboard and its various functions for tracking data. He noted that the dashboard will eventually be linked to, and accessible through, the City website for public use. He showed how the dashboard can be used to navigate and explore case notes, historical data, and other useful information. He then opened the floor for questions from the Board.

Ms. Horton asked whether the dashboard would include a summary page that would allow Board members, in preparation for meetings, to review recent activity, such as Board of Adjustment meetings or new major development applications and then access related GIS information.

Planner Biddle explained the process for obtaining that information through the dashboard.

Ms. Horton stated that she was asking for clarification in the interest of efficiency. She asked if she was late in reviewing the materials or did not read the minutes until Wednesday night or Thursday before the meeting, whether a summary page would be provided through the dashboard.

She shared that she wanted to review the changes first and then refer to the map. She asked whether there would be a complete list of revisions with dates included so that she could search by date when reviewing the materials. She asked whether the dashboard would include a summary page showing current or recent activity.

Planner Biddle stated he had not ironed all the details yet but would consider that. He noted that the planned layout included a map, a list of projects, and case summaries. He emphasized that users would be able to search by address, case number, subject, zoning district, or other case information.

Chair Ashley thanked Planner Biddle and noted that the dashboard would benefit both the Board and the public.

Planner Biddle stated that he would present a more polished version of the dashboard soon and would welcome feedback and comments at that time. He explained that he wanted to first assemble the dashboard before reviewing it in greater detail and make revisions. He shared that he is enjoying the process.

## **I. New Business**

### **a. ZMA 26-02 Yacht Basin Overlay Zoning Map Amendment**

Planner Biddle presented ZMA 26-02, a proposed zoning map amendment to add two R-10 lots to the Yacht Basin Overlay District.

He shared that the Yacht Basin Overlay District was established on February 13, 2025. He explained that the property owner requested inclusion of two additional lots in the overlay district. He shared that the underlying zoning would remain unchanged, and all permitted R-10 residential uses would remain available.

He noted that, if approved, the owner could establish commercial parking lots or develop the property for residential use.

Planner Biddle reviewed the overlay standards for commercial parking lots. He stated that concrete and asphalt parking-lot surfacing are prohibited, and that approved surfacing materials are limited to pervious pavers and No. 57 driveway slate gravel. He noted that parking-lot perimeters must be

delineated with wooden borders. He also shared that driveway entrances must include aprons, and that off-street parking must be inspected and maintained using industry-standard best practices. With nothing further to report, Planner Biddle concluded his presentation and asked if there were any additional questions from the Board.

Chair Ashley opened the floor for questions.

Mr. Fiss asked whether the parcels previously approved in 2025 had concrete aprons installed.

Planner Biddle shared that he did not know.

Mr. Fiss noted that the two parcels under consideration appeared to be used for parking already.

Planner Biddle stated that Staff would need to review the situation.

Chair Ashley stated that, if the Planning Board recommended approval, he hoped no violations would be issued before the matter went before the Board of Aldermen.

Mr. Lambert asked whether the property owner could still build a residence on the lots.

Planner Biddle confirmed that the lots would remain R-10 and could still be used for single-family residential purposes. He noted that any violations would be reviewed after the Board of Aldermen approved the overlay.

Mr. Freise asked whether the two new lots would be required to install aggregate or another approved parking surface.

Planner Biddle stated that he would follow up.

Mr. Freise asked whether the right-of-way area outside the driveway apron would have to remain vegetated. He stated that the existing vegetated walkway receives significant foot traffic and would be useful to preserve.

Planner Biddle stated that the right-of-way must remain unobstructed and that any development within the right-of-way would be subject to applicable standards. He deferred additional details to Director Meehan.

Director Meehan stated that the existing overlay lots had used No. 57 stone rather than pavers. She also stated that vegetation in the right-of-way could remain, but it was not the property owner's responsibility to maintain it.

Mr. Luehe asked what prompted the request, whether parcels 001 and 002 were now seeking to join parcels 003 and 004 in the overlay, and whether approval would allow any use beyond residential use or commercial parking.

Planner Biddle stated that the overlay would allow commercial parking but would not otherwise expand non-residential uses. He noted that the owners could charge for parking on the lots. He stated that he could not speak directly to the applicant's timing but noted prior zoning-enforcement history involving parking use on the parcels.

Mr. Luehe asked whether the parking lot standards would include requirements related to improving pedestrian access, as discussed during development of the 2050 Comprehensive Plan, or whether the standards would simply encourage such improvements as a general objective.

Planner Biddle stated that if permeable pavers are used, routine maintenance must be conducted by the lot owners. He noted that Director Meehan could provide additional information.

Director Meehan stated that the request was a zoning change and therefore required Planning Board review and recommendation to the Board of Aldermen. She stated that the applicants wished to legally have parking on the lots, which required inclusion in the overlay.

Mr. Luehe asked whether the proposal supported the City's intermodal access efforts. He also asked what brought the matter to Staff's attention and what had motivated the proposed changes. He emphasized that his question was focused on whether this would bring more intermodal access to residents.

Director Meehan stated that it did. She shared that there is a need for parking in the area and that additional parking would benefit residents, visitors, and commercial entities in the Yacht Basin area. She noted that in order to have parking on those lots, the lots need to be folded into the Yacht Basin Overlay.

Chair Ashley stated that he viewed the request as a positive addition and noted the existing parking limitations in the area. He asked Mr. Luehe whether his questions had been sufficiently answered. Mr. Luehe stated that they had.

Mr. Bove asked whether the standards from the original 2025 overlay would remain unchanged. And noted that the expectation of the lot owners is that they are required to follow the standards in Section 3.3A. He shared that his concern is that a reader would stop there and not continue to the next page. He stated that the language was unclear.

Planner Biddle confirmed that the standards would remain unchanged. He further stated that he would add clearer standards of language before the matter moved forward, if the Board recommended approval.

Mr. Bove asked what the expectation would be for the two lots to meet the standards if the Board of Aldermen approved the request.

Planner Biddle stated that Staff would likely specify that the property could not be used as intended until the standards were met.

Mr. Bove stated that a reasonable compliance timeframe should be considered. He also stated that the City should review whether existing overlay lots were complying with the standards.

Mr. Fiss asked whether historical events in the area, such as the Wooden Boat Show, would remain consistent with the map amendment.

Planner Biddle stated that he did not believe the overlay would change those events. He stated that City-sponsored or similar events may have more flexibility because the City understands and manages the impacts.

Chair Ashley noted that the Wooden Boat Show is sponsored by the North Carolina Maritime Museum at Southport.

Ms. Horton confirmed that Chair Ashley was correct, the North Carolina Maritime Museum hosts the Wooden Boat Show.

Mr. Fiss stated that he wanted to ensure that the verbiage allows that to continue.

Mr. Freise stated that he believed mobile vendors and food trucks would be allowed in commercial parking lots, provided the property is properly permitted and vendors have the required licenses and approvals. He stated that if the property is being used as a commercial parking lot under the overlay, it should be able to conduct the same activities allowed in other commercial parking lots, including mobile vendors and food trucks. He also agreed that City-sponsored events may be easier for the City to manage because the City can address cleanup and related operational concerns.

Mr. Freise then commented on Zones 3 and 4. He stated that Zone 3 appeared to already be used for commercial parking but did not appear to meet the applicable standards, noting that approximately one-quarter to one-third of the parking area did not appear to be aggregate. He stated that Zone 4 did not appear to be used for parking and was blocked off in grass. He said that the property should be brought into compliance if it is being used for commercial parking and suggested that the applicant be given a time limit to bring the site into compliance. He also noted that the driveway access did not appear to have a concrete apron and raised concern that emergency or service vehicles could have difficulty entering and exiting the site.

Mr. Freise also asked why the meeting packet included both an approval and a denial document and asked whether that was standard practice.

Chair Ashley stated that Staff provides both options for the Board's consideration.

Ms. Horton agreed that, when reviewing additional lots already located within the overlay, compliance should be considered, including whether required concrete aprons are in place and how those standards are being administered. She stated that the grass surface did not concern her because it appeared to be pervious.

Ms. Horton stated that the discussion raised a broader issue regarding enforcement of existing zoning applications when new zoning changes or overlay standards are considered. She noted that new applicants are often reviewed closely for compliance with Unified Development Ordinance (UDO) standards, while neighboring properties may remain out of compliance or receive less scrutiny.

Ms. Horton suggested that future text amendments, zoning overlays, or UDO amendments include consideration of enforcement so that standards are applied fairly to both existing and new properties.

Chair Ashley stated that he was unsure whether the Board could make that type of motion because the City already has standards in place that should be enforced. He stated that, in his opinion, the issue would be better left to the Board of Aldermen if they chose to approve the matter with conditions emphasizing that the lot must be brought into compliance with applicable standards.

Mrs. Horton apologized and clarified that she had combined two separate thoughts. She stated that her first point concerned reviewing whether

concrete aprons exist on properties already located within the overlay. Her second point concerned future discussion about ensuring enforcement is applied equally. She stated that the enforcement issue would be a City code enforcement matter rather than an issue for the Board of Aldermen. She added that her comment was intended to raise the question of how the requirements would be enforced going forward.

Chair Ashley stated that his intent was that the Board of Aldermen could establish a specific timeframe for the property to be brought into compliance.

Ms. Horton stated that she understood and agreed with providing a defined period of time. She clarified that her concern was fairness and consistency in applying UDO standards to both existing properties within the overlay and new applicants seeking approval.

Chair Ashley stated that the additional parking would help address parking needs in the Yacht Basin area and would allow private lots to be made available to the public under the overlay standards.

**A motion was made by Mr. Fiss and seconded by Ms. Horton to recommend approval of the proposed zoning text amendment for ZMA-26-02 Yacht Basin Overlay Zoning Map Amendment and forward it to the Board of Aldermen for consideration.**

**The motion carried unanimously.**

Planner Biddle stated that he wanted to note that the following Wednesday, May 27<sup>th</sup>, 2026, at 6:00 p.m. at the Community Building, Director Meehan, City Manager Saldo, and Mayor Hatem would host a public forum to discuss the proposed Historic District overlay.

Chair Ashley read the Statement of Consistency and Recommendation:

The City of Southport Planning Board hereby recommends **APPROVAL** of the proposed Zoning Map Amendment to the Board of Aldermen and finds that it is consistent with the City's 2050 Comprehensive Plan adopted October 9<sup>th</sup>, 2025, and Unified Development Ordinance. Specifically, *Policy 1.4: Support the continued operation of commercial businesses in the Yacht Basin*. This policy is related to the proposed zoning map amendment and the action items associated with this policy specifically direct the city to consider a parking overlay in this area, including parking improvements and improved vehicular and pedestrian access.

b. Annual Report

Chair Ashley stated that the next agenda item was the annual report beginning on page 56 of the meeting packet. He explained that the City requires an

annual report and that he had prepared a draft based on information collected during the past year.

Chair Ashley stated that the report covered an 11-month period beginning July 1 and was intended to provide the Board of Aldermen with a summary of Planning Board activity during that period, including information that may be relevant for financial or budgeting purposes. He stated that the report was useful for 11 months of the year but should also be updated to include activity from June so that a full annual report could be provided.

Chair Ashley noted that the draft report included both high-level activity and more detailed information on specific items. He stated that updates were needed based on Mr. Freise's appointment, the results of the current meeting, and a matter recently denied by the Board of Aldermen. He asked for the Board's input and requested that the Board approve the report with the necessary updates so it could be forwarded to the Board of Aldermen by the end of May and included in their meeting packet.

Mr. Lambert stated that he had one comment regarding Item 6 on page 60. He noted a correction or omission in the summary key for Planning Board items. He stated that the fourth item was labeled "Major Site Plan," and the following item, listed as "SUV," also appeared to be labeled "Major Site Plan."

Chair Ashley acknowledged the correction.

Mr. Fiss complimented Chair Ashley on the report.

Chair Ashley stated that Board members had been asking questions throughout the past year regarding the matters before the Planning Board. He noted that he would be remiss if he did not acknowledge that ChatGPT assisted with portions of the report by helping organize the collected data into a readable format. He stated that he then inserted the data and worked with Planning Staff, who provided additional missing information. He described the report as a team effort involving the Board, Planning Staff, and the questions raised by Board members throughout the year.

He shared that the report, along with the dashboard Planner Biddle has been working on, provides a comprehensive document for the Board of Aldermen. He stated that the report summarizes the matters the Planning Board has worked on over the past 11 months, identifies items the Board would like to address, and includes recommendations to the Board of Aldermen.

Chair Ashley also noted that the report includes recognition of Planning Staff and stated that Staff should be acknowledged for the many hours of work

performed behind the scenes throughout the year. He stated that additional corrections would be added, including updates related to Mr. Freise's appointment and the recent denial by the Board of Aldermen.

He read his proposed Chair comments, stating that the past year had involved a new team of exceptional Planning Board members with wide and diverse backgrounds and skill sets, who brought their knowledge to the table for the benefit of the City of Southport. He stated that the Board's full participation and differing views resulted in thoroughly vetted recommendations to the Board of Aldermen that Planning Board members could support. He expressed gratitude for the Board's dedication and sense of responsibility to the City.

Chair Ashley stated that he believed the Planning Board was strong, asked meaningful questions, and had completed significant work during the year. He further emphasized the importance of thanking Planning Staff for their patience and professional support throughout the reporting period. He stated that the Board could not complete its monthly work or the work occurring between meetings without Staff's assistance.

He then opened the floor for comments, questions, additions, or modifications to the report.

Mr. Freise noted that the budget section stated there were no budget requests other than additional training funds. He suggested adding discussion regarding the UDO and the potential need for external services. He stated that, although those funds may fall under the Staff budget rather than the Planning Board's budget, the Planning Board may be the body recommending that work to Staff. He recommended wording the item as a budget-related request or recommendation to ensure funds are available for external UDO-related services.

Chair Ashley acknowledged Mr. Freise's comment regarding budget requests for training. He stated that, to his knowledge, the Planning Board had generally not had funds allocated directly to it for some time. He agreed that training should be considered and stated that he would speak with City Staff, particularly the City Manager, to determine what funds may be available.

Chair Ashley noted that the City was preparing the draft budget and that the timing for a formal budget request may have passed. He stated that he would still inquire whether any funds may be available for training or related Planning Board needs.

Ms. Horton stated that there may be an alternative way to consider the budget issue. She suggested requesting from City Staff the number of Staff hours spent specifically supporting the Planning Board.

She stated that identifying the amount of Staff time dedicated to Planning Board work would help show the true cost of the Board from a time and expense perspective. She noted that Staff members spend a significant amount of time on planning matters, and that including this information in the annual report would help the Board of Aldermen and the City better understand staffing, budgeting, and fiscal needs.

Ms. Horton stated that this type of reporting could help create better structure for future budgets and support the City's long-term financial planning.

Chair Ashley stated that he would find a way to include both recommendations in the report. He noted that the report includes a section for recommendations to the Board of Aldermen and stated that both suggestions were good ideas.

Mr. Freise noted a correction in a later section of the report regarding Brunswick Partnership for Housing, listed as MSP-26-2. He stated that the report referred to the addition of twelve townhome units, but the correct number was seven units. He noted that he had recently participated in a fundraiser for Brunswick Partnership for Housing where the plans were displayed.

Chair Ashley stated that he had included the item because it was upcoming and Staff was already working on it. After discussion, he acknowledged the correction and stated that the number should be changed from 12 units to seven units.

Planner Biddle confirmed that the correct number was seven.

Mr. Lambert noted another correction in the following paragraph under Planning Board action.

Chair Ashley acknowledged the correction. He asked for any additional Board comments. There being none, he asked for a motion.

**A motion was made by Mr. Lambert and seconded by Mr. Bove to approve the Annual Report, with necessary revisions, and forward it to the Board of Aldermen for review and consideration.**

Chair Ashley asked if there was any other discussion.

Mr. Bove asked whether June would be added to the annual report.

Chair Ashley stated that June would be added after the month was complete so that a full-year report could be prepared. He explained that the current report was required earlier, apparently for budget-related reasons.

Ms. Horton asked whether the report used a standardized year-to-year template or whether Chair Ashley had created the template. She stated that a standardized template would help the Board compare changes from year to year and asked whether a recommendation could be added to make the report template standard going forward.

Chair Ashley stated that the template could be considered standardized unless the Board wished to add additional sections. He noted that, to his knowledge, this was the first time the report had been completed in this format, despite the requirement existing previously. He stated that the report would be forwarded to the Board of Aldermen and that they may provide feedback regarding any additional information they would like included in future reports.

There being no further discussion, Chair Ashley called for a vote.

**The motion carried unanimously.**

Mr. Ekert expressed appreciation for the quality and the time taken to create the document.

Chair Ashley thanked Mr. Ekert. He reemphasized that it was due to the efforts of the Board. He then asked Director Meehan to present the Resiliency Report update.

c. Resiliency Planning update

Director Meehan provided an update on the Resilient Coastal Communities Program plan. She stated that the City is currently working on Phases 1 and 2, which include the community risk and vulnerability assessment and the development of a resilience strategy.

She explained that the assessment will address climate-related risks and evaluate vulnerabilities specific to Southport. She stated that the resilience strategy will identify projects based on community needs, risk exposure, assessment findings, and public input.

Director Meehan stated that the first stakeholder meeting was held two weeks prior and was beneficial, with stakeholders providing useful information. She stated that the information gathered would be compiled for use at a future public input meeting. She noted that an in-person public input meeting is expected to be held at the end of the summer.

She stated that a public survey would be released the following morning and that she would send the link to Board members. She also noted that consultants would be present at Artmania on Saturday with flyers advertising the survey. She stated that the City hopes to receive input from both residents and visitors, as visitors may identify risks that residents may not notice in day-to-day life. She stated that the survey is brief and should take approximately five minutes to complete.

Chair Ashley stated that the stakeholder meeting was productive and that he appreciated the input provided by participants. He noted that the discussion covered a broad range of issues, including housing, traffic, and environmental concerns, and stated that the process had been well done.

Mr. Freise asked whether there was an official liaison assigned to the resiliency planning effort, similar to the liaison role provided by the Board of Aldermen, to help ensure coordination and support for the project.

Chair Ashley stated that Director Meehan served in that role.

Director Meehan asked Mr. Freise to repeat the question.

Mr. Freise clarified that, similar to the Planning Board having a liaison from the Board of Aldermen, he was asking whether the resiliency planning effort had a Planning Board liaison to help ensure Director Meehan had the support needed from the Board.

Director Meehan stated that Chair Ashley serves as the Planning Board's stakeholder liaison for the resiliency planning process.

Chair Ashley stated that he initially thought Director Meehan served as the liaison but acknowledged that he was serving in that role for the Planning Board. He stated that he had been impressed with the stakeholder meeting and the range of community members involved.

He stated that, if Board members were interested, Director Meehan could provide the last slide deck and a list of community participants involved in the resiliency planning process. He noted that the meeting raised important issues, including evacuation concerns during major storm events such as

Category 4 or Category 5 hurricanes. He stated that the discussion included matters people may not always consider, such as elderly residents who may be unwilling to leave their homes during an evacuation.

Chair Ashley stated that the resiliency planning process should result in valuable work for the City. There being no further questions, he thanked Director Meehan and moved to the next agenda item, Board and Committee Planning Updates, beginning on page 71 of the meeting packet.

## **J. Staff Reports**

### **a. Other Board and Committee Planning Updates**

Planner Biddle stated that regular Board of Adjustment meetings are held on the fourth Tuesday of each month at 4:30 p.m. at the Indian Trail Meeting Hall. He stated that the next Board of Adjustment meeting would be held the following Tuesday. He noted that, although the agenda may list two items, only one item would be heard because the appeal had been placed on hold. Planner Biddle stated that the remaining item before the Board of Adjustment was Special Use Permit SUP-26-06 for Brunswick Partnership for Housing, a proposal for seven multi-family units in the Office and Institutional zoning district adjacent to the existing Brunswick Partnership for Housing transitional housing development. Planner Biddle stated that he would serve as the Staff member for that item and invited Board members to contact him with questions or attend the meeting.

### **b. Planning Updates**

Planner Biddle stated that the Town Hall meeting for the proposed Historic District would be held on Wednesday, May 27<sup>th</sup>, and the Public Hearing will be held on June 2<sup>nd</sup>. He also shared that Brunswick County has invited community members to attend one of three meetings for the unveiling of the County's new UDO. The meetings are scheduled for Tuesday, May 26<sup>th</sup>, Wednesday, May 27<sup>th</sup>, and Thursday, May 28<sup>th</sup>, at three different locations. He stated that each in-person community meeting would begin at 6:00 p.m. with a formal presentation expected to last between 60 and 90 minutes. He explained that the presentation would include an overview of the draft plan, feedback received during the public input process, and the types of changes or updates allowed or restricted under current state laws governing local government planning and zoning authority.

### **c. June 2026 Meeting & Future Meetings – Indian Trail Meeting Hall**

Planner Biddle stated that Planning Board meetings will be permanently moved to the Indian Trail Meeting Hall beginning June 18<sup>th</sup>.

Chair Ashley clarified that the change was due to facility availability next month and practical setup considerations. He stated that the meeting hall is

already arranged for meetings, making it easier to use as the Board's regular meeting location.

Planner Biddle agreed and stated that the setup time at the meeting hall is substantially less than at the Community Building. He stated that the change is intended to make the best use of everyone's time and confirmed that future meetings will be held at the meeting hall.

d. Zoning Updates

i. ZMA 25-02 – Local Historic District Overlay

Planner Biddle stated that the Historic Preservation Commission (HPC) meets on the first Wednesday at Indian Trail Meeting Hall. He stated that the June and July HPC meetings had been cancelled.

Planner Biddle stated that the HPC voted on May 6<sup>th</sup>, 2026, to recommend approval of a proposed local Historic District and local Historic Design Standards.

Planner Biddle stated that the Board of Aldermen scheduled a town hall meeting on the local Historic District and local Historic Design Standards for Wednesday, May 27<sup>th</sup>, at 6:00 p.m.

Planner Biddle shared that the Board of Aldermen called a public hearing for ZMA 25-02, the Southport Local Historic District, for Tuesday, June 2<sup>nd</sup>, at 6:00 p.m. at the Southport Community Building.

ii. ZMA-26-02 – Tree Preservation Ordinance

Planner Biddle noted that ZMA-26-02, the Tree Preservation Ordinance, had been reviewed by the City Attorney, who provided comments regarding legal considerations. He stated that he is in the process of redrafting the ordinance and intends to bring it before the Forestry Committee at its June meeting. He stated that, if the process proceeds as hoped, the amendment may come before the Planning Board as early as July.

iii. ZMA 25-03 – Southport Crossing Planned Unit Development (PUD) Master Development Plan Major Modification

Planner Biddle shared updates concerning the Southport Crossing Planned Unit Development Master Development Plan Major Modification.

iv. ZTA 24-05 – Bed and Breakfast Special Events

Planner Biddle stated that several zoning text amendments are underway in various stages of completion. He stated that ZTA-24-05,

regarding bed and breakfast events, is scheduled for a public hearing before the Board of Aldermen on June 11<sup>th</sup>.

v. ZTA 26-03 – Zoning Text Amendment Section 3.1 Table of Uses – Pools in Business District

Planner Biddle stated that ZTA-26-03, regarding pools as accessory uses in zoning districts, was approved at the May 14<sup>th</sup> meeting.

vi. ZTA 26-04 – Zoning Text Amendment Section 3.8.Y. Mobile Vendor or Food Truck

Planner Biddle stated that ZTA-26-04, regarding mobile vendors and food trucks, is also scheduled for a public hearing on June 11<sup>th</sup>.

e. Municode Updates

Director Meehan provided an update on Municode. She stated that the UDO is now hosted on the Municode platform. She noted that the online version is codified through September 11<sup>th</sup>, 2025.

Director Meehan shared that the City has sent more recent updates to Municode for review and formatting. She stated that twice each year Municode will formally incorporate adopted text amendments into the UDO.

She noted that Staff could add a disclaimer to the City website advising users that the online UDO may not include the most recent amendments and that Planning Staff should be contacted for current information.

Director Meehan introduced the next item and asked Chair Ashley to speak to it.

f. Text Amendment Document Update

Chair Ashley discussed a text amendment document he and Ms. Horton were working on. He stated that the goal is to improve transparency and help the public, the Planning Board, and the Board of Aldermen understand what proposed text amendments mean and how they may affect residents and businesses.

Ms. Horton stated that the format is intended to improve efficiency and practicality. She stated that the goal is to identify clear objectives and reduce confusion created by lengthy or conflicting UDO sections.

g. Data Center UDO Update

Planner Biddle stated that ZTA-26-05 - Data Centers, is being worked on by Staff and Planning Board committee members. He stated that a three-person

Planning Board panel is working with Staff on draft language to present to the full Planning Board soon.

Chair Ashley stated that the data center committee was close to completing draft language and expected to send it to Staff for review.

Ms. Horton asked whether Staff were consulting with Boiling Spring Lakes regarding data center issues.

Chair Ashley stated that the City would reach out to Boiling Spring Lakes.

Ms. Horton emphasized that Boiling Spring Lakes may have information useful to Southport, especially given their proximity to Sunny Point. She clarified that a conference with Boiling Spring Lakes regarding data centers would be beneficial for data collection.

Planner Biddle stated that he had recently attended a data center meeting at the NC Regional Council of Government (COGS) and shared information to the Board. He shared that in addition to data centers, they also discussed renewable energies. He also shared that he would forward that information to the Board for review and consideration. He also noted that as he understood it, North Carolina law may restrict the ability to impose a local moratorium on data centers. He noted that Staff had reviewed examples from Leland and Edgecombe County.

h. Land Disturbance & Soil Erosion – City Code update

Director Meehan stated that she was working with the City Engineer on a land disturbance and soil erosion ordinance.

Director Meehan stated that the ordinance would be part of the City Code rather than the UDO. She stated that it would require approval and permitting for import/export of soil and grading when certain thresholds are met.

Director Meehan stated that the City Attorney was reviewing the draft and that Staff hoped to bring it to the Board of Aldermen in July or August.

Mr. Bove asked what the advantage was to include this in the ordinance rather than the UDO, given that stormwater is already included in the UDO.

Director Meehan stated that this type of ordinance is often located outside a UDO and is generally associated with larger development and site-plan-level review.

Chair Ashley shared that he also noted that it was a surprise that stormwater was being included in the City ordinance.

Ms. Horton asked whether the ordinance would affect developers only or also individual residences. She noted that residents should know in advance whether new ordinances may affect them.

Director Meehan stated that individual homes would be affected only if a large threshold were triggered. She did not have the actual number on hand.

Chair Ashley asked Ms. Horton if her question had been answered.

Ms. Horton stated that Director Meehan had answered her question but wanted to conduct more research.

Chair Ashley agreed that transparency is important, so residents and businesses understand the impact of ordinance changes. He asked if Mr. Luehe had a question.

Mr. Luehe shared that he would hold his question until the end.

i. Project 2050 – UDO Update

Director Meehan noted the Chair Ashley would present this item.

Chair Ashley stated that the Project 2050 UDO update remained tied to the broader need for consultant funding.

1. Planning Working Meeting

Chair Ashley stated that the Planning Board should hold a working meeting to begin identifying priorities and determine which UDO amendments should move forward without waiting for the full consultant rewrite.

j. Performance Bond Update

Director Meehan provided an update regarding performance bonds and ongoing UDO revisions. She stated that the discussion ties into the broader UDO update efforts previously discussed by Planner Biddle and that Staff would be working with the City Manager to receive direction and feedback from the Board of Aldermen on several topics.

Director Meehan stated that one of the primary issues under consideration is whether bonding should again be allowed as a tool for the department. She also stated that Staff would be reviewing accessory structure setbacks and

non-residential design standards to determine what standards may or may not be permitted under current regulations.

Director Meehan explained that these topics originated from the November list of proposed UDO updates compiled from Planning Board recommendations and feedback from the Board of Aldermen. She stated that these items would be prioritized because the Board of Aldermen has requested review of several of these topics over the past year.

Director Meehan stated that Staff continue to work consistently through the November list of proposed updates. She noted that one of the larger projects involves revising the tree ordinance to make it more user-friendly and to better accomplish the goals of the ordinance. She also noted that mobile vendors, food trucks, and data centers were included on the list of updates currently being worked on.

Director Meehan stated that Staff would continue seeking prioritization guidance from the Board of Aldermen regarding those topics.

k. Property De-annexation Update

Director Meehan reported that Senate Bill 214, concerning deannexation of three Southport properties, was ratified on May 7<sup>th</sup>. She stated that those properties are now in Brunswick County's jurisdiction.

Chair Ashley asked about House Bill 369.

Director Meehan stated that House Bill 369 would restrict local government regulation of certain aspects of off-street parking requirements. She stated that one provision would prevent development regulations from requiring a minimum number of off-street parking spaces per development or structure.

Chair Ashley expressed concern that the bill could remove long-standing parking standards.

Director Meehan stated that there has been a nationwide push to reduce parking requirements but acknowledged that the bill would remove local parking minimums if enacted.

Director Meehan also discussed Senate Bill 587 regarding nonconformities in land development regulations. She stated that the bill would add a new definition of nonconformity and what they are, how they are used, and how they are enforceable by local governments, and how it may affect downzoning authority.

Director Meehan discussed House Bill 1189 regarding data centers. She stated that the bill would define data centers and propose a two-year statewide moratorium. She stated that the bill had been introduced but had not moved recently.

Chair Ashley asked about the legislative groups that Director Meehan attends.

Director Meehan stated that she monitors legislation through the North Carolina Chapter of the American Planning Association legislative committee and the School of Government's legislative updates.

Chair Ashley asked for any questions from the Board. There being none he asked Director Meehan to continue.

**l. Special Projects**

Chair Ashley asked about special projects. There being none, he moved on to Board Comments.

**K. Board Comments**

Chair Ashley opened the floor to Board Comments.

Mr. Luehe stated that he had several questions, including questions for Director Meehan and a clarifying question for Ms. Horton.

Mr. Luehe referenced the notes discussed by Director Meehan and asked whether the funding request for UDO updates was intended to support a comprehensive update effort utilizing outside consultants.

Director Meehan confirmed that was correct.

Mr. Luehe then referenced the item discussing approved updates to the Municode presentation of the UDO and stated that, like the Board, he was concerned with keeping the public informed. He asked whether the only way to obtain an updated version of the UDO was through Planning Staff or whether a current PDF version is also provided on the City's website.

Director Meehan stated that the City no longer maintains a PDF version of the UDO. She explained that she had previously been responsible for manually maintaining the PDF, but the process involved significant work and created opportunities for human error. She stated that the City instead transitioned to the Municode system, which is used by many local governments for both municipal code and UDO management. She explained that the language adopted by the Board of Aldermen is sent directly to Municode staff, who incorporate the approved strike-through and underline revisions into the official UDO.

Mr. Luehe stated that the process made sense to him and asked what prevented the City from keeping the UDO updated on a more frequent basis, such as weekly.

Chair Ashley clarified the question by asking whether the City's contract with Municode could be revised so updates could occur more frequently rather than only twice each year. He noted that the City was approaching June while the publicly available UDO remained current only through September updates, resulting in a substantial delay between adopted amendments and published updates.

Director Meehan stated that Staff are reviewing options to determine whether updates can occur more frequently than the current biannual schedule. She explained that the issue primarily relates to available funding and costs. She stated that Staff are evaluating ways to improve efficiency so that the most current information can be made available to the public more quickly.

Ms. Horton requested recognition from the Chair.

Mr. Luehe asked whether there was a connection between the discussion regarding Municode updates and the previous discussion about funding requests. He asked whether the requested funding included more frequent updates to the Municode version of the UDO.

Director Meehan clarified that the requested funding was not for Municode updates specifically. She stated that the funding request was intended for a comprehensive rewrite of the UDO itself, which would ultimately be hosted on Municode.

Mr. Luehe stated that the explanation answered his question and noted that he would follow up with Chair Ashley offline if needed. He then referenced Ms. Horton's earlier comments regarding soil movement and asked whether there was an underlying concern related to her question that had not yet been fully addressed.

Ms. Horton stated that any UDO changes or ordinance amendments have the potential to affect both developers and residents and that those impacts should be transparent. She stated that individuals purchasing land or planning to move into the community should understand how proposed ordinances may affect them. She noted that some architects recommend building up lots prior to slab construction, which can require substantial amounts of fill dirt to be brought onto a property. Ms. Horton asked Director Meehan whether the proposed ordinances would affect only developers or whether they would also apply to individual residential property owners.

Mr. Luehe asked Ms. Horton whether her concern was that the Planning Board may not be becoming involved in the process when it should be.

Ms. Horton stated that her concern was not about the Planning Board's involvement. She stated that her concern was that, if proposed ordinance changes impact both residents and developers, those impacts should be communicated before the ordinances are formally adopted.

Chair Ashley stated that the goal is to avoid surprises and ensure that the public understands proposed changes and how they may affect residents and businesses. He stated that ordinance amendments do not always make their impacts immediately obvious and that the Board was attempting to examine those impacts more thoroughly and transparently.

Ms. Horton agreed and stated that it was a fair question while the ordinance language was still being developed and before it reached the Board of Aldermen.

Mr. Luehe thanked Ms. Horton for the clarification.

Chair Ashley then asked whether Ms. Horton had an additional comment related to the earlier discussion.

Ms. Horton stated that, in the absence of sufficient funding for real-time or weekly Municode updates, Staff could potentially maintain a PDF or similar document listing all ordinance changes adopted during the previous six months. She stated that doing so would improve transparency for residents, help ensure that individuals are not penalized because of delayed updates, assist with code enforcement awareness, and lessen the burden associated with waiting for a complete UDO update.

Ms. Horton stated that this could serve as a compromise until sufficient funding becomes available for more frequent Municode updates, or if additional funding is never secured. She stated that she offered the recommendation for consideration by Director Meehan, City Staff, and Chair Ashley.

Chair Ashley agreed that including a disclaimer on the City website directing users to contact Staff regarding current ordinance information could also be helpful.

Ms. Horton stated that residents may not know what questions to ask when reviewing ordinance information.

Chair Ashley acknowledged the concern and agreed that a disclaimer or notice would be beneficial, noting that such information is not currently provided on the website.

Mr. Freise thanked everyone.

Mr. Lambert had no comments.

Mr. Bove stated that he was glad to see the weather tower reassembled vertically.

Mr. Ekert had no comments.

Ms. Horton thanked Staff for written updates that allow Board members to compare and track information.

Mr. Fiss had no comments.

Chair Ashley thanked everyone for their continued efforts.

#### **K. Adjourn**

**A motion was made by Mr. Fiss and seconded by Mr. Lambert to adjourn.**

**The motion carried unanimously.**

The meeting adjourned at 7:54 p.m.

**X**

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Lawrence N. Ashley  
Chair

**X**

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Scott Baillargeon  
Deputy City Clerk

# Southport Planning Board

## Annual Report

Partial FY 2026 Reporting Period: July 1, 2025, through May 31, 2026

Submitted to the Southport Board of Aldermen

by

Southport Planning Board

May 2026

Note: This report covers a partial fiscal year based on the Southport Code of Ordinances requirement for submission in May. If desired, a supplemental update may be submitted after June 30, 2026, to reflect the full FY 2026 period.

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# 1. Executive Summary

During the partial FY 2026 reporting period, the Southport Planning Board, as an advisory board to the Board of Aldermen, reviewed and made recommendations on a substantial number of planning-related matters, including zoning text amendments, zoning map amendments, major site plans, and implementation-related work tied to the Southport 2050 Comprehensive Plan.

The reporting period was also a year of organizational transition and process improvement. The Board welcomed new members, elected a new Chair and Vice Chair, adopted Rules of Procedure, developed a Planning Board Handbook/Primer, coordinated with staff to improve meeting materials and minutes, and continued work toward greater transparency for applicants, the Board of Aldermen, and the public.

The Board also recognizes the significant assistance of Planning Services staff, the City Clerk’s office, the Public Information Office and related staff who supported the Board’s work throughout the reporting period.

## Planning Board Activity at a Glance

Category	Activity During Reporting Period
Zoning Text Amendments	Multiple amendments reviewed, including stormwater, vape/tobacco shops, S.L. 2025-94 updates, swimming pools in business districts, and mobile vendor/food truck standards.
Zoning Map Amendments	Local Historic District Overlay, Southport Crossing PUD Master Development Plan Major Modification, Yacht Basin Parking Overlay.
Conditional Zoning	None this period.
Major Subdivisions	None this period.
Major Site Plan	Home2 Suites & Brunswick Housing.
Comprehensive Planning	Southport 2050 Comprehensive Plan review, recommendation, adoption, and CRC certification process.
Board Governance	Rules of Procedure and Planning Board Handbook/Primer completed and approved.
Transparency / Administration	Worked with staff to update minutes, improve agendas, clarify seat terms, and prepare for website and Development Dashboard improvements.

**Note** – Planning Board Activity does not include projects approved in prior Fiscal Years which may continue to have ongoing construction.

## 2. Purpose of Report and Ordinance Requirement

This annual report is submitted to satisfy the reporting requirement established by the Southport Code of Ordinances and to provide the Board of Aldermen and the public with a clear summary of Planning Board activities, expenditures, for Fiscal Year 2026 and budget needs, and planning priorities for Fiscal 2027.

Southport Code of Ordinances, Article II, Planning Board, Sec. 13-26. - Annual report of activities and analysis of expenditures and budget request for ensuing fiscal year:

*“The planning board shall, in May of each year, submit in writing to the board of aldermen a written report of its activities, and analysis of the expenditures to date for the current fiscal year, and, for review and approval, its requested budget of funds needed for operation during the ensuing fiscal year.”*

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Although the ordinance requires submission in May, the City’s fiscal year concludes on June 30. This report therefore covers the partial fiscal year from July 1, 2025 through May 31, 2026. A supplemental update may be submitted after the fiscal year closes, if desired.

## 3. Budget Expenditures and FY 2027 Budget Request

Item	Summary
FY 2026 Expenditures to Date	The Planning Board did not have funds specifically allocated by the Board of Aldermen for FY 2026. Accordingly, no Planning Board funds were expended during the reporting period.
FY 2027 Budget Request	No direct Planning Board funds are requested at this time.
Budget Note	Training funds are currently housed under Planning Services. The Board recommends that funding for Planning Board training be increased under the appropriate Planning Services line item.

## 4. Planning Board Year in Review

### Board Transition and Membership

The first Planning Board meeting of the reporting period was held on July 17, 2025. At that meeting, the Board recognized Sue Hodgins for nearly three and a half years of service to Southport, much of that time as Chair. The Board expressed appreciation for her commitment to preserving the character of Southport.

At the same meeting, Doug Luehe, Maria Horton, and Ed Ekert, were sworn in, joining Kevin Locklin, Fred Fiss, John Bove, Bob Lambert, and Larry Ashley. John, Bob and Larry joined the Board in January 2025. The Board recognized that with many new members, dependable training and orientation would be essential.

Larry Ashley and Fred Fiss were elected Chair and Vice Chair, respectively at the July 17, 2025, meeting.

Kevin Locklin resigned from the Board on October 21, 2025. After multiple postings and interviews, Alternate Member Ed Ekert was appointed by the Board of Aldermen to fill Seat 5 on March 12, 2026, and was seated on March 19, 2026. His term expires on June 30, 2026.

On May 14, 2026, the Board of Aldermen appointed Clark Freise to the Planning Board's alternate seat vacated by Ed Ekert when he was appointed to full member. Mr. Freise's appointment expires on June 20, 2027.

With the filling of the Alternate Member seat, the Planning Board was brought to a full complement of members for the first time in seven months.

### **Training and Board Development**

Training was a major focus during the reporting period. In addition to training provided by the City Attorney and staff, members developed a Planning Board Handbook/Primer to explain how planning boards operate and to serve as a practical reference for members and the public. The Board recognizes Doug Luehe, Maria Horton, and Ed Ekert for their work on this document.

Continued training will remain important in FY 2027, particularly as the Board works through implementation of the Southport 2050 Comprehensive Plan, activity directed by the Board of Aldermen, future UDO updates, including proactive UDO recommendations to the Board of Aldermen, legislative changes, and statutory requirements under Chapter 160D. In order to stay current, future budgets should include a line item for the training of Board members.

### **Rules of Procedure and Meeting Process**

The Board adopted new Rules of Procedure to guide the Board's internal operations, including motions, ethics, member responsibilities, and public input. The Rules of Procedure were approved by the Planning Board on January 15, 2026, revised on March 19, 2026, and submitted to the Board of Aldermen in April 2026.

The Board also worked with City staff to bring meeting minutes current, improve the Planning Board agenda format, clarify seat terms, and ensure that the Board's membership and appointment schedule are accurately maintained.

### **Major Planning Work**

During the reporting period, the Board and related subcommittees reviewed multiple zoning text amendments, zoning map amendments, subdivision applications, and major site plans. Several items required extensive staff research, subcommittee work, legal review, public discussion, and multiple meetings before final recommendations were made. Future work and budgets should consider the amount of time expended by staff to support the Planning Board in order to determine if resources are sufficient to meet the goals of the city.

The involvement of Planning Board members in Text Amendment subcommittees made a positive difference in the proper vetting of amendments and ensured that well thought out amendments were brought before the full Planning Board for consideration and recommendation to the Board of Aldermen.

The Board also completed review and recommendation of the Southport 2050 Comprehensive Plan, a major planning document that will guide future land use, growth, resiliency, transportation, infrastructure, and community character decisions. Certification of the plan by the Coastal Resources Commission provides the foundation for a comprehensive review of the City's Unified Development Ordinance in FY 2027.

### **Staff Coordination and Appreciation**

The Board expresses appreciation to Planning Services and administrative staff, including Maureen Meehan, Wendell Biddle, Tori Deviney, Scott Baillargeon, and ChyAnn Ketchum, for their assistance, patience, and professional support throughout the reporting period.

## **FY 2026 Closing Thoughts**

As FY 2026 closes, the current Planning Board has considerable depth of experience and backgrounds and remains committed to thoughtful review, timely action, transparency, fairness to applicants, and service to the residents of Southport as well as continued support to the Board of Aldermen in our capacity as an advisory board to them on Planning and Zoning matters.

## **5. Transparency, Process Improvement, and Workload Observations**

The Planning Board's workload during the partial FY 2026 reporting period demonstrates the continued need for adequate Planning Services staffing, legal support, technical review capacity, administrative support, and member training. Several matters required multiple meetings, staff research, subcommittee review, coordination with other boards and committees, and careful review of statutory and ordinance requirements.

The Board recommends continued emphasis on transparency and public access, including improved meeting materials, updated website pages, timely posting of minutes and documents, plain-language summaries of proposed amendments, and implementation of the Development Dashboard.

In FY 2027, the Board may also benefit from tracking workload and timeliness metrics, including the number of applications reviewed, average time from application to first review, average time from first review to final action, and number of items requiring multiple meetings or subcommittee review.

## 6. Summary of Planning Board Actions

- Key
  - ZTA – Zoning Text Amendment
  - ZMA – Zoning Map Amendment
  - CZ – Conditional Zoning
  - MSP - Major Site Plan
  - SUB – Major Subdivision Plan
  - Code-Year First Considered -Sequential Consideration Number

Code / Item	Title	Planning Board Action	Board of Aldermen Action / Status
ZTA-24-05	Bed & Breakfast Special Events	Recommended approval April 16, 2026	Public Hearing Scheduled – June 11, 2026.
ZTA-25-02	Stormwater Regulations Ordinance	Recommended approval June 19, 2025	Approved September 11, 2025
ZTA-25-04	UDO Updates	Recommended approval August 21, 2025	Partially approved October 9, 2025
ZTA-25-05	Vape / Tobacco Shops	Recommended approval January 15, 2026	Approved March 12, 2026
ZTA-26-01	S.L. 2025-94 Unified Development Ordinance Text Amendment	Recommended approval February 19, 2026	Approved March 12, 2026
ZTA-26-02	Tree Ordinance Update	In work by staff. No Planning Board action required to date	To be scheduled as appropriate.
ZTA-26-03	Section 3.1 Table of Uses – Pools in Business District	Recommended approval April 16, 2026	Public hearing May 14, 2026; confirm final status
ZTA-26-04	Section 3.8.Y. Mobile Vendor or Food Truck	Recommended approval April 16, 2026	Projected public hearing June 11, 2026.
ZMA-25-02	Local Historic District Overlay	Recommended approval June 19, 2025	Previously returned to HPC for refinement; Public Hearing Scheduled for June 2, 2026.
ZMA-25-03	Southport Crossing Planned Unit Development (PUD) Master Development Plan Major Modification	Recommended approval March 19, 2026	Public Hearing held May 14, 2026; Board of Aldermen denied application.
ZMA-26-02	Yacht Basin Overlay Zoning Map Amendment	Recommended approval May 21, 2026	To be scheduled as appropriate.
MSP-25-01	Home2 Suites	Approved August 21, 2025	N/A
MSP-26-02	Brunswick Housing	Projected June 2026	N/A
Southport 2050 Comprehensive Plan	Comprehensive Planning	Recommended approval August 21, 2025	Approved October 9, 2025; CRC certification January 8, 2026

## 7. Detailed Planning Board Work

The following section summarizes major Planning Board work during the partial FY 2026 reporting period. Dates and final actions marked as pending or requiring confirmation should be verified before final submission to the Board of Aldermen.

### 7.1 Zoning Text Amendments

#### ZTA-24-05 — Bed & Breakfast Special Events

Item	Detail
Applicant / Requestor	Planning Staff at request of Board of Aldermen
Application / Request Date	August 2024 request by Board of Aldermen
Purpose / Overview	Consider development standards for weddings, birthdays, and similar special events at bed and breakfasts.
Planning Board Action	First presented by staff - September 19, 2024; Reviewed - October 17, 2024; Subsequent reviews included February 20, 2025, August 21, 2025, February 19, 2026, and March 17, 2026, subcommittee review; Final Planning Board action - April 16, 2026; Recommended approval.
Board of Aldermen Action	Public hearing May 8, 2025; Board of Aldermen requested modifications. Additional Board of Aldermen request for modifications - October 9, 2025 Projected public hearing - June 11, 2026.
Status	Pending final Board of Aldermen action.

#### ZTA-25-02 — Article 6: Stormwater Regulations Ordinance

Item	Detail
Applicant / Requestor	Planning Staff and City Engineer
Application / Request Date	N/A
Purpose / Overview	Update the City stormwater regulations section of the UDO with language addressing the quantity and quality of stormwater runoff.
Planning Board Action	First review - March 20, 2025 Final action - June 19, 2025 Recommended approval.
Board of Aldermen Action	Public hearing - August 14, 2025 Approved - September 11, 2025
Status	Completed.

### ZTA-25-04 — UDO Updates

Item	Detail
Applicant / Requestor	Planning Staff
Application / Request Date	N/A
Purpose / Overview	Amend Articles 3 and 8 of the UDO to update applicable zoning districts and land uses following relinquishment of the extraterritorial jurisdiction.
Planning Board Action	Reviewed - Final action - August 21, 2025 Recommended approval.
Board of Aldermen Action	Partially approved - October 9, 2025.
Status	Partially completed.
Notes	Approved items included changes directly associated with removal of the ETJ and drive-thru standards.

### ZTA-25-05 — Vape / Tobacco Shops

Item	Detail
Applicant / Requestor	Planning Staff at request of Board of Aldermen
Application / Request Date	October 9, 2025 request by Board of Aldermen
Purpose / Overview	Amend the UDO to define and regulate vape/tobacco shops. The amendment addresses the fact that such uses were otherwise treated as general retail and did not account for sensitive locations such as schools, parks, and playgrounds.
Planning Board Action	First review - November 20, 2025 Final action - January 15, 2026 Recommended approval.
Board of Aldermen Action	Approved - March 12, 2026.
Status	Completed.

### ZTA-26-01 — S.L. 2025-94 Unified Development Ordinance Text Amendment

Item	Detail
Applicant / Requestor	Planning Staff
Application / Request Date	February 19, 2026
Purpose / Overview	Update the UDO to address new laws enacted by S.L. 2025-94, "An Act to Provide Further Regulatory Relief to the Citizens of North Carolina."
Planning Board Action	First review – February 19, 2026 Final action - February 19, 2026 Recommended approval.
Board of Aldermen Action	Approved - March 12, 2026.
Status	Completed.

### ZTA-26-02 — Tree Ordinance Update

Item	Detail
Applicant / Requestor	Board of Aldermen
Application / Request Date	2024 Board of Aldermen request; further refined November 2025
Purpose / Overview	Tree ordinance update requested by the Board of Aldermen as part of UDO-related discussions.
Planning Board Action	No Planning Board action required to date.
Board of Aldermen Action	TBD
Status	In Work by Staff and Forestry Committee

### ZTA-26-03 — Section 3.1 Table of Uses — Pools in Business District

Item	Detail
Applicant / Requestor	Glen and Amy Paterson
Application / Request Date	March 17, 2026
Purpose / Overview	Amend Table 3.1, Table of Permitted and Special Uses, to allow swimming pools in the BD Business District. The Planning Board subsequently included Highway Commercial.
Planning Board Action	First review – April 16, 2026 Final action - April 16, 2026 Recommended approval.
Board of Aldermen Action	Public hearing - May 14, 2026 Approved – May 14, 2026
Status	Completed.

### ZTA-26-04 — Section 3.8.Y — Mobile Vendor or Food Truck

Item	Detail
Applicant / Requestor	Planning Staff
Application / Request Date	N/A
Purpose / Overview	Expedite permit issuance and create a simpler process for mobile vendor/food truck owners and property/business owners.
Planning Board Action	First review – April 16, 2026 Final action - April 16, 2026 Recommended approval.
Board of Aldermen Action	Public Hearing Scheduled - June 11, 2026.
Status	Pending final Board of Aldermen action.

## ZTA-00-00 — Data Centers

Item	Detail
Applicant / Requestor	Planning Board
Application / Request Date	April 2026
Purpose / Overview	Develop zoning controls for Data Centers given that their scale and operational demands can create significant off-site impacts—including noise, water use, power infrastructure demands, heat, lighting, traffic, and compatibility concerns—that require careful siting and performance standards to protect nearby properties and the public welfare.
Planning Board Action	Subcommittee – May 6, 2026 & May 11, 2026 Final action - TBD
Board of Aldermen Action	TBD
Status	Currently in development

## 7.2 Zoning Map Amendments

### ZMA-25-02 — Local Historic District Overlay

Item	Detail
Applicant / Requestor	Planning Staff and Historic Preservation Commission
Application / Request Date	N/A
Purpose / Overview	Request by the Southport Historic Preservation Commission to designate a local historic district overlay by zoning ordinance under Chapter 2, Article IV, Section 2-197 of the City of Southport Code of Ordinances. Begun in 2022.
Planning Board Action	First review – June 19, 2025 Final action - June 19, 2025 Recommended approval.
Board of Aldermen Action	Public hearing - July 10, 2025; sent back to the Historic Preservation Commission for refinement of draft Local Historic District Standards. HPC resubmitted to Board of Aldermen - May 14, 2026; Public Hearing Scheduled – June 2, 2026 Result to be confirmed.
Status	Pending final Board of Aldermen action.
Notes	

### ZMA-25-03 — Southport Crossing PUD Master Development Plan Major Modification

Item	Detail
Applicant / Requestor	Allison Engebretson, Edgehill REC, LLC
Application / Request Date	November 14, 2025
Purpose / Overview	Request approval of a modification to the master development plan for an existing 48-acre Planned Unit Development zoning district due to changes in wetland identification laws. The modification changes dwelling unit type and number, open space, and onsite amenities.
Planning Board Action	First review – March 19, 2026 Final action - March 19, 2026 Recommended approval.
Board of Aldermen Action	Public hearing - May 14, 2026 Denied – May 14, 2026.
Status	Application denied.
Notes	Technical Review Committee approved - December 18, 2025. Proposal would increase dwelling units from 60 total units to 130 multi-family units and reduce open space from approximately 39.9 acres to approximately 30.8 acres. Original plan called for 324 units, with reductions over time due to market conditions, sewer capacity, and infrastructure constraints.

### ZMA-26-02 — Yacht Basin Overlay Zoning Map Amendment

Item	Detail
Applicant / Requestor	Yacht Basin Holding II, LLC
Application / Request Date	April 15, 2026
Purpose / Overview	Addition of Parcels 237LF001 and 237LF002 to the Yacht Basin Parking Overlay District
Planning Board Action	First review – May 21, 2026; Recommended Approval – May 21, 2026
Board of Aldermen Action	Public hearing - TBD Final result to be confirmed.
Status	Pending final Board of Aldermen action.
Notes	

## 7.3 Conditional Zoning

### None this period

Item	Detail
Applicant / Requestor	N/A
Application / Request Date	N/A
Purpose / Overview	N/A
Planning Board Action	N/A
Board of Aldermen Action	N/A
Status	N/A

## 7.4 Major Subdivisions

None this period

Item	Detail
Applicant / Requestor	N/A
Application / Request Date	N/A
Purpose / Overview	N/A
Planning Board Action	N/A
Board of Aldermen Action	N/A
Status	N/A

## 7.5 Major Site Plan

### MSP-25-01 — Home2 Suites Major Site Plan

Item	Detail
Applicant / Requestor	Meridian Southport Series 3, LLC
Application / Request Date	June 22, 2025
Purpose / Overview	Request approval of a Major Site Plan for construction and operation of a Home2 Suites hotel in the HC, Highway Commercial zoning district.
Planning Board Action	First review – August 21, 2025 Final action August 21, 2025 Approved by Planning Board – August 21, 2025
Board of Aldermen Action	N/A.
Status	Completed.
Notes	Variance approved by Zoning Board of Appeals, VAR-25-01, March 25, 2025. Technical Review Committee approval - July 28, 2025.

### MSP-26-02 — Brunswick Housing

Item	Detail
Applicant / Requestor	Brunswick Partnership for Housing
Application / Request Date	February 27, 2026
Purpose / Overview	Addition of 7 townhome units on property adjacent to the existing Brunswick Partnership for Housing units located at 250 E. 11th Street.
Planning Board Action	First review – Projected June 2026 Final action – TBD
Board of Aldermen Action	N/A.
Status	In Staff and Board of Adjustment Review.
Notes	Variance approved by Zoning Board of Appeals, VAR-25-01, March 25, 2025. Technical Review Committee approval - July 28, 2025.

## 7.6 Other Major Planning Initiatives

### Southport 2050 — Comprehensive Plan Review and Recommendation

Item	Detail
Applicant / Requestor	Planning Staff
Application / Request Date	August 21, 2025
Purpose / Overview	Major update to the City’s Comprehensive Plan. Planning legislation under N.C.G.S. 160D-501 and the Coastal Area Management Act requires local governments to have a locally adopted and reasonably maintained land use plan. The City’s prior CAMA Core Land Use Plan was adopted in 2014 and received a minor update in 2020.
Planning Board Action	First presentation - December 2024; Final action - August 21, 2025 Recommended approval.
Board of Aldermen Action	Approved - October 9, 2025
Status	Completed; implementation to continue in FY 2027.
Notes	Project began January 2024. Certified by the Coastal Resources Commission - January 8, 2026.

## 8. Supporting Documents Completed or Advanced

Document	Planning Board Action / Status
Rules of Procedure	Approved - January 15, 2026; Revision approved - March 19, 2026; Submitted to Board of Aldermen - April 2026.
Planning Board Handbook/Primer	Approved - January 15, 2026. Developed to assist Board members and provide a practical overview for members and the public.

## 9. Southport 2025 Comprehensive Plan Implementation

Certification of the Southport 2050 Comprehensive Plan provides the City with an important policy foundation for future planning decisions. In FY 2027, the Planning Board will work with staff to review the Unified Development Ordinance for consistency with the Comprehensive Plan and to identify needed updates, priorities, and implementation steps and make recommendations of the same to the Board of Aldermen.

- Review the UDO for consistency with the Southport 2050 Comprehensive Plan.
- Identify policy areas where current UDO may not fully support adopted land-use goals.
- Prioritize amendments that support community character, resiliency, stormwater management, housing choice, businesses, transportation, environmental protection, and transparent development review.
- Use plain-language summaries and side-by-side comparisons for zoning amendments to enhance transparency of any proposed changes to our Unified Development Ordinance.

## 10. FY 2027 Goals and Priorities

Priority Area	Recommended FY 2027 Work
Training and Board Development	Continue member training, utilizing staff and including UNC School of Government courses; provide orientation for new members; continue use of the Planning Board Handbook/Primer.
Unified Development Ordinance (UDO) and Policy Work	Begin UDO updates needed to implement the Southport 2050 Comprehensive Plan; consider Land Disturbance & Soil Erosion Code of Ordinances update, data centers, accessory dwelling units, tree protection, use table updates, definitions cleanup, and development review procedures.
Transparency and Public Access	Implement the Development Dashboard; update Planning Board pages on the new City website; ensure minutes, agendas, applications, and related documents are current and accessible.
Text Amendment Process	Continue improving the text amendment review document to include executive summaries, at-a-glance tables, detailed comparisons, current text, proposed text, consistency statements, and sample motions.
Timeliness and Process Management	Continue monitoring application submissions to ensure timely review; consider workload and timeline metrics for future annual reports.
Coordination	Continue coordination with Planning Services, the Board of Aldermen, the Historic Preservation Commission, the Zoning Board of Adjustment, the Forestry Committee, the Technical Review Committee, and other boards or committees when planning matters overlap.

## 11. Recommendations to the Board of Aldermen

- Recognize this document as a partial FY 2026 annual report covering July 1, 2025, through May 31, 2026, with the option for a fiscal year-end supplement after June 30, 2026.
- Support increased Planning Board training funds under the appropriate Planning Services budget line item.
- Continue supporting Planning Services staffing and administrative capacity needed to manage the increasing complexity and volume of planning-related work.
- Support implementation of the Southport 2050 Comprehensive Plan through a structured UDO review and amendment process.
- Support continued improvements to transparency, public access, meeting materials, and development review information.

## 12. Planning Board Membership, Terms, and Staff Support

### Current Members and Terms

Seat #	Member	Last Appointed	Term Expiration
1	Doug Luehe	July 2025	June 2028
2	Maria Horton	July 2025	June 2028
3	John Bove	January 2025	June 2028
4	Fred Fiss, Vice Chair	June 2024	June 2027
5	Ed Ekert	March 2026	June 2026
6	Larry Ashley, Chair	January 2025	June 2026
7	Bob Lambert	January 2025	June 2027
8, Alternate	Clark Freise	May 2026	June 2027

### Chair and Vice Chair

- Larry Ashley, Chair, elected July 2025
- Fred Fiss, Vice Chair, elected July 2025

### Board of Aldermen Liaisons

- Alderman Karen Mosteller
- Alderman Rebecca Kelley

### Staff Support

- Maureen Meehan, Planning Services Director
- Wendell Biddle, City Planner
- Tori Deviney, City Clerk
- Scott Baillargeon, Deputy City Clerk
- ChyAnn Ketchum, Public Information Officer

## 13. Member Appointments, Resignations, and Vacancy Posting History

### Member Appointments

Date	Appointment
July 7, 2025	Maria Horton appointed to Seat 2, term expiring June 30, 2028.
July 7, 2025	Doug Luehe appointed to Seat 1, term expiring June 30, 2028.
July 7, 2025	Ed Ekert appointed to Seat 8, Alternate, term expiring June 30, 2027.
March 12, 2026	Ed Ekert appointed to Seat 5, term expiring June 30, 2026.
May 14, 2026	Clark Freise appointed to Seat 8, Alternate, term expiring June 30, 2027.

### Member Resignations

Date	Resignation
June 30, 2025	Will Hewett.
October 21, 2025	Kevin Locklin, Seat 5.

## Vacancy and Expiring-Term Posting History

Posting Period	Purpose / Result
October 22, 2025 – November 21, 2025	Thirty-day posting for Seat 5 vacancy created by Kevin Locklin’s resignation. Three applicants. Interviews held January 6, 2026. Board of Aldermen requested reposting.
February 13, 2026 – February 27, 2026	Fifteen-day reposting for Seat 5 vacancy. Three applicants. Interviews held March 9, 2026. Ed Ekert appointed March 12, 2026.
April 1, 2026 – April 30, 2026	Thirty-day posting for expiring terms for Seat 5 and Seat 6. Applicant numbers, interview dates, and results pending confirmation.
April 8, 2026 – April 22, 2026	Fifteen-day posting for Alternate Seat 8 vacated by Ed Ekert. Two applicants. Interviews held April 24, 2026. Clark Freise appointed May 14, 2026.

## 14. Closing Statement

The Planning Board respectfully submits this annual report to the Board of Aldermen in accordance with the Southport Code of Ordinances. During the partial FY 2026 reporting period, the Board reviewed a significant number of planning-related matters, supported implementation of the Southport 2050 Comprehensive Plan, adopted internal governance documents, and worked with staff to improve transparency, consistency, and public access to Planning Board materials.

For FY 2027, the Planning Board recommends continued support for Planning Services staffing, member training, UDO modernization, public information improvements, and implementation of the recently certified Comprehensive Plan.

### Chair Comments

This past year has been one of forming a new team of exceptional Planning Board members with wide and divergent backgrounds and skillsets who brought their knowledge to the table for the unselfish benefit of the City of Southport. Their full participation and different views in the matters brought before them resulted in fully vetted recommendations to the Board of Aldermen that Planning Board members could stand behind and support.

I am grateful and thankful for their dedication and deep feeling of responsibility to our city of Salubrious Breezes.

# STAFF REPORT

## Brunswick Partnership for Housing

### MAJOR SITE PLAN APPLICATION

APPLICATION SUMMARY	
<b>Petition No:</b>	MSP-26-02
<b>Presentation Date</b>	June 18, 2026
<b>Applicant</b>	Paramounte Engineering, Inc
<b>Property Owner</b>	Brunswick Partnership for Housing
<b>Parcel ID:</b>	237DB002
<b>Project Square Footage</b>	~10,516 Square Feet
<b>Existing Land Use</b>	Vacant Lot
<b>Parcel Acreage</b>	+/- 0.69-acres   30,056 Square Feet
<b>Zoning District</b>	O&I– Office & Institutional District
<b>Request:</b>	Brunswick Partnership for Housing, Inc, property owner, is requesting Major Site Plan approval for the purposes of developing a (7) unit multi-family complex within the Office & Institutional zoning district.

### BACKGROUND

The attached Major Site Plan application is a request by the applicant Paramounte Engineering, Inc. for Brunswick Partnership for Housing (BPH), seeking approval for the construction of seven (7) multi-family units located between 250 & 254 E. 11th Street within the City of Southport. The proposal includes the development of two buildings, one consisting of four units and the other a three-unit structure. Also included in the proposal are associated parking improvements, pedestrian facilities, landscaping, stormwater infrastructure, and shared parking accommodations with the adjacent property.

As a vacant lot zoned O&I (Office & Institutional), the subject parcel is directly adjacent to the existing BPH transitional housing development. Per the Unified Development Ordinance (UDO), the land use, *multi-family*, requires a Special Use Permit when developed within the O&I zoning district. This permit was issued at the Board of Adjustment’s regularly scheduled meeting held on May 26, 2026, see attachment ‘Findings of Fact’.

## REVIEW PROCESS AND CONTEXT

A Major Site Plan requires an administrative review, which in this instance included the Technical Review Committee (TRC). Per section 2.7.B of the UDO, should all ordinance requirements be met, the city is under a statutory obligation to make a recommendation as to the application's completeness to the Planning Board. At a regularly scheduled Planning Board meeting, Board members shall review the major site plan and staff's written recommendations prior to approving, denying, or conditionally approving the site plan. Approval and revocation procedures regarding Major Site Plan applications are also found in Section 2.7.B of the UDO:

*The Planning Board shall review the major site plan and written recommendations of the UDO Administrator and the Technical Review Committee (if applicable) prior to approving, denying, or conditionally approving the site plan. If the site plan submitted otherwise meets all of the standards of this ordinance, the Planning Board shall approve such.*

## DEFINED TERMS

**Dwelling** – Any building, structure, or part thereof, used and occupied for human habitation or intended to be so used. This term does not include a manufactured home, mobile home, recreational vehicle, or travel trailer.

**Dwelling, Multi-family** – A single structure comprised of three (3) or more dwelling units, with the number of families in residence not exceeding the number of dwelling units provided.

**Townhouse** – A principal structure containing three (3) or more single-family attached dwelling units with each unit on its own individual lot. All townhouse developments shall be subject to multiple family dwelling provisions of this ordinance, with the following exceptions:

- A. All townhouse developments shall comply with the multi-family density requirements of this ordinance; this standard can be met by individual lot area, by provision of common open space, or by a combination of lot area and common open space.
- B. No unit shall be connected on more than two (2) sides by common walls.
- C. All yard dimensional requirements shall apply to the property lines of the entire development. No individual unit shall be required to meet the yard dimensions.

**Transitional Housing Facility** – A facility configured as a multifamily development but operated and funded by a nonprofit, charitable, religious, or governmental organization to provide temporary housing and appropriate supportive services to families or individuals to facilitate movement to independent living over a 3 to 24-month period. A transitional housing facility may provide social services, counseling, and other programs to assist residents in the transition to permanent housing. This classification shall not be construed to include uses licensed or supervised by any federal, state, or county health/welfare agency, such as group homes, halfway houses, boarding homes for children, and convalescent nursing homes.

## LOCATION AND SITE CONDITIONS

The subject property is located along E. 11th Street near the intersection of North Atlantic Avenue within the municipal limits of Southport. The site consists of approximately 0.69 acres and is adjacent to the existing Brunswick Partnership for Housing building with four transitional housing units and office space.

The surrounding area consists primarily of residential development. Adjacent properties include single-family residences, institutional uses, and transitional housing facilities. The proposed development is situated within an established neighborhood and is served by existing public infrastructure including water, sewer, and roadway access. The site is not located within the Special Flood Hazard Area.



*Aerial Image of Subject Lot*



Google Maps View of Subject Lot



Google Maps Aerial

## EXISTING LAND USE & ZONING IN THE AREA

The primary land use in the area surrounding the subject parcel is residential in nature. Directly north are single-family residences zoned R-10. South, across 11<sup>th</sup> Street, a series of apartments within the BD zoning district known as Brunswick Village Apartments. The site and the adjacent parcels east and west are zoned O&I.



Zoning Aerial

## SPECIAL USE PERMIT # SUP-26-06

The applicant's proposal for a seven (7) unit multi-family development is to take place within the O&I zoning district adjacent to the existing BPH Transitional Housing development. Per the UDO's *Table of Permitted and Special Uses*, this land use requires a Special Use Permit and must meet the specific use standards established in UDO Section 3.7.A. – See Development Proposal & Staff Review.

At their regular meeting on May 26<sup>th</sup>, the Board of Adjustment heard the applicant's request for the required Special Use Permit. The Board unanimously voted in favor of granting the permit without condition on the following findings of fact:

1. The proposed use is authorized by Special Use Permit within the O&I district.

2. The site meets applicable dimensional standards.
3. Adequate public infrastructure exists to serve the development.
4. The project provides required parking, landscaping, and pedestrian facilities.
5. The project is compatible with surrounding land uses.
6. The project complies with applicable provisions of the UDO.

## DEVELOPMENT PROPOSAL & STAFF REVIEW

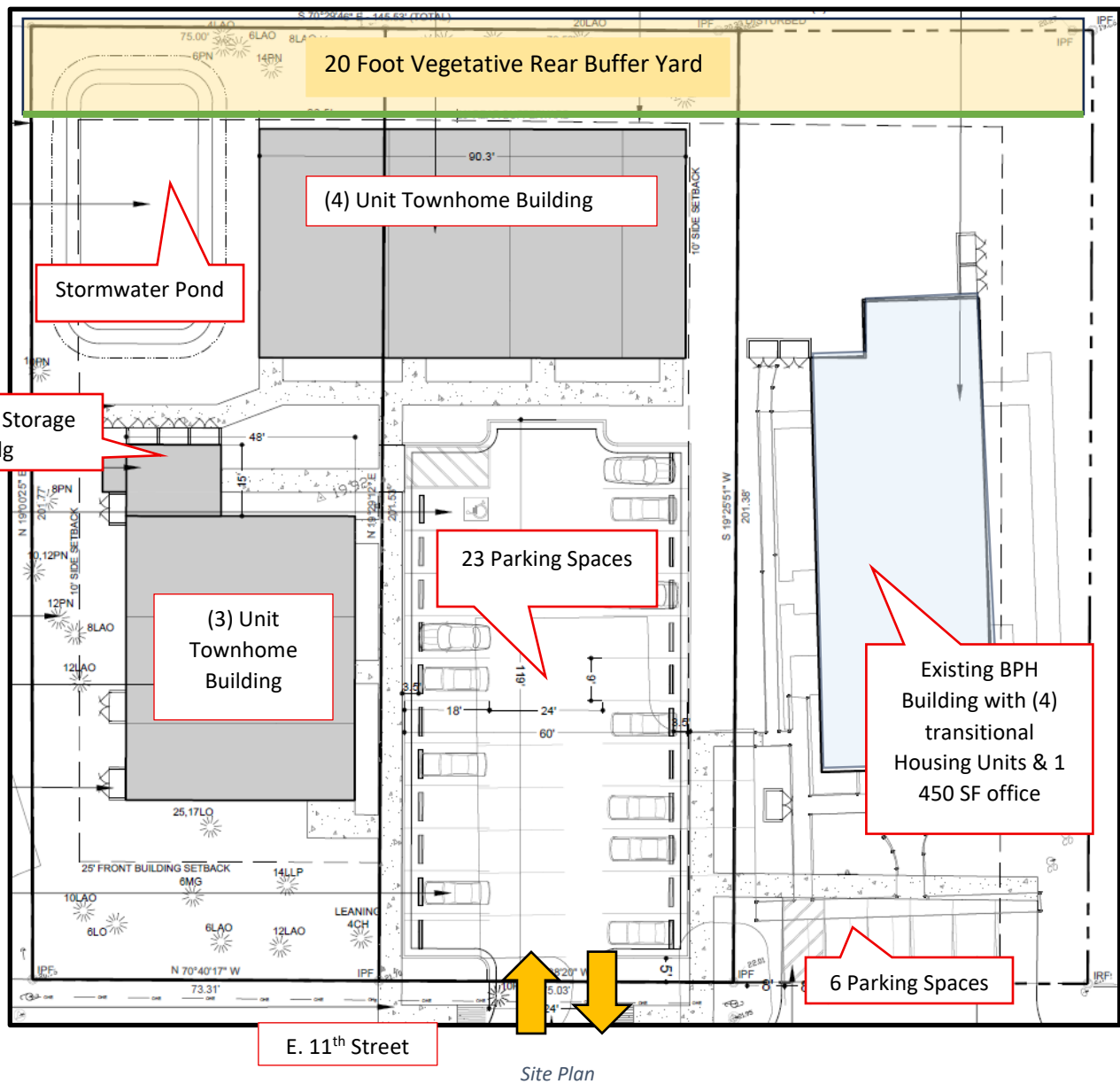
The applicant proposes the development of:

- Seven (7) dwelling units;
- Two separate residential buildings;
- Shared parking facilities;
- ADA-accessible parking accommodations;
- Sidewalk and pedestrian connections;
- Stormwater management infrastructure;
- Landscaping and bufferyards;
- Trash enclosure facilities;
- Pervious pavement parking areas.

The proposed density is approximately 10.1 dwelling units per acre, which is below the maximum allowable density of 11 dwelling units per acre.



*The Proposed Development*



**General Development Notes**

The development consists of:

- One four-unit townhome building;
- One three-unit townhome building;
- Approximately 7,288 square feet of residential building area;
- One accessory storage structure;
- The existing transitional housing development has a total of six (6) parking spaces existing. The shared parking agreement with the proposed development is to ensure that the transitional housing development retains their required number of parking spaces.

The site plan indicates that parking areas will utilize pervious pavement to minimize stormwater runoff and maintain compliance with the site’s maximum impervious surface limitation of 35%. The proposed development includes pedestrian connections between the new and existing buildings, parking areas, and refuse facilities.

**General Development Standards**

The applicable dimensional standards for the development are as follows:

<b>Standard</b>	<b>Required</b>	<b>Proposed</b>
Minimum Lot Size	12,000	Complies
Front Setback	25 feet	Complies
Side Setback	10 feet	Complies
Rear Setback	15 feet	Complies
Maximum Height	40 feet	Complies
Maximum Density	11 DU/AC	10 DU/AC
Minimum Open Space Ratio	55%	57%

Planning Staff finds the proposal substantially compliant with the applicable dimensional standards of the UDO.

**Specific Use Standards for Dwelling, Multi-Family as Established in UDO Section 3.7.A**

1. The site plan must be designed to give adequate consideration to the following factors:
  - a. The size and shape of the tract.
  - b. The topography and necessary grading.
  - c. The reasonable preservation of the natural features of the land and vegetation.
  - d. The size of the Development in relationship with adjacent and nearby land uses.
  - e. The impact on city infrastructure.

*-The proposed development meets these criteria.*
2. Developments with 50 or more dwelling units shall have a direct point of ingress and egress onto a major or minor thoroughfare. Developments with 100 or more dwelling units shall have at least two (2) direct points of direct ingress and egress onto a major or minor thoroughfare.
  - a. Developments with 100 or more dwelling units shall be provided with a divided ingress-egress driveway with a landscaped median for all entrances from public streets. – *N/A*
  - b. Any proposed ingress and egress points shall be located and designed so as to not result in a substantial amount of vehicular traffic to be channeled onto adjacent non-thoroughfare local streets. – *The vehicle traffic is expected to be low with a single driveway connecting to E. 11<sup>th</sup> Street.*
  - c. Sidewalks and/or paths shall be constructed within the development to link the interior of the development with residential buildings within the development

and to other destinations such as, but not limited to, adjoining streets, mailboxes, trash disposal areas, on-site amenity areas and the like.

*– Sidewalks/pathways are throughout the proposed development.*

3. The minimum spacing between multi-family buildings within a development shall be 20 feet, plus one (1) foot for each one (1) foot of height in excess of 30 feet, or as required by the City of Southport fire code.  
*– The separation between Building 1 and Building 2 exceeds the required minimum 20 feet.*
4. In order to provide an interesting and aesthetically attractive development, the following standards shall apply:
  - a. With the exceptions of buildings that front the same public street, buildings shall be arranged in patterns that are not strictly linear. Exceptions shall be allowed for buildings that define common space such as a courtyard or green.  
*- This has been met as Building 2 is perpendicular to Building 1.*
  - b. Building entryways shall face a street, sidewalk or common area. Buildings shall not face the rear of other buildings within the same development.  
*- This has been met. Both buildings are oriented toward E. 11<sup>th</sup> Street.*
5. Multi-family residential structures shall be controlled by a maximum height, maximum number of dwelling units per acre, [maximum floor area ratio (FAR)], the maximum open space ratio (OSR), and maximum impervious coverage ratio as provided below:
  - a. Maximum number of dwelling units per acre shall be 11. *– The proposed development has a maximum dwelling of 10.1 units/acre.*
  - b. Maximum FAR shall be 3:1. *– Provided FAR is 7,641 SF total (0.25:1); All 1 story units.*
  - c. Minimum OSR shall be 55%. *– Provided OSR is 17,264 SF (57.4%) excluding stormwater area.*
  - d. Maximum impervious coverage ratio shall be 35%. *– At 10,516 SF, the proposed development is just under the maximum 35% of impervious which is 10,519 SF.*
6. No more than 20% of the off-street parking associated with the multi-family use may be located in the front yard facing a public street.  
*– This has been met with the proposed parking plan. A substantial amount of the parking is beyond the front yard of the subject lot.*
7. For all multi-family developments not specifically developed for the elderly and containing more than 100 dwelling units, a shelter shall be constructed at a location where a public-school bus may pick up and/or drop off children riding county school buses. *– Not Applicable*
8. Multi-family exterior building design must comply with the following:
  - a. Exterior materials shall be durable and residential in character. Suggested materials include wood clapboard, wood shingles, brick, stone, stucco, vinyl, or similar materials. Suggested pitched roof materials include asphalt shingles, standing seam metal, slate, or similar materials. *– This has been met.*
9. The following minimum building design standards shall be complied with:

- a. Buildings shall not exceed 150 feet in length; - *The length of Building 1 is approximately 90' while the length of Building 2 is approximately 70'.*
  - b. Facades greater than 50 feet in length, measured horizontally, shall incorporate wall plan projection or recesses. Ground-floor facades that face public streets shall have arcades, windows, entry areas, awnings, or other such features for at least 60 percent of their horizontal length; - *The proposed site plan details that the facades meet this criteria.*
  - c. Buildings shall be arranged so that they are aligned parallel to a sidewalk or around common open space, such as courtyards, greens, squares, or plazas; and - *This has been met.*
  - d. On owner-occupied units (townhouses and condominiums), side- or rear-entry garages are encouraged. When front-entry garages are provided, the garage should be recessed at least four (4) feet behind the unit front wall line closest to the required front yard setback. - *Not Applicable as these units do not have garages.*
10. Orientation. Multi-family buildings shall be oriented as follows:
- a. For lots not exceeding 40,000 square feet, all multi-family buildings shall be oriented to the street. - *This has been met, both Building 1 and Building 2 are oriented towards the street.*
  - b. For lots that are at or over 40,000 square feet, at least 80 percent of the ground area between the front lot line and the maximum setback, excluding required driveways and access points, shall be occupied by multi-family dwelling units that are oriented to the street. The remaining area may include driveways and required access points, or courtyards or similar open spaces. - *Not Applicable.*
11. Fenestration. Windows, porches, balconies, and entryways shall comprise of at least 30 percent of the length of the front elevation on each floor. - *This has been met.*
12. Articulation/Modulation. Buildings that contain multi-family dwellings shall be articulated as follows:
- a. Multi-family buildings that face single-family homes shall be articulated at intervals consistent with the existing yard requirements or the yard requirements of the opposing block. - *This has been met.*
  - b. The articulation of buildings pursuant to this section shall include at least two (2) of the following:
    - i. Horizontal projections or offsets, such as towers or turrets, which extend at least five (5) feet from the front elevation and the height of the building up to the eaves. Projections or offsets shall be at least three (3) feet in depth and eight (8) feet in width; - *This has been met.*
    - ii. Projecting entryways, such as stoops, balconies, porticoes, bay windows, arcades, or porches - *This has been met.*
    - iii. Changes in roof elevations, roof dormers, hips, or gables; or - *This has been met.*
    - iv. Open balconies that project at least six (6) feet from the front building plane. - *This has been met.*

13. TownHouse:

- a. No unit shall be connected on more than two (2) sides by common walls.
- b. All yard dimensional requirements shall apply to the property lines of the entire development. The minimum lot size and setback requirements of the base zoning district shall only apply to the parent parcel. Zero lot lines may be utilized for individual units.
- c. A zero (0) side and/or rear yard setback, may be permitted in a townhouse subject to the following provisions:
  - i. Any wall, constructed on the side or rear lot line shall be a solid doorless and windowless wall. Such wall shall contain no electrical, mechanical, heating, air conditioning, or other fixtures that project beyond such wall. Roof eaves may encroach two (2) feet into the adjoining lot;
  - ii. A five (5) foot maintenance and access easement with a maximum eave encroachment easement of two (2) feet within the maintenance easement shall be established on the adjoining lot and shall assure ready access to the lot line wall at reasonable periods of the day for normal maintenance;
  - iii. Where zero (0) side or rear yard setbacks are proposed, the buildable area for each lot shall be indicated on the preliminary and final subdivision plat.
  - iv. Zero lot lines shall not be allowed on any perimeter boundary line or lot line of a townhouse.

14. Open space areas shall be provided for all multi-family developments with over five (5) dwelling units. Swimming pools and their accessory areas shall not constitute any part of the open space requirements. No part of the required play area shall be used for any other purpose. All recreation areas shall be enclosed with permanent fencing at least five (5) feet in height.

- a. All open space shown on the site plan or plat shall be recorded in the Brunswick County Register of Deeds Office and shall be conveyed by leasing or conveying title including beneficial ownership to a corporation, association, or other legal entity, the terms of such lease or other instruments of conveyance must include provisions suitable to the city for guaranteeing:
  - i. The continued use of land for the intended purposes;
  - ii. Continuity of proper maintenance for those portions of open space land requiring maintenance;
  - iii. When appropriate, the availability of funds required for such maintenance;
  - iv. Adequate insurance protection; and
  - v. Recovery for loss sustained by casualty, condemnation, or otherwise.
- b. Furthermore, the applicant shall file in the Brunswick County Register of Deeds office at the time of site plan approval, legal documents which shall produce the above guarantees and in particular, will provide a method for reserving the use of open space for the use and enjoyment of the residents of the development.

- c. Required open space shall comply the provisions outlined in Section 4.14.G. Criteria of the Subdivision Article.

### **Parking**

Per the submitted site plan, the development proposes a total of twenty-nine (29) parking spaces through a shared parking arrangement between the proposed development and the existing Brunswick Partnership for Housing building. To accommodate the proposed development, BPH Transitional Housing will lose half of their dedicated parking, a total of six (6) spaces. The deficiency that is created is corrected by a parking agreement between the proposed BPH multi-family development and the existing BPH Transitional Housing project.

Parking calculations are as follows:

- The proposed multi-family development that is comprised of seven units requires sixteen (16) spaces, two (2) per unit plus an additional two (2) for visitor parking.
- BPH Transitional Housing requires twelve (12) spaces, six (6) to remain on-site, six (6) to be shared.
- The total required parking for both developments: twenty-eight (28) spaces.
- The total provided parking: twenty-nine (29) spaces. Twenty-three (23) for the proposed development & six (6) for BPH Transitional Housing.
- Of those twenty-nine (29) spaces, two (2) are dedicated ADA spaces.
- The shared parking arrangement increases the available parking supply for both developments and resolves the parking deficiency.

ADA-compliant parking spaces and associated access aisles are illustrated on the submitted site plan. Prior to issuance of a Certificate of Occupancy, all parking facilities shall be inspected for compliance with applicable UDO standards. The shared parking agreement (attachment 6) shall be recorded with the Brunswick County Register of Deeds prior to issuance of building permits.

### **Pedestrian Facilities**

The site plan includes internal pedestrian facilities connecting:

- Residential units;
- Shared parking areas;
- Trash and recycling facilities;
- Existing residential structures.

A five-foot-wide sidewalk connection is proposed to provide safe pedestrian circulation throughout the development site. Planning Staff finds the pedestrian facilities consistent with Section 3.15 of the UDO.

### **Landscaping, Buffers, and Tree Protection**

A twenty-foot bufferyard is to be prescribed along the rear property line. Existing vegetation will remain where feasible and will be supplemented as necessary to meet the requirements of the UDO. The submitted landscape information identifies:

- Canopy trees;
- Understory trees;
- Shrub plantings;
- Existing vegetation preservation areas.

Staff finds the proposal generally consistent with the landscaping and buffering requirements of Section 3.17 of the UDO. Final landscaping quantities and species verification shall occur during permitting review.

### **Stormwater**

The applicant proposes the use of pervious pavement systems and stormwater infrastructure including an infiltration basin or stormwater pond. The total proposed impervious area is approximately 10,516 square feet, representing approximately 35% of the site area, which is the maximum permitted impervious threshold for the site.

Pervious paving maintenance requirements are identified on the submitted site plan and shall remain the responsibility of Brunswick Partnership for Housing. Final stormwater permitting and engineering approvals shall be completed prior to issuance of construction permits.

### **Utilities**

Water and sewer services are available from Brunswick County infrastructure. Electrical utilities are available to serve the proposed development. All applicable utility permits and approvals shall be obtained prior to construction.

### **Lighting**

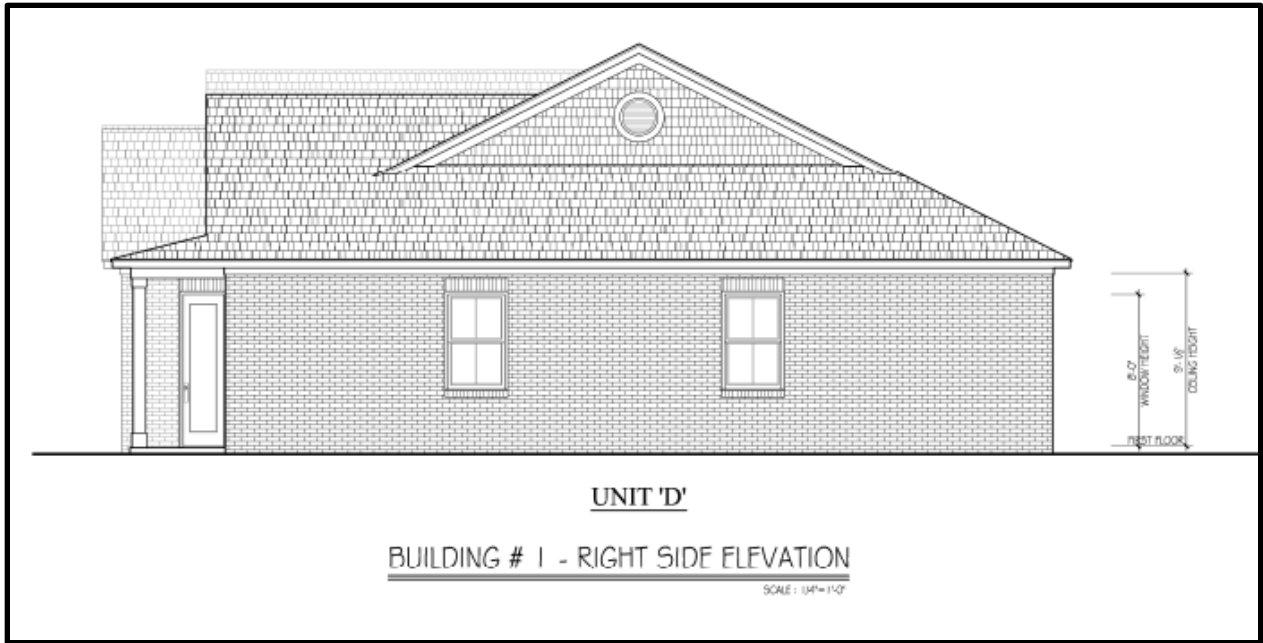
All lighting will conform to Section 3.16 of the UDO. A lighting plan has been submitted detailing a total of (10) light poles not exceeding 20 feet high with a small housing lightbox emitting a maximum color temperature of 3000 Kelvins.

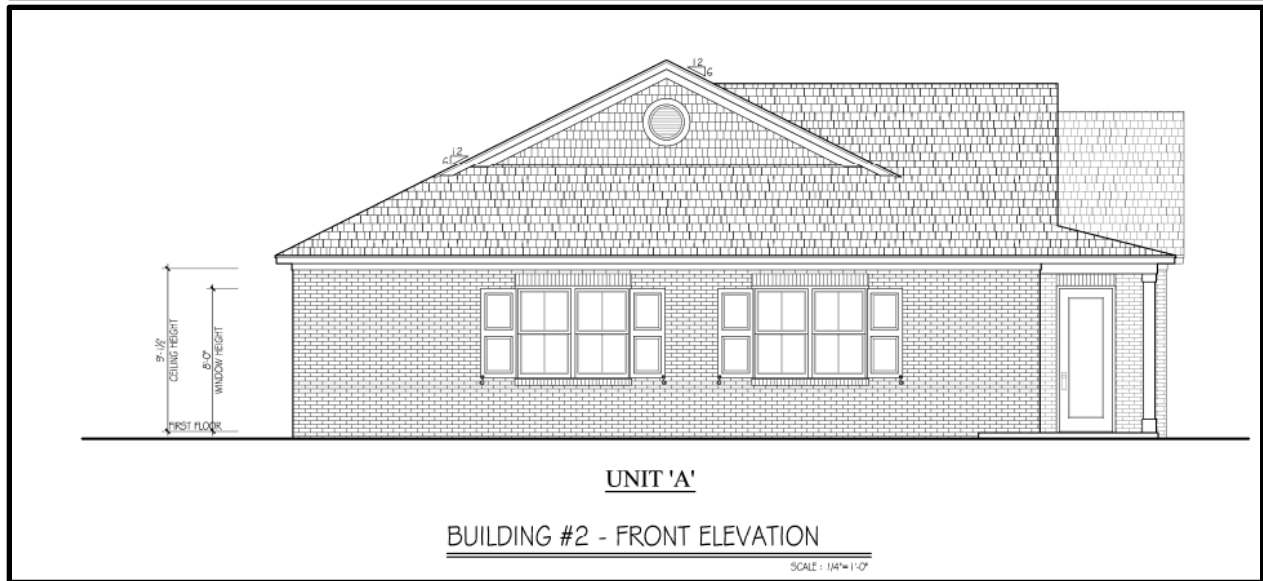
### **Signage**

Approval of a Major Site Plan does not also convey sign permit approval. All future signs associated with the project shall require separate review and approval by Planning Staff based on conformance with Section 3.19 of the City of Southport UDO.

### **Building Design Standards**

The site plan submitted for review meets the UDO's Building Design Standards. Both Building 1 and Building 2 are oriented towards 11<sup>th</sup> Street.





**TECHNICAL REVIEW COMMITTEE**

City of Southport Planning Staff and the applicant presented a site plan to the Technical Review Committee (TRC) at their March 31, 2026, meeting. Written comments from the members of the Committee are provided as attachments to this Report. For the purposes of clarity and transparency, many of the comments received from other Departments or outside agencies are of a nature that they are to be addressed following the issuance of zoning approval through the course of building plan and permit review and issuance.

## STAFF FINDINGS & RECOMMENDATION

Planning Staff finds that the proposed development:

- Is consistent with the intent and standards of the Office and Institutional zoning district;
- Provides needed residential housing opportunities;
- Meets applicable density and dimensional standards;
- Includes adequate parking and pedestrian circulation;
- Is compatible in scale with surrounding development patterns;
- Provides buffering and landscaping measures to reduce impacts on adjacent properties;
- Will not materially endanger public health or safety if developed in accordance with the approved plans and applicable regulations.

Planning Staff submits this application for the Planning Board's review in accordance with the standards and procedures established within the City of Southport Unified Development Ordinance. The application has been reviewed for compliance with applicable ordinance requirements. Staff find the proposal generally consistent with the development standards of the UDO and recommends APPROVAL of the Major Site Plan subject to the following condition:

1. The parking agreement between both parcels is signed and fully recorded with the Brunswick County Registrar of Deeds.

Attachments:

1. Application
2. Site Plan
3. SUP-26-06 Findings of Fact
4. Parking Agreement



**City of Southport Planning Board  
Statement of Plan Consistency and Zoning Recommendation  
(As per NC General Statute 160D-604)**

*When conducting a review of proposed zoning text or map amendments pursuant to this section, the planning board shall advise and comment on whether the proposed action is consistent with any comprehensive plan that has been adopted and any other officially adopted plan that is applicable. The planning board shall provide a written recommendation to the governing board that addresses plan consistency and other matters as deemed appropriate by the planning board, but a comment by the planning board that a proposed amendment is inconsistent with the comprehensive plan shall not preclude consideration or approval of the proposed amendment by the governing board.*

**AMENDMENT:           ZMA-26-01**

**STATEMENT OF CONSISTENCY AND RECOMMENDATION:**

The City of Southport Planning Board hereby recommends **adoption** of the proposed Zoning Map Amendment to the Board of Aldermen and finds that it is **consistent** with the City’s 2050 CAMA Comprehensive Plan adopted October 9, 2025. More specifically, the proposed amendment is consistent with:

- Policy 7.2 “Support existing small businesses and encourage new businesses;”
- Policy 7.4 “Pursue a balanced economy and retain and attract young people and families;”  
and
- Policy 7.5 “Develop an Economic Development Strategy that focuses on improving the tax base.”

The Planning Board recommends that the Board of Aldermen **APPROVE** the zoning text amendment. The statement and motion was seconded and passed \_\_\_\_\_.

Ayes: \_\_\_\_\_

Noes: \_\_\_\_\_

Absent or Excused: \_\_\_\_\_

\_\_\_\_\_  
Scott Baillargeon, Deputy City Clerk | Date

\_\_\_\_\_  
Lawrence N. Ashley, Chairman | Date



**City of Southport Planning Board  
Statement of Plan Consistency and Zoning Recommendation  
(As per NC General Statute 160D-604)**

*When conducting a review of proposed zoning text or map amendments pursuant to this section, the planning board shall advise and comment on whether the proposed action is consistent with any comprehensive plan that has been adopted and any other officially adopted plan that is applicable. The planning board shall provide a written recommendation to the governing board that addresses plan consistency and other matters as deemed appropriate by the planning board, but a comment by the planning board that a proposed amendment is inconsistent with the comprehensive plan shall not preclude consideration or approval of the proposed amendment by the governing board.*

**AMENDMENT:           ZMA-26-01**

**STATEMENT OF CONSISTENCY AND RECOMMENDATION:**

The City of Southport Planning Board hereby finds that the proposed zoning text amendment is **inconsistent** with the City’s 2050 CAMA Comprehensive Plan, adopted October 9, 2025. More specifically, the proposed zoning amendment is **inconsistent** with:

- Policy 7.2 “Support existing small businesses and encourage new businesses;”
- Policy 7.4 “Pursue a balanced economy and retain and attract young people and families;”  
and
- Policy 7.5 “Develop an Economic Development Strategy that focuses on improving the tax base.”

The Planning Board recommends that the Board of Aldermen **DENY** the zoning text amendment.

The statement and motion was seconded and passed \_\_\_\_\_.

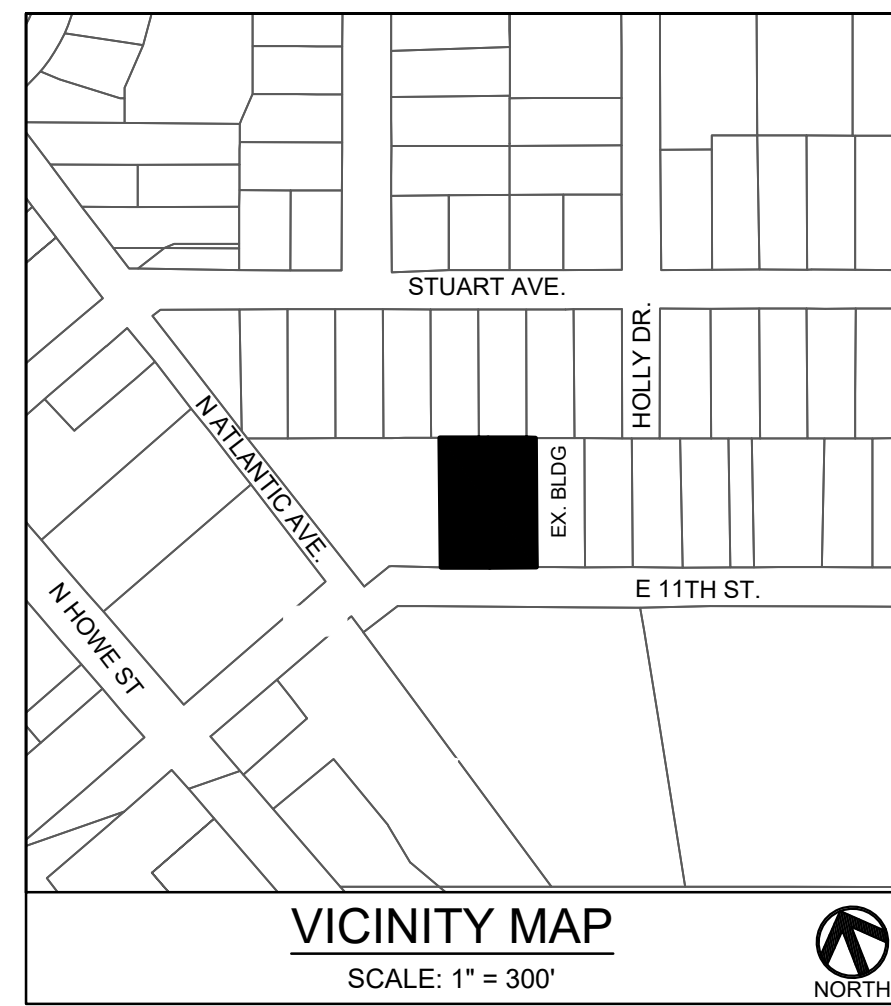
Ayes: \_\_\_\_\_

Noes: \_\_\_\_\_

Absent or Excused: \_\_\_\_\_

\_\_\_\_\_  
Scott Baillargeon, Deputy City Clerk | Date

\_\_\_\_\_  
Lawrence N. Ashley, Chairman | Date



**SITE INFORMATION**  
 OWNER & APPLICANT INFORMATION: BRUNSWICK PARTNERSHIP FOR HOUSING INC.  
 250 E. 11th STREET  
 SOUTHPORT, NC 28461

PARCEL ID: 237DB002, 237DB003

RECORDED DEED / PLAT BOOK :  
 LOT 50  
 PARCEL ID 237DB00101  
 15,246 SQ. FT.  
 40.35 ACRES  
 DB: 6322 PG: 67  
 PB:10 PG: 147

LOT 51  
 PARCEL ID 237DB002  
 14,810 SQ. FT.  
 40.34 ACRES  
 DB: 4487 PG: 279  
 PB:10 PG: 147

TOTAL SITE AREA: ± 0.69 AC

CURRENT ZONING: O&I  
 PROPOSED ZONING: O&I (SPECIAL USE PERMIT)  
 EXISTING USE: UNDEVELOPED  
 PROPOSED USE: TOWNHOMES

**DEVELOPMENT DATA**  
 MAXIMUM DENSITY: 11 DU / AC  
 MAXIMUM UNITS: 7 UNITS  
 PROPOSED UNITS: 7 TOWNHOME UNITS (10 DU / AC)

**DIMENSIONAL STANDARDS**  
 SETBACKS\*  
 FRONT: 25'  
 SIDE: 10'  
 REAR: 15'  
 MAX HEIGHT: 40'  
 FRONT PARKING SETBACK: 5'

\*SETBACKS SHALL BE APPLIED TO THE PERIMETER BOUNDARY OF THE PUD.  
 TOWNHOME BUILDINGS SHALL BE SEPARATED 20' MIN.

**PARKING STANDARDS**  
 NEW BUILDINGS REQUIRED: 16 SPACES (2 PER UNIT, 2 VISITOR SPACES UNDER 10 UNITS )  
 EXISTING BUILDING REQUIRED: 12 SPACES (2 PER UNIT, 2 VISITOR SPACES + 450 SF OFFICE 1 / 300 SF = 2 SPACES)  
 TOTAL REQUIRED: 28 SPACES  
 PROVIDED: 28 SPACES

PARKING NOTE: 7 NEW UNITS WILL SHARE PARKING WITH EXISTING 4 UNIT / 1 OFFICE BUILDING (250 E. 11th STREET). SHARED PARKING AGREEMENT IN PROGRESS.

**BUFFER STANDARDS**  
 A MINIMUM 20' BUFFER SHALL BE PROVIDED ALONG THE REAR PROPERTY LINE. THE BUFFER SHALL CONSIST OF EXISTING VEGETATION AND BE AUGMENTED AS NECESSARY TO IN ACCORDANCE WITH THE UDO BUFFER REQUIREMENTS.  
 a. BUFFERYARD TYPE B PRESCRIBES 1 CANOPY & 2 UNDERSTORY TREES PER 1000 SQUARE FEET WITH A MINIMUM OF 8 SHRUBS PER 1,000 SQUARE FEET.

**IMPERVIOUS DATA**  
 SIDEWALKS: 2,102 SF  
 ROADWAY / PARKING: 0 SF (6250 PERVIOUS PAVING CREDIT)  
 CURB & GUTTER: 659 SF  
 STORAGE BUILDING: 353 SF  
 TOWNHOMES: 7,288 SF  
 FUTURE: 117 SF  
 TOTAL: 10,519 (35% OF SITE)

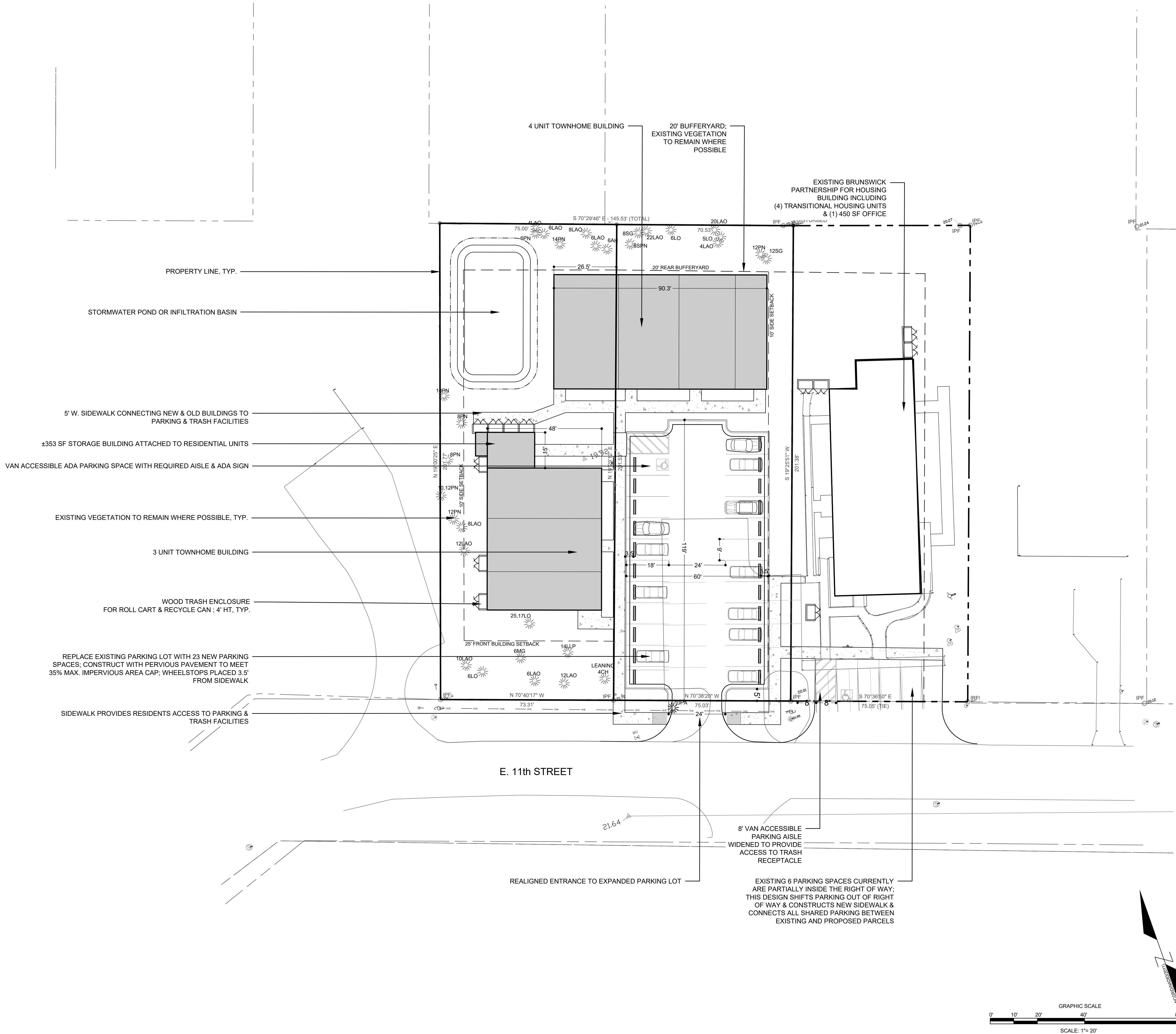
\*IMPERVIOUS AMOUNTS FOR EACH CATEGORY ARE APPROXIMATE AND SUBJECT TO CHANGE DURING THE FINAL DESIGN AND PERMITTING PROCESS. TOTAL IMPERVIOUS SURFACE SHALL NOT EXCEED 35% (10,519 SF MAX.) OF SITE AREA.

**PERVIOUS PAVING MAINTENANCE**  
 PERVIOUS PAVING WILL BE MAINTAINED BY BRUNSWICK PARTNERSHIP FOR HOUSING. ANY PERVIOUS CONCRETE SHALL BE VACUUMED ANNUALLY OR AS OTHERWISE RECOMMENDED BY THE INSTALLER. ANY PERVIOUS PAVERS SHALL BE MAINTAINED IN ACCORDANCE WITH MANUFACTURER SPECIFICATIONS TO KEEP JOINTS FREE OF DEBRIS AND ASSURE INFILTRATION OF WATER.

**ENVIRONMENTAL DATA:**  
 FLOODPLAIN NOTE: THIS PARCEL IS LOCATED IN ZONE X OR X (SHADED) - NOT A SPECIAL FLOOD HAZARD AREA AS SHOWN ON FEMA FLOOD MAP NO. 372020600K BEARING AN EFFECTIVE OR REVISED DATE OF 08/28/2018.  
 WETLAND NOTE: NO KNOWN WETLANDS EXIST ON SITE

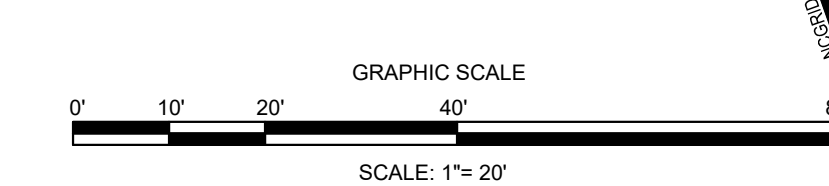
**FLOOR AREA RATIO (FAR):**  
 MAX ALLOWED: 3:1 (TOTAL FLOOR AREA : SF OF LAND AREA) = 90,168 SF MAX FAR  
 PROVIDED FAR: 7,641 SF TOTAL ( 0.25:1); ALL 1 STORY UNITS

**OPEN SPACE RATIO (OSR):**  
 MIN. OSR ALLOW: 55% MIN. = 16,530.8 SF  
 PROVIDED OSR: 17,264 SF (57%), EXCLUDES STORMWATER AREA



PRELIMINARY DESIGN - NOT RELEASED FOR CONSTRUCTION

<b>REVISIONS:</b> REV 1 PER TRC COMMENTS	
<b>CLIENT INFORMATION:</b> BRUNSWICK PARTNERSHIP FOR HOUSING, INC. 250 E. 11th STREET SOUTHPORT, NC 28461	
<b>PARAMOUNT ENGINEERING</b> 122 Cinema Drive Wilmington, North Carolina 28403 (910) 791-6707 (O) (910) 791-6766 (F) NC License #: C-2846	
<b>SPECIAL USE / MAJOR SITE PLAN</b> BRUNSWICK PARTNERSHIP FOR HOUSING CITY OF SOUTHPORT BRUNSWICK COUNTY, NC	
<b>PROJECT STATUS</b> CONCEPTUAL LAYOUT: PRELIMINARY LAYOUT: RELEASED FOR CONST.	<b>DRAWING INFORMATION</b> DATE: 02/27/20 1" = 20' DATE DESIGNED: DATE DRAWN: DATE CHECKED:
SEAL	<b>C-2.0</b> PEI JOB#: 26123.PE





# Major Site Plan

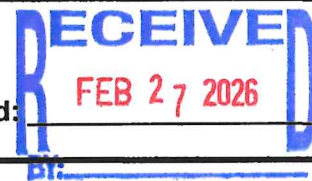
City of Southport, North Carolina

1029 N. Howe St, Southport NC 28461  
[www.southportnc.org](http://www.southportnc.org)

Planning & Inspections  
Phone 910-457-7961 Fax 910-457-7957

\*For Staff Use Only\*

PERMIT No. MSP-26-02 FEE: \$ 1500<sup>00</sup> Paid Date Received: \_\_\_\_\_



Applicant's Name: Brunswick Partnership for Housing, Inc

Mailing Address: 250 E 11th Street City: Southport

State: NC Zip Code: 28461 Phone: 949.533.5537

Email: Barry Fulton, Executive Board Member barryfulton@gmail.com

Location of the property: Lot 50 & 51, btwn 250&254 E.11th St

Parcel No.: 237DB002, 237DB003 Overall Acreage: +/- 0.7 ac Number of lots: Currently 2, Proposed Recombination to 1

Property Owner's Name: Same as Above

Address of Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

Surveyor: Paramounte Engineering, Inc License #: C-2846

Mailing Address: 122 Cinema Drive City: Wilmington

State: NC Zip Code: 28403

Phone: 910.791.6707 Email: jtaylor@paramounte-eng.com  
aengebretson@paramounte-eng.com

**Major Site Plan Definition**

Per Section 2.7.B of the UDO, Purpose. A major site plan is intended for more intense development proposals requiring greater discretion of the city.

The following development types must submit a major site plan as specified in this ordinance:

- a) Residential development of four (4) or more dwelling units on a lot.
- b) Nonresidential development whereby 10,000 square feet or more of impervious surfaces are proposed.
- c) All other development not subject to minor site plan approval.

Pre-Application Meetings: Applicants may request a pre-application meeting with the UDO Administrator prior to submission of an application to discuss procedural and substantive matters related to the proposed application.

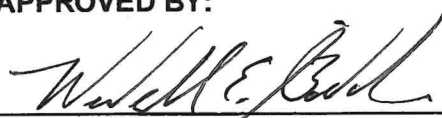
Required Application Materials for Submittal:

- One (1) digital copy and 12 hard copies of the major site plan shall be submitted with all such applications.
- The major 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

Major site plans shall include all required information as provided in Appendix A: Submission Requirements of the UDO.

  
\_\_\_\_\_  
Signature (Owner or Authorized Applicant)

2/26/24  
\_\_\_\_\_  
Date

**APPROVED BY:**  
  
\_\_\_\_\_  
UDO Administrator

Mar 17, 2024  
\_\_\_\_\_  
Date

# PARAMOUNTE

ENGINEERING, INC.

February 27, 2026

Wendell Biddle, City Planner  
City of Southport  
1029 N. Howe St.  
Southport, NC 28461

RE: SUP / Major Site Plan - Project Narrative for Brunswick Partnership for Housing  
Lots 50 & 51 E. 11<sup>th</sup> Street

Dear Mr. Biddle,

Brunswick Partnership for Housing, Inc. currently operates 4 transitional housing units and their office located at 250 E. 11<sup>th</sup> Street. The organization has purchased the two vacant lots, Lots 50 & 51, next to their current units in hopes of creating 7 new townhome rental units. The existing site will remain on its own parcel of land and operate as it does currently. Lots 50&51 will be recombined into one parcel. Ownership and maintenance of the properties will all be overseen by the parent organization, Brunswick Partnership for Housing (BPH), but the separation of the properties opens up a variety of funding options for each property.

The design team explored ways to update the existing site to better comply with the current UDO as well as provide BPH with some long term cost-saving solutions. With the proposed plan for lots 50 & 51, BPH proposes a shared parking lot servicing both the existing site and the new one. This requires a removal of the existing off-street parking lot located on lot 51. The new parking will expand, but it will be placed in approximately the same location as the old lot. The new lot offers pervious pavement to reduce the overall impervious footprint of the site. The existing site has 6 spaces located partially in the right of way and partially outside of the right of way. We propose shifting these spaces completely out of the right of way onto the existing site. Trash facilities will also be shared. BPH is in the process of preparing a shared parking and trash facility agreement between the two properties/ uses.

Please see plans for additional details of the proposal.

**BRUNSWICK PARTNERSHIP FOR HOUSING INC**

250 E 11TH ST  
SOUTHPORT, NC 28461

2689

60-1809/433  
1034

DATE 2/25/20

CHECK ARMOR  
TRADE PROTECTION

PAY  
TO THE  
ORDER OF

City of Southport

\$ 1,500 <sup>00</sup>/<sub>100</sub>

One thousand five hundred and <sup>00</sup>/<sub>100</sub> —

DOLLARS

Photo  
Safe  
Deposit  
Details on back



First National Bank

FOR

Site Plan Review

*Sally Heina*  
*[Signature]*

⑈002689⑈ ⑆043318092⑆ 96584569⑈

**STATE OF NORTH CAROLINA  
COUNTY OF BRUNSWICK**

**CITY OF SOUTHPORT  
BOARD OF ADJUSTMENT**

In Re: Application for a )  
Special Use Permit SUP-26-06 for a )  
Multi-Family Development, located at )  
Parcel ID 237DB002, Submitted by )  
Paramounte Engineering, Inc )

**DECISION ORDER APPROVING  
SPECIAL USE PERMIT REQUEST,**

THIS MATTER came on for hearing before the City of Southport Board of Adjustment (“Board”) at its meeting on 26 May 2026 to consider the special use permit request submitted by Paramounte Engineering, Inc, applicant, on behalf of Brunswick Partnership for Housing, property owner, regarding tax parcel ID 237DB002, located between 250 & 254 E. 11<sup>th</sup> Street, Southport, North Carolina. The petitioner applied to the Board to request a Special Use Permit for a seven (7) unit multi-family development within the Office and Institute zoning district.

Board Members Pete Haislip, Jason Robbins, Tuck Masker, Steve Doshier, Chris Eckert, Rodney Ross and John Allen heard the special use permit request. The Board, having heard and considered the testimony of the witnesses, having reviewed the application, written evidence, and the evidence presented by the city and after consideration of the arguments of the Petitioner, Paramounte Engineering, Llc, makes the following Findings of Fact and Conclusions and enters the following Order regarding this Special Use Permit.

### **FINDINGS OF FACT**

1. The petitioner applied for a Special Use Permit on a 0.69-acre property located between 250 & 254 E. 11<sup>th</sup> Street [(Brunswick County Tax Parcel ID Number: 237DB002) (The Subject Property)].

2. The current owner of the Subject Property is Brunswick Partnership for Housing. The Petitioner, Paramounte Engineering, LLC, applied for a Special Use permit on 27 February 2026. The application was not found complete until 12 May 2026.

### **CONCLUSIONS**

3. All parties were properly sworn before this Board of Adjustment, and all evidence presented herein was under oath and was not objected to by any party. All evidence relied upon in this Order was credible and reliable.

4. This Board has jurisdiction to grant Special Use Permits subject to the standards and regulations found in Unified Development Ordinance, if it is demonstrated that the multi-family development will not materially endanger the public health, safety, or general welfare, if located where it is proposed and developed according to the plan, if the use meets all required conditions and specifications, if the use will not adversely affect the use or physical attribute of adjoining or abutting property, and if the Board finds that the location and character of the use is in harmony with the area and in general conformity with the CAMA Land Use Plan.

Having heard all the evidence and argument presented at the hearing and after due deliberation, the City of Southport Board of Adjustment finds that there was substantial, competent, and material evidence in the record to show the following:

**VOTE BY THE BOARD**

1. A motion was made by Mr. Robbins and seconded by Mr. Masker that the proposed use **will not** materially endanger public health, safety, or general welfare if located where it is proposed and developed according to the plan. Finding of fact; the proposed development meets all required floodplain, zoning, and parking requirements. The motion carries unanimously.
2. After a motion made by Mr. Allen and seconded by Mr. Ross, the Board agreed that **the use meets all** the required conditions and specifications. Findings of fact; the proposed development continues to meet all the specific use standards established in the UDO. The motion carries unanimously.
3. After a motion made by Mr. Allen and seconded by Mr. Robbins, the Board agreed that **the use will not** adversely affect the use or physical attribute of adjoining or abutting property, or that the use is a public necessity. Finding of fact: The proposed development is a public necessity for affordable housing and will not adversely affect adjoining or abutting properties due to restrictions and requirements set forth in the UDO relative to setbacks and other building codes. The motion carries unanimously.
4. After a motion made by Mr. Robbins and seconded by Mr. Ross, the Board agreed that the location and character of **the use would be** in harmony with the area and in general conformity with the Land Use Plan. Findings of fact: The proposal meets all UDO and City of

Southport 2050 Comprehensive Plan requirements, specifically policy 1.1 and Action 1.1.7 of the Comp Plan. The motion carries unanimously.

5. Mr. Robbins made a motion that based on the findings of facts and the evidence presented, the Board of Adjustment recommends **approval** of the Special Use Application for the proposed seven-unit multi-family development located between 250 & 254 E. 11<sup>th</sup> Street, Southport, NC. Mr. Eckert seconded the motion. The motion was put to a vote, and with all in favor, it passed unanimously.

**CONDITIONS**

- The ADU may not be rented separately from the primary residence.

**ORDER**

Based on the foregoing Findings of Fact and conclusion reached by the Board of Adjustment for the City of Southport after due consideration and vote, **IT IS HEREBY ORDERED** that the Special Use Permit application filed by the Petitioner is hereby **APPROVED** after receiving a majority affirmative vote on each of the criteria as shown in Section 2.7 (C) of the Unified Development Ordinance.

\_\_\_\_\_  
Scott Baillargeon, Deputy City Clerk | Date

\_\_\_\_\_  
Pete Haislip, Chairman | Date

**State of North Carolina**

**County of Brunswick**

I, \_\_\_\_\_, Notary Public for said County and State, do hereby certify that \_\_\_\_\_ and \_\_\_\_\_ personally appeared before me this day and acknowledged that they executed the foregoing instrument. Witness my hand and official seal, this the \_\_ day of \_\_\_\_\_, **20**\_\_.

Signature: \_\_\_\_\_

Notary Public

My commission expires: \_\_\_\_\_



Prepared by: Johnson & Moore, PA, 8505 E. Oak Island Drive, Suite 2, Oak Island, NC 28465

STATE OF NORTH CAROLINA

**SHARED PARKING AGREEMENT**

COUNTY OF BRUNSWICK

This Shared Parking Agreement made this the 14<sup>th</sup> day of April, 2026, by **BRUNSWICK PARTNERSHIP FOR HOUSING, INC., A NORTH CAROLINA NON-PROFIT CORPORATION** (the "Grantor"), of 250 E. 11<sup>th</sup> Street Southport, NC 28461;

WITNESSETH:

THAT WHEREAS the Grantor of this Shared Parking Agreement owns certain lots which were acquired by the following deeds:

General Warranty Deed duly recorded in Book 4467, Page 279 in the Office of the Register of Deeds, Brunswick County, North Carolina, (Parcel ID 237DB002).

Special Warranty Deed duly recorded in Book 5322, Page 67 in the Office of the Register of Deeds, Brunswick County, North Carolina (Parcel ID 237DB00101).

WHEREAS said Grantor wishes to execute this Shared Parking Agreement to identify the parking spaces which may be used in conjunction with the units located or to be located on Lots 50, 51 and 52; and

WHEREAS attached hereto as Exhibit "A" is the Shared Parking Exhibit reflecting the parking spaces to be constructed and used by Lots 50, 51, and 52 currently owned by Grantor; and

NOW, THEREFORE, Grantor hereby executes this Shared Parking Agreement whereby individuals using or residing in the buildings located at Lots 50, 51, and 52 shall be allowed to park in the spaces designed on the Shared Parking Exhibit.



IN WITNESS WHEREOF, the makers have hereunto set their hand and seal, the day and year first written above.

**BRUNSWICK PARTNERSHIP FOR HOUSING, INC.,  
A NORTH CAROLINA NON-PROFIT CORPORATION**

BY: [Signature] (seal)  
NAME: Barry Fulton  
TITLE: Chairman, Board of Directors

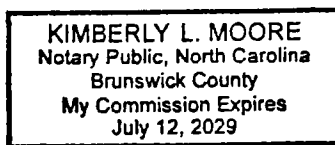
STATE OF NORTH CAROLINA

COUNTY OF BRUNSWICK

I certify that Barry Fulton personally came before me this day and acknowledged that he or she is the Chairman, Board of Directors of BRUNSWICK PARTNERSHIP FOR HOUSING, INC., a North Carolina non-profit corporation, and that by authority duly given and as the act of such entity, signed the foregoing instrument in its name on its behalf as its act and deed.

This 14<sup>th</sup> day of April, 2026.

(NOTARY SEAL)



[Signature]  
Kimberly L. Moore, Notary Public  
(Notary's printed or typed name)

My Commission Expires: 7/12/2029



**STAFF REPORT  
CASE NUMBER ZMA-26-01  
ZONING MAP AMENDMENT (R-20 – HC)**

<b>APPLICATION SUMMARY</b>	
<b>Presentation Date</b>	June 18, 2026 Planning Board
<b>Applicant</b>	Kevin Henry
<b>Property Owner</b>	Louis Levenson
<b>Address</b>	140 Sandy Lane
<b>Parcel ID</b>	22100025
<b>Property Size</b>	.84 acres (~26,590 SF)
<b>Zoning District</b>	R-20
<b>Proposed Zoning District</b>	HC

**BACKGROUND**

Kevin Henry, applicant, on behalf of the property owner, Louis Levenson, is requesting approval of a zoning map amendment for address 140 Sandy Lane. The request is to rezone the lot from residential, R-20, to Highway Commercial (HC). The applicant contends that the request is to ensure consistent zoning between the subject lot and the adjacent properties that are also designated as HC. On site there is an existing single-family residence.

**REVIEW PROCESS AND CONTEXT**

A Zoning Map Amendment proposal is considered a legislative process. As laid out by North Carolina General Statutes, a legislative process is a policy-level decision with broad discretion by the decision-making authority, in Southport’s case the Board of Aldermen. In a decision to approve or deny a legislative proposal, the Board of Aldermen shall include a statement referencing the decision’s consistency with the adopted land use plan for the City of Southport. Per the City of Southport Unified Development Ordinance, the Planning and Zoning Board shall also provide a recommendation on any proposed Zoning Map Amendment to the Board of Aldermen. The Board of Aldermen shall hold a public hearing prior to voting on any Zoning Map Amendment.

Section 2.10 of the UDO outlines the procedure that allows any party to apply for a text change to the UDO, or a zoning district change for the city’s zoning map. The Planning Board shall provide an advisory recommendation within 90 days after the introduction of such petition at a regularly

scheduled meeting and shall transmit its recommendation and report, including the reasons for its determinations, to the Board of Aldermen. However, per 160D-604, if no written report is received within 30 days, the governing board may act on the amendment without the planning board report.

**LOCATION AND SITE CONDITIONS**

The subject property is located within the incorporated city limits along Sandy Lane, a minor roadway that is accessible by Highway 211. 140 Sandy Lane, also identified as parcel number 22100025, is approximately 200 feet west of the Murphy USA fueling station and is east of the Turtle Bay Planned Unit Development (PUD). The property is not within the Special Flood Hazard Area (SFHA).

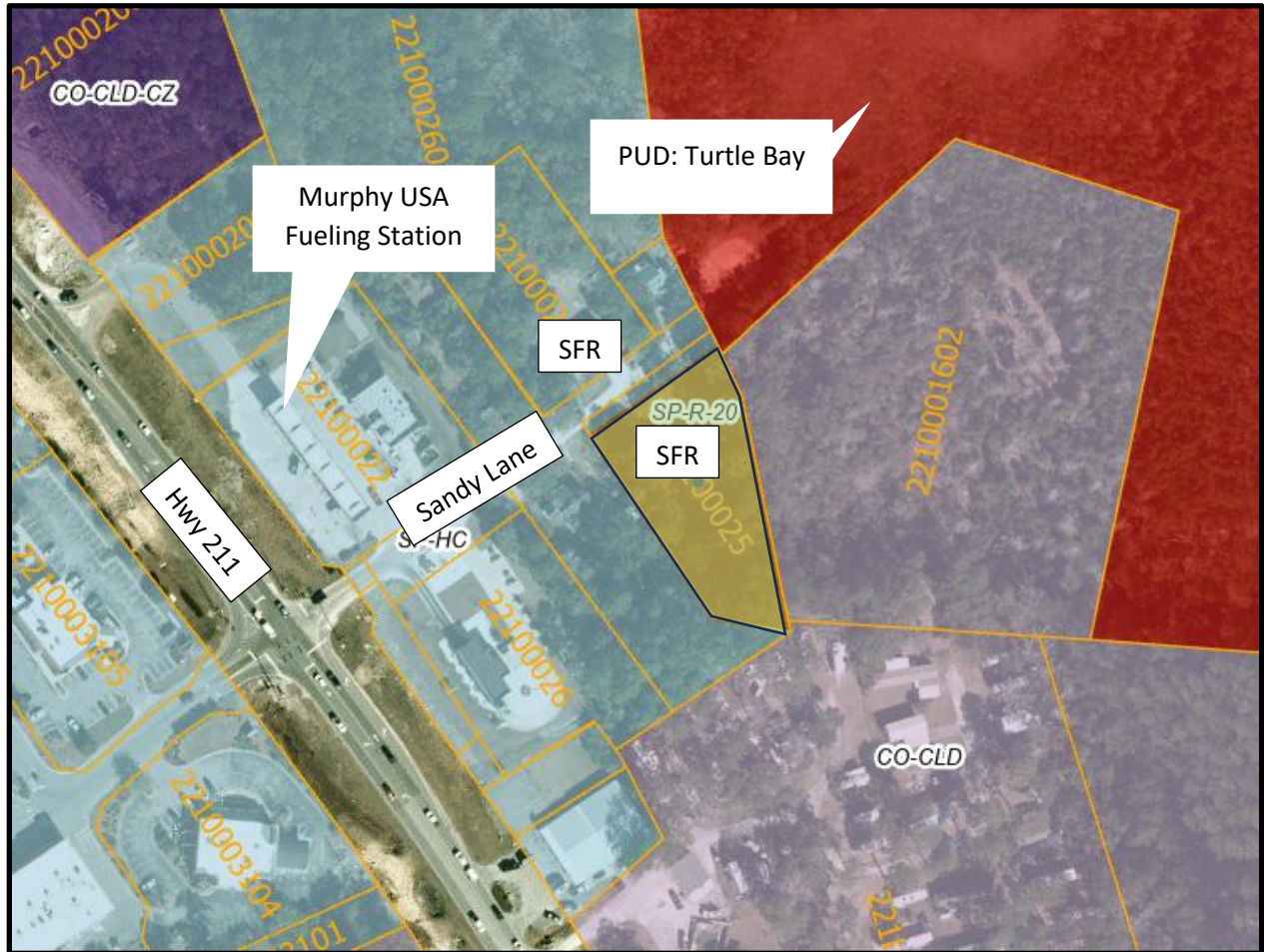
The existing use of the lot is *single-family residential* with a dwelling on site. Currently the lot is in use as a rental property. Public water and sewer services are available through Brunswick County Public Utilities and electric service is available through the City of Southport. Staff are unaware of any infrastructure deficiencies that would prevent development permitted under the HC district.



Google Maps Aerial

## EXISTING LAND USE & ZONING IN THE AREA

While the subject lot is zoned residential R-20, the primary land use in the immediate area is HC and CO-CLD (Brunswick County's Zoning designation for Commercial Low-Density). North of the subject lot is a single-family residence within the HC district. To the northeast is a utility pump station and the Turtle Bay PUD. East and south are undeveloped commercially zoned county lots. To the west are parcels zoned HC to include the Murphy USA fuel station and the Ecoshine Autowash.



Zoning Map Aerial



*140 Sandy Lane*



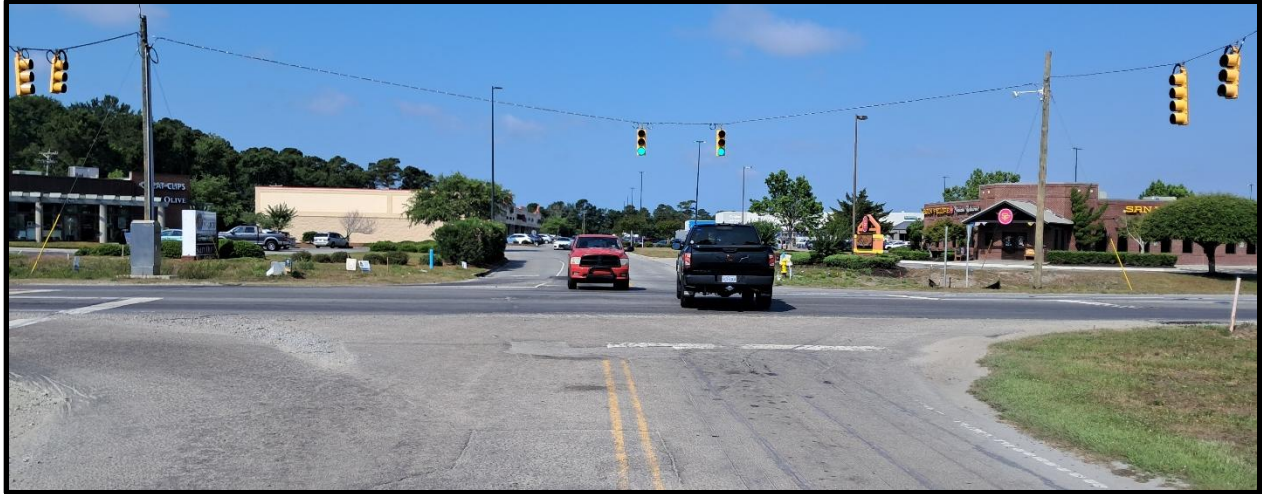
*Adjacent SFR (Zoned HC)*



*Pump Station*



*Murphy USA*



*Intersection of Sandy Ln & Hwy 211*

A rezoning request does not allow the applicant to provide a proposed project or site plan. Decisions made on the rezoning must consider all permitted uses in the proposed district in relation to land use impacts, the character of the district and suitability for certain uses, and reasonableness for a small parcel change. The permitted uses for both zoning districts are found in attachment (4) and taken from Table 3.1 of the Uniform Development Ordinance (UDO). It should be noted that the HC district permits a broad range of retail, office, service, and commercial uses, whereas the R-20 district primarily permits residential uses and limited institutional uses.

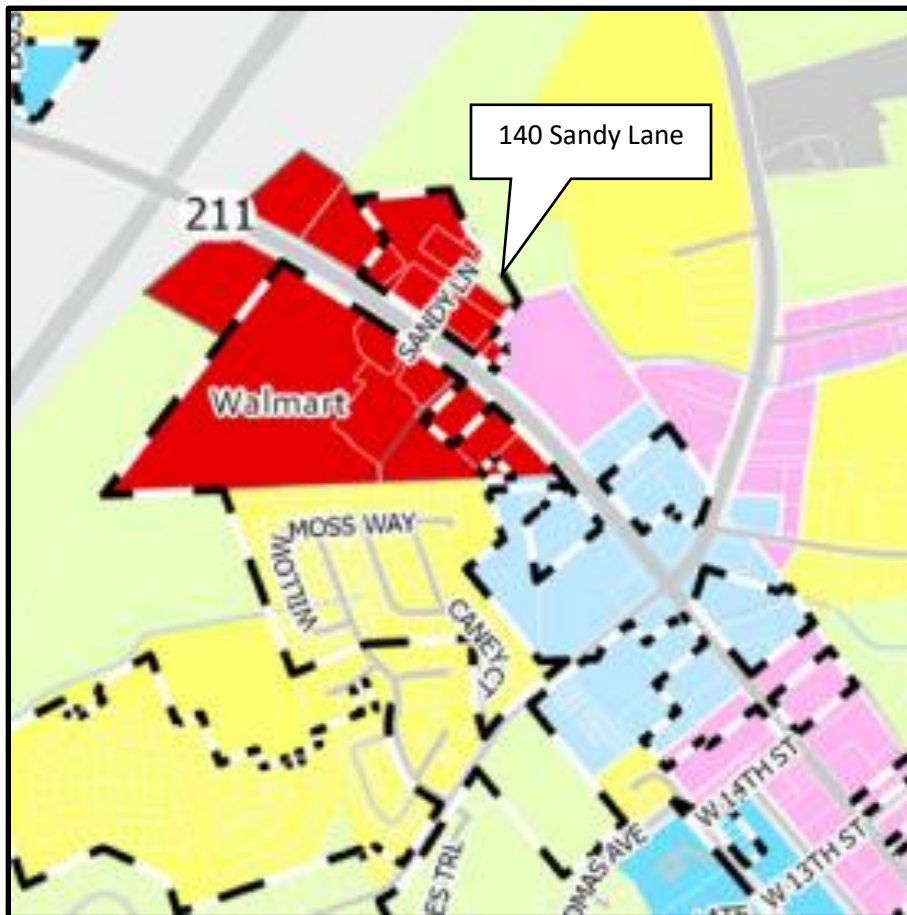
<b>Standard</b>	<b>R-20</b>	<b>HC</b>
Intent	Residential	Commercial
Minimum Lot Size	20,000 SF	10,000 SF
Principal Uses	Residential	Commercial
Lot Width	100'	75'
Front Setback	40'	25'
Rear Setback	25'	20'
Side Setback	12'	8'
Building Height	40'	40'

## LAND USE PLAN CONSISTENCY

The City of Southport 2050 Comprehensive Plan is the plan that is used for policy decisions in the City. The Planning Board and Board of Aldermen shall consult the plan's policies when considering a zoning change. Further, each rezoning must be recommended and ultimately adopted with a statement describing if the action is consistent or inconsistent with the adopted land use plan.

The Future Land Use Map (FLUM) and character areas represent the community's vision for the future of Southport and is one of the factors used to guide rezoning, land use, infrastructure and development decisions. The FLUM is descriptive, not prescriptive. It identifies predominant land use types and character of future development for different parts inside and outside of Southport's planning jurisdiction. The FLUM should be used as a guide to transition areas into their desired future state.

While the parcel itself is identified as Low Density/Conservation Design, the property is situated at the edge of a larger Highway Commercial character area and is surrounded by commercially zoned properties. The proposed rezoning is more reflective of the existing development pattern than the individual parcel's FLUM designation.



*Future Land Use Map*

It should be noted that since this is a residential-to-commercial district rezoning request, most specific policies are not applicable. The following policies and implementing actions support the proposed rezoning request.

**Policy 7.2** “Support existing small businesses and encourage new businesses.”

Specific Action Recommended – 7.2.1: *Encourage the development of new businesses and context-sensitive mixed-use development in Gateway Neighborhood Commercial, and Midtown character areas.*

**Policy 7.4** “Pursue a balanced economy and retain and attract young people and families.”

Specific Action Recommended – 7.4.1: *Encourage entrepreneurship, small businesses and professional services in the City.*

**Policy 7.5** “Develop an Economic Development Strategy that focuses on improving the tax base.”

Specific Action Recommended – 7.5: *Seek out additional sources of revenue, including grants, food and beverage tax, etc.*

The proposed HC zoning represents a logical extension of the existing commercial corridor along Highway 211. The subject property is surrounded by commercial zoning and commercial land uses on multiple sides and is located within an area already served by public infrastructure. The rezoning would eliminate an isolated residential zoning designation and create greater consistency between the zoning map and existing development patterns.

### STAFF RECOMMENDATION

Staff recommends **APPROVAL** of the rezoning request from R-20 to HC for Parcel 22100025, based on the following findings:

- The proposed rezoning is consistent with the City of Southport 2050 Comprehensive Plan;
- The proposed rezoning is reasonable and in the public interest;
- The proposed rezoning is compatible with surrounding land uses and development patterns; and
- Public infrastructure and services are adequate to serve the property under the proposed zoning district.
- The existing land use, single-family dwelling, would be considered as a legal nonconforming land use.

Attachments:

1. Consistency Statement of Approval
2. Consistency Statement of Denial
3. Application
4. Existing Zoning and Proposed Zoning Land Uses
5. Future Land Use Map



**City of Southport Planning Board  
Statement of Plan Consistency and Zoning Recommendation (As  
per NC General Statute 160D-604)**

*When conducting a review of proposed zoning text or map amendments pursuant to this section, the planning board shall advise and comment on whether the proposed action is consistent with any comprehensive plan that has been adopted and any other officially adopted plan that is applicable. The planning board shall provide a written recommendation to the governing board that addresses plan consistency and other matters as deemed appropriate by the planning board, but a comment by the planning board that a proposed amendment is inconsistent with the comprehensive plan shall not preclude consideration or approval of the proposed amendment by the governing board.*

**AMENDMENT:           ZMA-26-01**

**STATEMENT OF CONSISTENCY AND RECOMMENDATION:**

The City of Southport Planning Board hereby recommends **adoption** of the proposed Zoning Map Amendment to the Board of Aldermen and finds that it is **consistent** with the City’s 2050 CAMA Comprehensive Plan adopted October 9, 2025. More specifically, the proposed amendment is consistent with:

- Policy 7.2 “Support existing small businesses and encourage new businesses;”
- Policy 7.4 “Pursue a balanced economy and retain and attract young people and families;” and
- Policy 7.5 “Develop an Economic Development Strategy that focuses on improving the tax base.”

The Planning Board recommends that the Board of Aldermen **APPROVE** the zoning text amendment. The statement and motion was seconded and passed \_\_\_\_\_.

Ayes: \_\_\_\_\_

Noes: \_\_\_\_\_

Absent or Excused: \_\_\_\_\_

\_\_\_\_\_

Scott Baillargeon, Deputy City Clerk | Date

\_\_\_\_\_

Lawrence N. Ashley, Chairman | Date



**City of Southport Planning Board  
Statement of Plan Consistency and Zoning Recommendation (As  
per NC General Statute 160D-604)**

*When conducting a review of proposed zoning text or map amendments pursuant to this section, the planning board shall advise and comment on whether the proposed action is consistent with any comprehensive plan that has been adopted and any other officially adopted plan that is applicable. The planning board shall provide a written recommendation to the governing board that addresses plan consistency and other matters as deemed appropriate by the planning board, but a comment by the planning board that a proposed amendment is inconsistent with the comprehensive plan shall not preclude consideration or approval of the proposed amendment by the governing board.*

**AMENDMENT:           ZMA-26-01**

**STATEMENT OF CONSISTENCY AND RECOMMENDATION:**

The City of Southport Planning Board hereby finds that the proposed zoning text amendment is **inconsistent** with the City’s 2050 CAMA Comprehensive Plan, adopted October 9, 2025. More specifically, the proposed zoning amendment is **inconsistent** with:

- Policy 7.2 “Support existing small businesses and encourage new businesses;”
- Policy 7.4 “Pursue a balanced economy and retain and attract young people and families;” and
- Policy 7.5 “Develop an Economic Development Strategy that focuses on improving the tax base.”

The Planning Board recommends that the Board of Aldermen **DENY** the zoning text amendment. The statement and motion was seconded and passed \_\_\_\_\_.

Ayes: \_\_\_\_\_

Noes: \_\_\_\_\_

Absent or Excused: \_\_\_\_\_

\_\_\_\_\_  
Scott Baillargeon, Deputy City Clerk | Date

\_\_\_\_\_  
Lawrence N. Ashley, Chairman | Date

# Rezoning Application

City of Southport, North Carolina



1029 N. Howe St, Southport NC 28461  
[www.southportnc.org](http://www.southportnc.org)

Planning & Inspections  
Phone 910-457-7961 Fax 910-457-7957

Date: April 22, 2026

FEE: \$ 750.00

Permit#: z PIA — \_\_\_\_\_ Z C — 01 \_\_\_\_\_ Project Name (If Applicable):  
Sandy Lane - Southport

A complete application for any amendment shall contain a description of the proposed zoning regulation or zoning map amendment. The application shall state in detail whether the proposed amendment is consistent with CAMA Core Land Use Plan and any other officially adopted plan that is applicable. The application shall also give detailed evidence that the proposed amendment is in the interest and will benefit the general public and not solely be of benefit to the applicant; that the uses within the proposed zoning district are similar or comparable to the uses in the district as currently zoned, or that none of the uses permitted in the proposed zoning district may potentially adversely affect property values or the health, safety, morals, or general welfare of the residents of the surrounding area. Such application shall be filed with the Administrator to be processed in accordance with Section 12-5 of the UDO.

The Planning Board and Board of Aldermen may consider the following when deciding: Impact on neighbors and neighborhood, traffic, environment, utilities, suitability of land, harmony with area, schools, economic impact, tax base increase, spot zoning created, road capacity, adequate infrastructure, community opinion, property values, consistency with the Land Use Plan, future land use map, jobs, public services, buffering requirements, environmental impact, site limitations, and consistency with plans and prior decisions. The Boards cannot consider ethnicity, income, affordable housing, owner vs. renter housing, or who the owner is when deciding.

Petitioner Name: Louis Levenson represented by Kevin Henry

Mailing Address: 4300 Paces Ferry Road City: Atlanta

State: GA Zip Code: 30339

Phone: 910-232-7238 Email: louis@levensonlaw.com  
kevin.henry40@gmail.com

Street Address and/or Description of Location: 140 Sandy Lane  
Southport, NC

Petitioner Name: \_\_\_\_\_ Keogh

State:

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Parcel ID 1000

Site Acreage: .24 / Acre, Q1 Number of Lots: 1

Current Zoning District: /3-zD Proposed Zoning District: SP-HC

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If the proposed change would require a change in the zoning map, attach an accurate diagram of the property proposed for rezoning showing:

1. All property lines with dimensions and north arrow.
2. Adjoining streets with rights-of-way and paving widths.
3. The location of all existing structures on the property.
4. The existing land uses associated with the property.
5. The zoning classification of all abutting zoning districts.
6. A list of all abutting property owners.

Future Land Use Map Designation: Town Center Municipality

Is the proposed zoning consistent with the Land Use Plan? (Describe how it is consistent below if so) (Please Circle One): Yes No

Please describe the changing conditions in the area or in the City of Southport that makes the proposed amendment necessary to the promotion of the public health, safety and general welfare, or that identifies an obvious error in the zoning map based upon the zoning classification or current land use of surrounding properties. Also include an explanation on why the proposed zoning is or is not consistent with the Land Use

and other adopted plans (Attach separate sheet if necessary)

This request would ensure consistent zoning with 4 parcels owned by applicant on Sandy Lane/ 211. The properties to the North, West and South are all Highway Commercial. The existing home on this lot is old and the highest and best use is no doubt commercial, as there are a gas station + car wash on Sandy Lane. This request was deemed reasonable by Southport Planning staff in our previous conversations

Adjacent property owners:

PID: 2210001602  
Delores Yvonne Adams  
303 W. 10<sup>th</sup> St  
Southport, NC 28461  
Vacant site

PID: 221LA003  
Woodside Properties  
1648 N. Howe St  
Southport, NC 28461  
Single Family/Mobile Home


Plan

and other adopted plans (Attach separate sheet if necessary)

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Rezoning Fees as of July 1, 2018	
Rezoning: Less than 3 Acres	\$500.00
Rezoning: 3.01-6.00 Acres	\$1,000.00
Rezoning: 6.01 + Acres	\$1,000.00 + \$100/acre

In filing this Rezoning Petition, I hereby certify that I am authorized to submit this application and that all of the information presented in this application is accurate to the best of my knowledge, information, and belief.

  
\_\_\_\_\_  
Signature (Owner or Authorized Applicant)

4-22-26  
\_\_\_\_\_  
Date

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Payment  
Receipt

City of Southport

Email:

KEVIN HENRY

PIDN: CR680  
Name: KEVIN HENRY  
Muni Code:  
MAP:  
Location:

Receipt #: 799  
Date Paid: 04/22/2026  
Date Effective: 04/22/2026  
User: ktooley@cityofsouthport.gov  
Session: 1488

Payment Method

Cash

Line Item Description	Tran Code	Date	Year	Payment
Planning & Zoning	PLAN	04/22/2026	2026	\$500.00

Amount Processed: \$500.00

Amount Received: \$500.00

Message: RE ZONING PARCEL 22100025 SANDY LANE PROJECT LOUIS LEVENSON

Thank you for your payment!



Table of Land Uses UDO Table 3.1

**R-20 Land Uses** – P = Permitted by Right; S = Special Use; PS or SS = Permitted or Special Use with a Use Standard

- Accessory Structures or Uses, General – PS
- Accessory Dwelling, Residential – SS
- Cemeteries and Mausoleums – SS
- Docks, Piers, Gazebos, Bulkheads, & Living Shorelines – PS
- Home Daycare, Adult and Child – SS
- Home Occupation – SS
- Homestay – PS
- Portable Storage Containers – PS
- Recreational Vehicle or Travel Trailer – PS
- Solar Energy Systems – PS
- Swimming Pools – PS
- Temporary Sales Offices – PS
- Temporary Healthcare Structures – PS
- Dwelling, Single-Family – P
- Dwelling, Two-Family - S
- Family Care Home – PS
- Modular Homes – PS
- Bed & Breakfast – SS
- Church, Synagogues, & other Assoc. Activities – SS
- Clubs or Lodge – SS
- Educational Facility – S
- Golf Course, Prvt or Pblc – P
- Government Use, City of Southport – P
- Government Uses With Buildings, Non-City of Southport – SS
- Parks & recreation Areas, Municipal – P
- Recreation Facility Prvt, Inclu. Clubs & Rec Facilities Assoc. W/ Multiple Family Comp. - SS
- Telephone Communication Facility, Unattended – SS
- Utility Stations & Plants – P
- Wireless Telecomm Facility, collocation, or Collocated Wireless Facility – PS
- Yard Sales - P

**Highway Commercial Land Uses** – P = Permitted by Right; S = Special Use; PS or SS = Permitted or Special Use with a Use Standard

- Accessory Structures or Uses, General – PS
- Accessory Dwelling, Commercial -SS
- Cemeteries and Mausoleums – SS
- Modular Unit – PS
- Outdoor Display – PS
- Outdoor Storage – PS
- Outdoor Vending Machine – PS

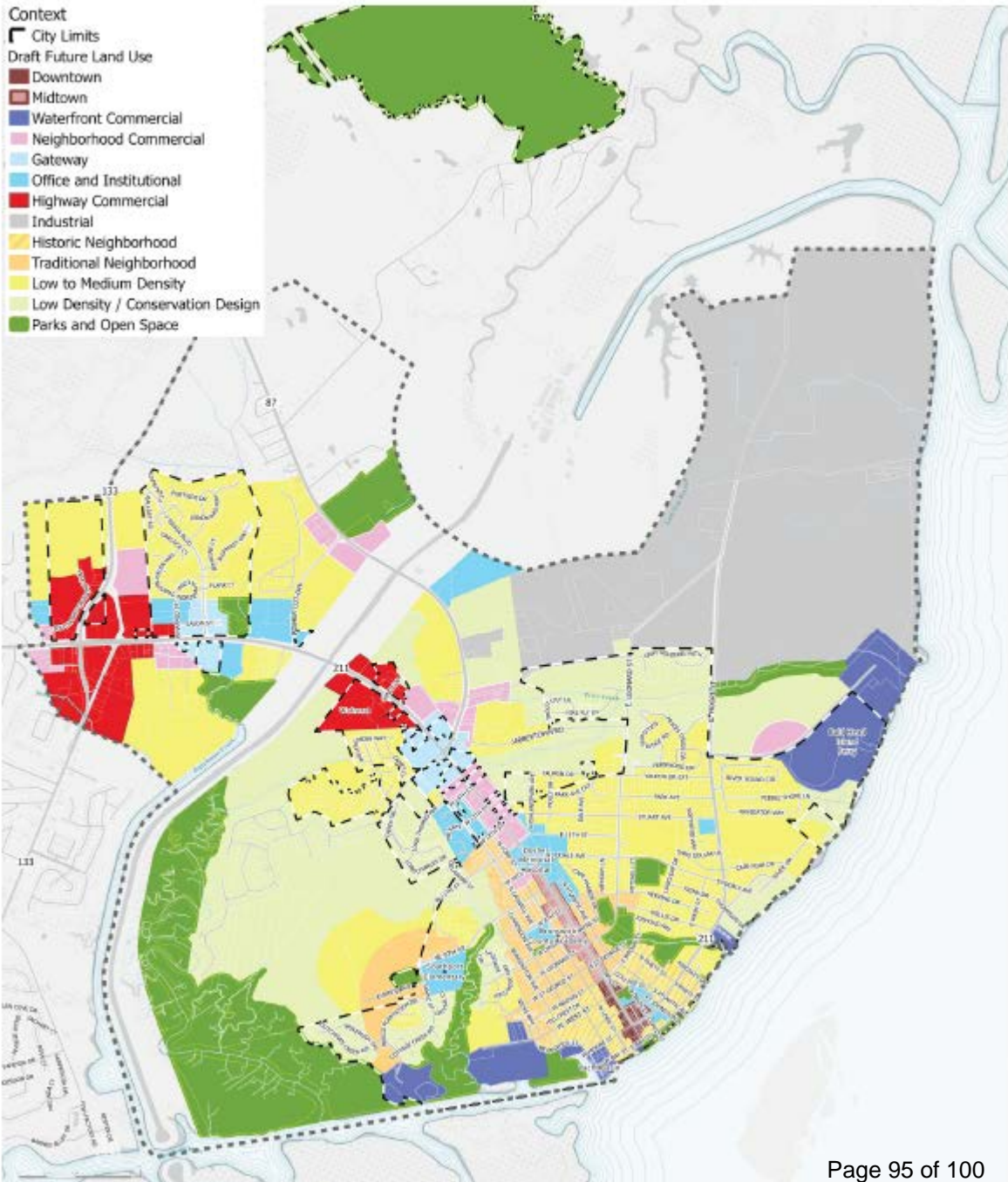
Portable Storage Containers – PS  
 Self-Serving Ice Vending Machines – SS  
 Solar Energy Systems – PS  
 Temporary Sales Offices – PS  
 Alcoholic Beverages, Packaged, Retail Sales – P  
     Automotive, Major – P  
     Automotive, Minor - P  
     Bed & Breakfast – SS  
     Bottle Shop and Wine Bar – P  
     Building Material Dealers – P  
 Business, Commercial, or Other Non- Res Use Not Elsewhere Classified – SS  
     Bus Terminals and Railroad Stations – P  
     Churches, Synagogues & Other Assoc. Activities – PS  
     Clubs or Lodge – PS  
     Commercial Parking Lots – PS  
     Commercial Recreation, Indoor – P  
     Commercial Recreation, Outdoor – P  
 Cultural Arts Center, Incl. Theaters, Offices, Classrooms, ETC – P  
     Dance Studios – P  
     Daycare, Adult and Child – PS  
     Divers, Commercial – P  
     Dry Cleaners – PS  
     Dry Storage – PS  
     Educational Facility – P  
     Electronic Gaming Operations - SS  
     Exterminating Services – P  
     Farmer’s Market – PS  
     Farm Machinery Sale & Service – P  
     Feed, Seed, & Fertilizer Sales, Retail – P  
     Fishing, Commercial – P  
     Flea Market – SS  
 Fruit & Vegetable Market, Wholesale with Incidental Retail – PS  
     Fuel & Ice Dealers – P  
     Funeral Homes – P  
     Furriers and Fur Storage – P  
     Government Use, City of Southport – P  
 Government Uses With Buildings, Non-City of Southport – SS  
     Grocery Stores – P  
     Hardware, Lawn, or Garden Store – P  
     Hospitals – P  
     Hotel, Motel, or Inn – PS  
     Hotel, Residential or Boutique – PS  
     Institutional Care Facility, Adult – S  
     Institutional Care Facility, Child Handicapped – S

Jail – PS  
 Kennel – SS  
 Laundry, Industrial – P  
 Laundry, Coin-Operated – P  
 Library – P  
 Liquor Stores – P  
 Manufactured Home Dealers – P  
 Manufactured Home for Office or Exhibition – S  
 Manufacturing, Artisan – P  
 Manufacturing, Limited – P  
 Marina, Commercial – PS  
 Maritime Sales, Rental, and Service – P  
 Microbrewery & Microdistillery – PS  
 Mobile Vendor or Food Truck – PS  
 Motor Freight Companies, Movers, Van Lines, & Storage – P  
 Museums, Art Galleries – P  
 Nightclub – SS  
 Nursing & Personal Care Facility – PS  
 Office, General – P  
 Package Delivery Services, Commercial – PS  
 Parks & Rec Areas, Municipal – P  
 Personal Service Establishment – P  
 Radio & TV Stations, Studios, & Offices – PS  
 Recreation Facility Prvt, Inclu. Clubs & Rec Facilities Assoc. W/ Multiple Family Comp. - SS  
 Recreational Vehicle Park - SS  
 Research & Development – PS  
 Restaurant, Carry-out – P  
 Restaurant, Standard & Fast Food – P  
 Retail Sales, Major - P  
 Retail Sales, Minor – P  
 Retail Sales, Moderate – P  
 Shopping Center – PS  
 Shooting Range, Indoor – PS  
 Storage, Self-Service – PS  
 Taxicab Stands – PS  
 Telephone Comm Facility, Unattended – SS  
 US Postal Service – P  
 Utility Stations & Plants (Public & Prvt) Inclu. Lift Stations, Substations, ETC – P  
 Veterinary Services with Open Pens – P  
 Veterinary Services with Pens Enclosed in a Building – P  
 Warehousing, General – PS  
 Water Transportaion Inclu. Docks, Tugboats, Barges, and Excursions – P  
 Vape Shops - PS  
 Welding Repair – P

Wireless Tele Facility or Complex, Freestanding and Substantial Modifications – SS  
Wireless Tele Facility, Collocation or Collocated Small/Micro Facility – PS  
Yard Sales - P

# FUTURE LAND USE MAP (OVERALL)

- Context
- City Limits
  - Draft Future Land Use
  - Downtown
  - Midtown
  - Waterfront Commercial
  - Neighborhood Commercial
  - Gateway
  - Office and Institutional
  - Highway Commercial
  - Industrial
  - Historic Neighborhood
  - Traditional Neighborhood
  - Low to Medium Density
  - Low Density / Conservation Design
  - Parks and Open Space





## Planning Board Update – June 2026

### **Zoning Updates:**

- ZMA-25-02 Local Historic District Overlay – Public Hearing held Tuesday, June 2, 2026.
  - Sent back to HPC for research and amendments for an advisory committee
- ZTA-24-05 Bed & Breakfast Events – Public Hearing held Thursday, June 11, 2026
  - Tabled until June 17 for clarification on how to move forward
- ZTA-26-04 Mobile Vendor or Food Truck – Public Hearing held Thursday, June 11, 2026
  - Adopted
- ZMA-26-02 Yacht Basin Overlay – Public Hearing held Thursday, June 11, 2026
  - Adopted

### **Project Updates:**

- The City Attorney, Brady Herman is reviewing the Land Disturbance and Soil Erosion Ordinance. Once we have full comments and revisions complete and will be sent to the Board of Aldermen for adoption. This ordinance proposed approval for the import and export of soil and grading.
- Brunswick County held 3 presentations throughout the county in late May providing an update of the UDO modernization project that is underway and anticipated to be presented to the County Board of Commissioners later this summer. The presentations included an overview of the draft plan, feedback received during the public input process, and what types of changes or updates are allowed or restricted under current state laws that govern local governments' planning and zoning authority. The same presentation was given at each meeting and can be found on the county's website at the link provided below.

<https://www.brunswickcountync.gov/1042/UDO-Modernization-Project>

- The City is participating the NC Resilient Coastal Communities Program (RCCP) which evaluates how prepare for hazards such as flooding, storms, and sea level rise while protecting the places and services that matter most to the community.

Information about the project is located on the city's website, which also includes a link to a short online survey for citizens and visitors. The input will identify local concerns and important places to protect. The link to the site is included below.

[https://www.cityofsouthport.gov/departments/development\\_services/southport\\_resilience\\_planning\\_project.php](https://www.cityofsouthport.gov/departments/development_services/southport_resilience_planning_project.php)

Survey Link: <https://tinyurl.com/CityofSouthport>

A formal public input session will be scheduled in the late summer and will be advertised and announced regularly to ensure as much input as possible from the citizens of the city. This project is fully funded by a grant from the RCCP and the Division of Coastal Management, through the General Assembly, and the National Fish & Wildlife Foundation.

- Staff attended the Rural Technical Coordination Committee (RTCC) meeting on Wednesday, June 3. The P.8 Prioritization for the State Transportation Improvement Program has started. The project lists are being rolled out and will be available in the next week for the RTCC review for point assignment and recommendation to the Regional Transportation Advisory Committee (RTAC).
- The Multimodal Acceleration Plan has been distributed to the NCDOT IMD staff for review and comment. Staff are concurrently reviewing the final draft plan for comments. Upon completion, the plan includes project details for prioritized pedestrian and bicycle improvements, including cost estimates and funding opportunities. The list of prioritized projects helps communities be more competitive for grant funding. A multimodal grant from NCDOT funds the plan.

**Board of Adjustment:** Regular meetings of the Board of Adjustment are every 4<sup>th</sup> Tuesday at 4:30 p.m. at the Indian Trail Meeting Hall.

- At the May 26, 2026, meeting, the Board of Adjustment heard and approved a special use permit for a project proposing multi-family dwelling units in the O&I zoning district. The project is on the June Planning Board agenda for major site plan approval.
- **The June 23, 2026, meeting of the Board of Adjustment is canceled.** There are no cases for this meeting.

**Historic Preservation Commission:** Regular meetings of the Historic Preservation Commission are every 1<sup>st</sup> Wednesday at 4:00 p.m. at the Indian Trail Meeting Hall. **The June and July meetings of the HPC have been canceled.**

**Forestry Committee:** Regular meetings of the Forestry Committee are every 2<sup>nd</sup> Tuesday at 5:00 p.m. at the Indian Trail Meeting Hall.

- Staff presented the Committee with DRAFT language for an update to Section 3.18 Tree Protection and Landscape Preservation of the UDO. After comments are received, Staff will make further revisions and bring the proposed language to the Planning Board for review and recommendation to the Board of Aldermen.

## Legislative Update June 12, 2026

The NC General Assembly is in short session this year and the following bills have zoning and land development changes that staff are tracking. The text and applicability of the bills is subject to change. When any bills are ratified, staff will provide an update on how the change will affect the city and make any ordinance updates necessary. Full text for the bills and the schedules of review can be found online. Links to multiple sources of information are included below.

NC General Assembly - <https://ncleg.gov/>

UNC School of Government Legislative Reporting Service - <https://lrs.sog.unc.edu/>

NC Association of County Commissioners - <https://www.ncacc.org/research-and-publications/publications/county-news/>

### Senate Bill 1047 – Regulatory Reform Act of 2026

#### Section 14

Clarifies that the authority granted by GS Chapter 160D is development regulation authority (was, regulatory authority). Lays out a time period for approval of an application for a development approval. Establishes a 7-day period within which a local government or its designated staff must determine whether an application for a development approval is complete and notify the applicant of the application's completeness or deficiencies. Establishes a second 7-day period within which a determination of completeness must be made for amended applications or supplemental information submitted to cure identified deficiencies. Requires the local government or its designated staff to issue a receipt letter or electronic response upon the date the application is deemed complete, starting a review period that must meet the specified deadlines. Permits extension of the review period up to six months only by agreement with the applicant and due to circumstances beyond the control of local government. Deems failure to act within the review period to constitute approval of the application, requiring written approval be issued upon demand by the applicant.

Enacts GS 160D-707 (concerning applications for amendment of a zoning map or zoning regulations), establishing a 7-day period within which a local government or its designated staff must determine whether an application for an amendment of a zoning map or zoning regulations is complete and notify the applicant of the application's completeness or deficiencies. Establishes a second 7-day period within which a determination of completeness must be made for amended applications or supplemental information submitted to cure identified deficiencies. Requires the local government or its designated staff to issue a receipt letter or electronic response upon the date the application is deemed complete, starting a review period that must meet the specified deadlines. Permits extension of the review period up to six months only by agreement with the applicant and due to circumstances beyond the control of local government. Deems failure to act within the review period to constitute approval of the application, requiring written approval be issued upon demand by the applicant.

Applies to applications, approvals, and actions filed on or after August 1, 2026.

#### Section 15

## Legislative Update

June 12, 2026

Amends GS 160D-944, adding new criteria for the designation of a historic district. Now requires that 50% of the property owners in the proposed district sign a petition requesting designation of the district. Adds a new requirement for the governing board of the local government to approve the adoption of the district by at least a three-fifths vote of a quorum.

### Section 16

Amends GS 160D-102 to define *dwelling unit* to mean a single unit, subject to the North Carolina Residential Code, providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation.

Amends GS 160D-703, adding a new requirement for local governments to classify residential zoning districts based only on the number of dwelling units allowed per acre and prohibits classification based on the minimum lot size allowed. Specifies that this does not: (1) authorize development in an area that may not be developed under State or federal law or (2) limit the authority or duty of a local government to adopt or enforce a regulation required as a condition of a federally delegated or approved program, including those specified.

### Section 17

Enacts new GS 160D-402.1 requiring local governments to prominently display their current fee schedules on their website. Requires the website to be updated to reflect any changes to fees, rates, or methods used to develop fees and rates within 30 days of adopting an ordinance that makes the changes. Requires local governments to report annually on fee schedules, fee collections, and compliance with this statute to the Local Government Commission, which must publish and display on its website a statewide report of local governments' current fee schedules. Requires local governments to give the fee schedule and a fee estimate to an applicant before a development approval; requires that the information be provided within 10 days of an application being completed. Also sets the deadline for providing an updated estimate when the project materially changes. Prohibits requiring the fee to be paid before providing an estimate. Requires local governments to give applicants a written, final, binding fee statement when a development approval is issued and prohibits the final fee from exceeding the most recent estimate, unless the local government adopts a new fee schedule by ordinance. Allows applicants to pursue a civil action to compel a local government to comply with this statute.

Specifies that this section does not limit or affect the power or authority of a local government to impose fees consistent with its statutory authority or constitutional requirements. Also specifies that this section does not require the disclosure of confidential information.

### Section 18

Amends GS 160D-108, concerning development permit choice and vested rights, by adding to the conditions under which the 24-hour discontinuance period that follows the expiration of the vesting for an uncompleted development project that has been discontinued for no less than 24 consecutive months is automatically tolled so that it is tolled during the duration of an emergency declaration for which the defined emergency area includes the property. Makes conforming and organizational changes.

## Legislative Update

### June 12, 2026

House Bill 369 – Parking Lot Reform/Stormwater Control – N/A to Southport since we are a coastal county.

Adds to the proposed changes to GS 160D-702, which prohibit zoning or development regulations from requiring an off-street parking lot to meet a minimum number of parking spaces per development or structure.

Makes the proposed limitations not applicable to (1) properties located within a National Register Historic District or a local historic district, or properties individually listed or designated nationally or locally as a historic place or landmark; (2) properties located within a district on the Study List for the National Register of Historic Places, or a national or state historic landmark; and (3) local governments located in the coastal areas, defined by statutory cross-reference.