PLANNING BOARD
REGULAR MEETING AGENDA
Monday, November 10, 2025, at 6:00pm
Town Boardroom – 125 West Fort Macon Road

1. **CALL TO ORDER**
2. **EXCUSE ABSENT BOARD MEMBER(S) IF NECESSARY**
3. **APPROVAL OF MEETING MINUTES**
   A) September 3, 2024, Meeting Minutes

4. **NEW BUSINESS**
   A) PUBLIC HEARING – ZMA 25-01: 1702 East Fort Macon Rd
   Zoning map amendment to rezone the property located at 1702 East Fort Macon Rd. from Single-Family Residential Wide Yard (RSW) to Mixed Use High Intensity (MHI).
   Action Needed:
   1) Conduct a public hearing; and
   2) Review and provide a recommendation on the proposed text amendments to include the adoption of a Statement of Consistency.

   B) MSP 22-1 MOD Peppertree Redevelopment
   Review the major site plan which proposes adding 60 new dwelling units to include four 9-unit condo buildings and 24 townhomes units. The proposal also adds additional parking and amenities and includes an updated driveway plan.
   1) Staff Presentation
   2) Planning Board Discussion and Recommendations

   C) MSP 24-1 Atlantic Beach Isle Duplexes Phase II
   Review a major site plan that proposes to construct three additional duplexes located at 103, 109, and 111 Old Causeway Road. Currently, there are two duplexes located at 105 and 107 Old Causeway.
   1) Staff Presentation
   2) Planning Board Discussion and Recommendations

5. **OLD BUSINESS**
6. **PLANNING BOARD/STAFF COMMENTS**
7. **ADJOURNMENT**

Staff Review: ZMA-25-01: 1702 East Fort Macon Road Rezoning

Application Details:

Date of Application: September 11, 2025

Property Owner Name: CW PROPERTY DEVELOPMENT LLC

Applicant/Agent Name: Chandler Willis, CW Property Development, LLC

Property Details:

Street Address: 1702 East Fort Macon Rd. **PIN Number:** 638516835101000

Current Zoning District: Residential Single-family Wide Yard (RSW)

Proposed Zoning District: Mixed-use High Intensity (MHI)

Description of Zoning Map Amendment (Rezoning) Request:

As the advisability of an amendment to the zoning map is a matter committed to the legislative discretion of the Town Council and not controlled by any one factor, this staff summary does not attempt to assert whether this request would be reasonable and in the public interest. This summary describes the request and applicable information.

This zoning map amendment, commonly called a rezoning, is proposed by Chandler Willis on behalf of CW Property Development, LLC. They have requested that the property be rezoned from Residential Single-family Wide Yard (RSW) to Mixed-use High Intensity (MHI).

The Future Land Use map of the Town of Atlantic Beach CAMA Core Land Use Plan (Adopted July 26, 2021) identifies this parcel as “Residential – Low Density”. That Future Land Use type is characterized by permitted uses of single-family detached dwellings, group homes, or manufactured dwellings on individual lots . The proposed zoning district, MHI, corresponds with the Mixed-Use High Intensity future land use category, which is characterized by the following permitted uses: most use types, residential (including manufactured home parks), institutional, and commercial including retail and hotel uses at higher intensities.

The changes of dimensional standards between the current and proposed districts are as follows:

Zoning District	Minimum Lot Area			Minimum Lot Width	Minimum Lot Depth	Setbacks			Height	Impervious Coverage
	Single-Family unit	Multi-Family with 4 or less units	Multi-Family with 5 or more units			Street	Side	Rear		
Current: RSW	6,000sf	(Not permitted)	(Not permitted)	60'	100'	A: 15 ft B: 20-ft C: 30-ft	7'	20'	45'	40%
Proposed: MHI	5,000sf	3,600sf	2,000sf	50'	100'	25'/10'	10'/5'	20'/10'	45'/55'	40%

The permitted principal uses of each district are as follows:

Uses Current: RSW	Uses Proposed: MHI		
• Single-family detached dwelling	• Single-family detached dwelling	• Day Care (as a special use)	• Commercial recreation, indoor & outdoor (as special uses)
• Group Home	• Duplex	• Educational facility (as a special use)	• Event venue
• Parks & Open Spaces (as a special use)	• Institutions, minor	• Government facility, major & minor	• Retail sales, moderate and minor (as special uses)
	• Utilities, minor	• Institutions, major (as a special use) & minor	• RV park (as a special use)
	• Townhouse	• Parks & open spaces	• Marina
	• Multi-family	• Utilities, major (as a special use) & minor	• Office, major and moderate (as special uses) & minor
	• Upper-story residential	• Wireless telecommunications facility, minor	• Parking, commercial (as a special use)
	• Manufactured home	• Automotive, minor (as a special use)	• Visitor accommodations, major & minor
	• Manufactured home park (as a special use)	• Bar, nightclub, or tavern (as a special use)	• Personal services, major & minor (as special uses)
	• Group Home	• Eating establishment, major and moderate (as special uses) and minor	• Maritime, major (special use)

Zoning Map Amendment Procedure (Section 18.2.4.Y.2):

- ✓ Pre-application Conference – September 11, 2025
- ✓ Submit Application – September 11, 2025
- ✓ Completeness Determination – October 6, 2025
- ✓ UDO Administrator Review
- ✓ Public Hearing Scheduled
- ✓ Public Notification
    - Notification of Planning Board meeting
        - letters mailed to nearby and subject properties October 27, 2025
        - Sign posted on site October 16, 2025
        - Public Hearing advertised in newspaper on October 29 and November 5, 2025
    - Notification of Town Council Meeting
        - letters mailed to nearby and subject properties November 7, 2025
        - Sign remains on property
            - Public Hearing advertised in newspaper November 12th and November 19th
- ✓ Planning Board Review and Recommendation – November 10, 2025
- ✓ Town Council Review and Decision – November 24, 2025
- ✓ Notification of Decision -

Staff Report by: Elisabeth Webster, Director of Planning and Development

Attachments: Application
Recombination Plat
Sign Certification & Mailing Certification
Public Hearing Notice

TOWN OF ATLANTIC BEACH
PLANNING & ZONING DEPARTMENT
125 West Fort Macon Road, Atlantic Beach, NC 28512 (252) 726-4456

REZONING REQUEST

Name of Applicant: CW Property Development LLC

Name of Property Owner (s): _CW Property Development LLC___

Mailing Address: ___1403 Mainsail Rd, Morehead City, NC 28557___

E-mail Address: _Chandlerbwillis1@gmail.com

Telephone Number: _252-241-2451_____

Date: ___09/08/2025_____

Property address you are requesting to be rezoned: ___1702 East Ft. Macon Rd, Atlantic Beach, NC 28512_____

Current zoning designation: _RSW_____

Proposed zoning designation: __MHI_____

PIN #:__638516835101000_____ Deed Book/Page:___711/804_____

Lot size: _____50'X150'(7500 sqft)_____ Minimum required lot size:__3600 sqft___

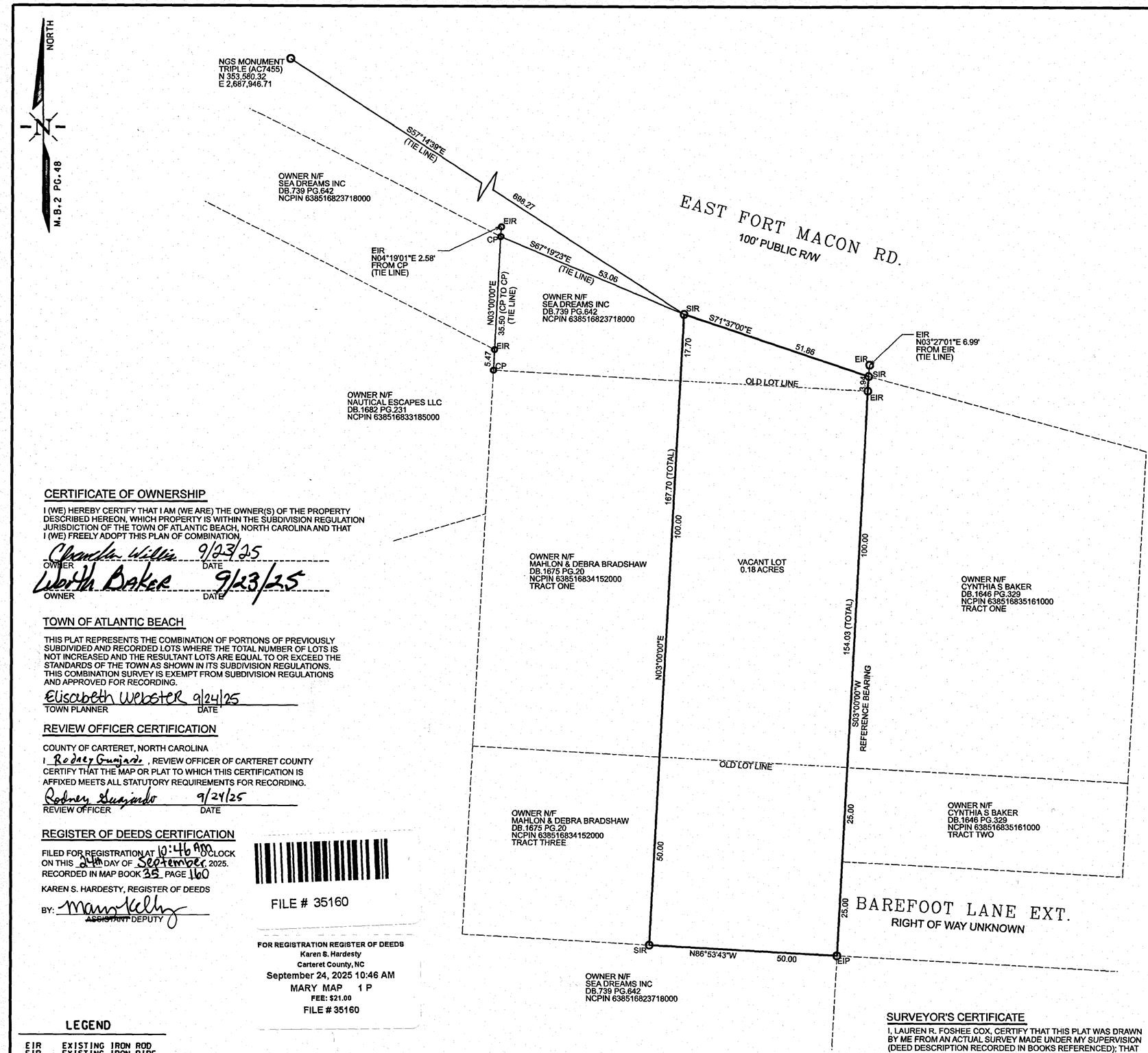
Existing use of property: Residential with 2 mobile homes(demolished as of 09/04/2025) currently an empty lot.

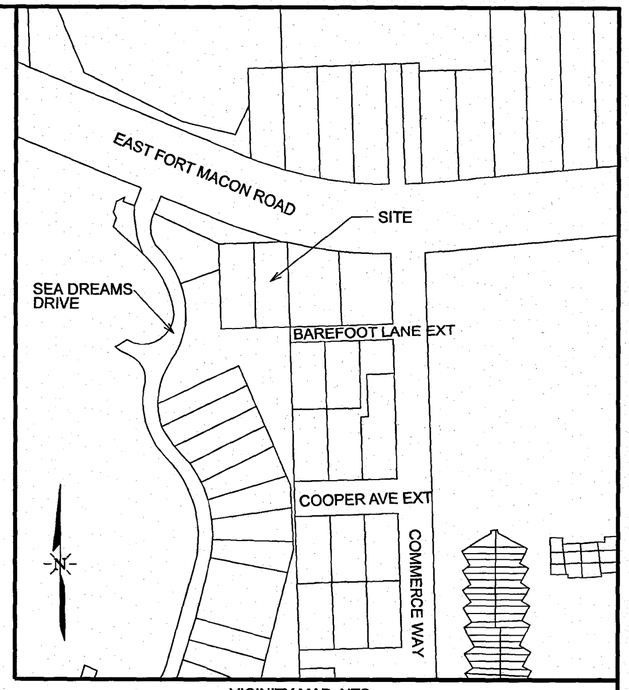
Adjacent property uses: (Front, Rear, Sides)_**Front:** Residential house zoned RSW. **Left side:** Residential zoned RSW. **Right side:** Residential zoned MHI. **Rear:** Sea Dreams subdivision zoned RSW.

History of property to be rezoned: Residential lot with 2 mobile homes since at least 1993 possibly much older._Proposed redevelopment into a duplex.

Rationale for map change:
_Adjacent lot(right side) is zoned MHI. The lot is not in the Sea Dreams subdivision. It appears to me that the two lots next to the Sea Dreams development were lumped into the RSW zoning even though they are not in that subdivision. The characteristics of 1702 E Ft. Macon Rd more closely matches the pink highlighted area on the map more so than the Sea Dreams development. It feels as if it is out of place in the RSW district.

Applicant/Agent Signature	Date
Property Owner's Signature	Date





VICINITY MAP: NTS

CERTIFICATE OF OWNERSHIP

I (WE) HEREBY CERTIFY THAT I AM (WE ARE) THE OWNER(S) OF THE PROPERTY DESCRIBED HEREON, WHICH PROPERTY IS WITHIN THE SUBDIVISION REGULATION JURISDICTION OF THE TOWN OF ATLANTIC BEACH, NORTH CAROLINA AND THAT I (WE) FREELY ADOPT THIS PLAN OF COMBINATION.

Chandler Willis 9/23/25
OWNER DATE

Worth Baker 9/23/25
OWNER DATE

TOWN OF ATLANTIC BEACH

THIS PLAT REPRESENTS THE COMBINATION OF PORTIONS OF PREVIOUSLY SUBDIVIDED AND RECORDED LOTS WHERE THE TOTAL NUMBER OF LOTS IS NOT INCREASED AND THE RESULTANT LOTS ARE EQUAL TO OR EXCEED THE STANDARDS OF THE TOWN AS SHOWN IN ITS SUBDIVISION REGULATIONS. THIS COMBINATION SURVEY IS EXEMPT FROM SUBDIVISION REGULATIONS AND APPROVED FOR RECORDING.

Elisabeth Webster 9/24/25
TOWN PLANNER DATE

REVIEW OFFICER CERTIFICATION

COUNTY OF CARTERET, NORTH CAROLINA

I Rodney Guajardo, REVIEW OFFICER OF CARTERET COUNTY CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

Rodney Guajardo 9/24/25
REVIEW OFFICER DATE

REGISTER OF DEEDS CERTIFICATION

FILED FOR REGISTRATION AT 10:46 AM O'CLOCK ON THIS 24th DAY OF September, 2025.
RECORDED IN MAP BOOK 35 PAGE 160

KAREN S. HARDESTY, REGISTER OF DEEDS

BY: Mary Kelly
~~ASSISTANT~~ DEPUTY

FILE # 35160

FOR REGISTRATION REGISTER OF DEEDS
Karen S. Hardesty
Carteret County, NC
September 24, 2025 10:46 AM
MARY MAP 1 P
FEE: $21.00
FILE # 35160

LEGEND

EIR	EXISTING IRON ROD
EIP	EXISTING IRON PIPE
EPK	EXISTING PK NAIL
ECM	EXISTING CONC. MON.
ERRS	EXISTING R/R SPIKE
SIR	SET IRON ROD
CP	CALCULATED POINT
MHW	MEAN HIGH WATER
N/F	NOW OR FORMERLY
MB	MAP BOOK
DB	DEED BOOK
PG	PAGE
PP	POWER POLE
LP	LIGHT POLE
OE	OVERHEAD ELECTRIC
ELEC	ELECTRICAL PEDESTAL
TRANS	ELEC. TRANSFORMER
TEL	TELEPHONE PEDESTAL
TV	CABLE TV PEDESTAL
WM	WATER METER
CO	CLEAN OUT

20 10 0 20 40
SCALE: 1" = 20'

PROJECT: PM2245-024

NOTES:

1) NEW TOTAL AREA BY COORDINATES = ±8,043.68 SF.
2) SETBACKS SHALL BE VERIFIED WITH PLANNING & INSPECTIONS PRIOR TO ANY CONSTRUCTION: FRONT = 20', SIDES = 7', REAR = 20'.
3) THIS MAP IS NOT FOR RECORDING.
4) THIS SURVEY IS OF AN EXISTING PARCEL OF LAND.
5) FLOOD ZONE SHADED X PER FIRM 3720638500J, PANEL 6385 EFFECTIVE 07/16/2003.
6) LOT IN ZONE RSW.
7) NO UTILITIES LOCATED UNLESS OTHERWISE NOTED.
8) ALL DISTANCES ARE HORIZONTAL GROUND DISTANCES UNLESS OTHERWISE NOTED.

REVISIONS:

No.	BY	DATE	DESCRIPTION
1	LFC	9/23/25	UPDATE TO INCLUDE EXISTING MONUMENTATION FOUND

REFERENCES:
OWNER: N/F MARY JANE ARCHER
D.B. 711 PG. 804
D.B. 1861 PG. 124
D.B. 1865 PG. 246
M.B. 2 PG. 48
NCPIN 638516835101000
ADDRESS: 1702 EAST FORT MACON RD

SURVEYOR'S CERTIFICATE

I, LAUREN R. FOSHEE COX, CERTIFY THAT THIS PLAT WAS DRAWN BY ME FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED IN BOOKS REFERENCED); THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN BOOKS REFERENCED ON THE FACE OF THIS PLAT AND REPRESENTED AS BROKEN LINES; THAT THE RATIO OF PRECISION AS CALCULATED IS 1:10,000+; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED. WITNESS MY ORIGINAL SIGNATURE, LICENSE NUMBER, AND SEAL THIS 23RD DAY OF SEPTEMBER, 2025.

NORTH CAROLINA PROFESSIONAL SEAL L-5677 LAND SURVEYOR LAUREN R FOSHEE COX

Lauren R. Foshee Cox
PROFESSIONAL LAND SURVEYOR

L-5677
LICENSE NUMBER

CERTIFICATE OF PURPOSE OF PLAT

I, LAUREN R. FOSHEE COX, CERTIFY THAT THIS PLAT IS OF ANOTHER CATEGORY, SUCH AS THE COMBINATION OF EXISTING PARCELS AND IS AN EXCEPTION TO THE DEFINITION OF SUBDIVISION. THIS SURVEY DOES NOT CREATE A NEW STREET OR CHANGE AN EXISTING STREET.

Lauren R. Foshee Cox
PROFESSIONAL LAND SURVEYOR L-5677

COMBINATION SURVEY FOR

ASBURY BEACH

LOT 8 & 19 BLOCK 7 & THAT CERTAIN
PORTION OF ABANDONED STREET FORMERLY
KNOWN AS DURHAM AVE LYING TO THE
SOUTH OF LOT 19 BLOCK 7

MOREHEAD TOWNSHIP, CARTERET COUNTY, NORTH CAROLINA

CLIENT: CW PROPERTY DEVELOPMENT LLC
C/O WORTH BAKER
ADDRESS: 1403 MAINSAIL ROAD
ATLANTIC BEACH, NC 28512
PHONE: 252-714-8176

THE CULLIPHER GROUP, P.A. C-4482
ENGINEERING & SURVEYING SERVICES
151A HIGHWAY 24
MOREHEAD CITY, N.C. 28557
(252) 773-0090

LAUREN R. FOSHEE COX, P.L.S.

SURVEYED:	RB 06/17/25
DRAWN:	LFC
APPROVED:	LFC
DATE:	09/22/25
SCALE:	1" = 20'

35160

TOWN OF ATLANTIC BEACH
PLANNING AND INSPECTIONS
PO BOX 10 – 125 WEST FORT MACON ROAD
ATLANTIC BEACH, NORTH CAROLINA

CASE NUMBER:

CERTIFICATION OF SIGN POSTING

Owner's Name: CW PROPERTY DEVELOPMENT LLC

Owner's Address: 1403 MAINSAIL RD., Morehead City, NC 28557

Owner's Telephone: _____

Agent's Name: _____

Agent's Address: _____

Agent's Telephone: _____

THIS IS TO CERTIFY THAT ON THIS DATE A SIGN NOTIFYING THE PUBLIC OF A PLANNING & ZONING INITIATIVE HAS BEEN POSTED CONSPICUOUSLY ON THE PROPERTY BELOW:

Requested Property Address: 1702 East Fort Macon Rd.

Posted By: Town of Atlantic Beach Public Works

Date Posted: October 16, 2025

I certify that the information provided in this Certification of Mailing is true and accurate is in conformance with the requirements of the Town of Atlantic Beach, North Carolina.

Elisabeth Webster — 10/16/2025

NAME — **DATE**

TOWN OF ATLANTIC BEACH
PLANNING AND INSPECTIONS
PO BOX 10 – 125 WEST FORT MACON ROAD
ATLANTIC BEACH, NORTH CAROLINA

CASE NUMBER:

CERTIFICATION OF MAILING

Owner's Name: CW Property Development, LLC

Owner's Address: 1403 Mainsail Rd., Morehead City, NC 28557

Owner's Telephone: _____

Agent's Name: _____

Agent's Address: _____

Agent's Telephone: _____

THIS IS TO CERTIFY THAT ON THIS DATE A LETTER SPECIFYING THE DATE, TIME, PLACE AND NATURE OF A PUBLIC HEARING TO BE CONDUCTED BY THE TOWN OF ATLANTIC BEACH PLANNING BOARD HAS BEEN MAILED REGARDING THE PROPERTY DESCRIBED BELOW:

Project Title and Type: ZMA 25-01: 1702 Eat Fort Macon Rd. – Rezoning Request

Project Property Address: 1702 East Fort Macon Rd.

Letters Mailed By: Elisabeth Webster **Date:** 10/27/2025

(ATTACH MAILING LIST)

OWNER	PropertyAddress	MAIL_ADDRESS1	MAIL_CITY	MAIL_STATE	MAIL_ZIP
ANDREWS ROBERT VAN & ANDREWS JANET STEED	1703 E FT MACON RD ATLANTIC BEACH NC 28512	3007 WOLF TRAP DR NW	WILSON	NC	27896
FOSS SIMON R ETUX ETAL HILL K	1701 E FT MACON RD ATLANTIC BEACH NC 28512	402 LAKE PINES DR	LAGRANGE	NC	28551
CW PROPERTY DEVELOPMENT LLC C/O CHANDLER W	1702 E FT MACON RD ATLANTIC BEACH NC 28512	1403 MAINSAIL RD	MOREHEAD CITY	NC	28557
BAKER CYNTHIA STARRETT	1704 E FT MACON RD ATLANTIC BEACH NC 28512	5224 DRIFTWOOD LN	MOREHEAD CITY	NC	28557
MORRISETTE ANNE A	305 BAREFOOT LN EXT ATLANTIC BEACH NC 28512	1913 ROSECREST DR	GREENSBORO	NC	27408
SEA DREAMS INC		2231 NASH ST NW STE D	WILSON	NC	27896
BRADSHAW MAHLON & BRADSHAW DEBRA	1700 E FT MACON RD ATLANTIC BEACH NC 28512	3515 WARWICK DR	GREENVILLE	NC	27858

I certify that the information provided in this Certification of Mailing is true and accurate is in conformance with the requirements of the Town of Atlantic Beach, North Carolina.

Elisabeth Webster 10/27/2025

NAME **DATE**

PLANNING BOARD
NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Atlantic Beach Planning Board will hold a public hearing on **Monday, November 10, 2025 at 6:00 pm** in the boardroom at Town Hall, located at 125 West Fort Macon Road. The purpose of the public hearing is to review, discuss, and hear public comment, both oral and written, regarding the following:

1) Zoning map amendment to rezone the property located 1702 East Fort Macon Road from Single-Family Residential Wide Yard (RSW) to Mixed Used High Intensity (MHI).

For questions and/or comments, contact the Planning Department at (252) 726-4456.

Posted this 22nd day of October 2025.
Published in the Carteret News Times on October 29th and November 5th

PLANNING & INSPECTIONS DEPARTMENT
Post Office Box 10, Atlantic Beach, NC 28512

(252) 726-4456
Fax (252) 726-7043

Elisabeth Webster
planner2@atlanticbeach-nc.com

Memorandum

To: Planning Board
From: Elisabeth Webster, Planning and Development Director
Date: November 10, 2025
Subject: MSP-22-1: Peppertree Redevelopment Phase II MOD

Major Site Plan MSP-22-1 MOD Peppertree Redevelopment proposes the construction of 60 new condominium units at 715 West Fort Macon Road, the Peppertree Resort. This redevelopment will consist of the construction of four 9-unit condo buildings and 24 townhouse style condominium units along with new swimming pool and updated driveways, including a second entrance along West Fort Macon Rd.

- The project was originally submitted in October of 2021.
- The Phase I joint meeting was held February 1, 2022.
- The Phase II Planning Board meeting was February 6, 2024.
- The Phase II Town Council meeting was February 26, 2024.

- A modification was submitted in October of 2025 to address the fire apparatus road in front of building #34 that resulted in reconfiguration of building #34 to only be 9 units.
- A TRC was held on October 21, 2025 for the modification.
- The Phase II Modification will go before Planning Board on November 10th 2025.

Section 18.2.4.P.6, Site Plan Review Standards. A site plan shall be approved if the application complies with:

a. All standards or conditions of any prior applicable permits and development approvals; and
b. All applicable requirements of this Ordinance, the Town Code of Ordinances, and State and federal laws.

Action Needed
The Planning Board's decision on the Major Site Plan shall be to either:

a) Recommend approval of the major site plan as proposed to the Town Council; or
b) Remand the major site plan to TRC.

Attachments
The following items have been provided for review:

- MSP-22-1 MOD Peppertree Redevelopment Site Plan Review Summary
- MSP-22-1 MOD Peppertree Redevelopment Site Plan
- MSP-22-1 MOD TRC Summary Memo

MSP-22-1 Peppertree
Major Site Plan Phase II Review Summary

Application Details:

Date of Application: December 11, 2021
Property Owner: Festiva Real Estate Holdings LLC
Applicant Name: CRM of the Carolinas

Property Details:

Name of Project: Peppertree Resort
Street Address: 715 West Fort Macon Road
Zoning District: Mixed-use High Intensity (MHI)
Structure Height Limit: 55 ft
Impervious Coverage Permitted: 40%
Flood Zone: AE6, Shaded X, X
Other Permits Required: State Stormwater, NCDOT Driveway Permit, Utilities.

Description of Major Site Plan Proposal:

The proposal includes the addition of 60 new condominium dwelling units that are proposed to be completed in 3 phases over the next 4-5 years. The dwelling units consist of four 9-unit buildings and 24 townhome-style units. The plan includes the addition of parking, redesign of the swimming pool, the addition of a sidewalk along Ocean Ridge Drive, and the addition of an entrance on West Fort Macon Road.

Major Site Plan Review Process:

- Phase One
  - Pre-application Conference – December 3, 2021
  - Neighborhood Meeting – Not conducted
  - Submit Application – December 11, 2021
  - Completeness Determination – December 17, 2021
  - Technical Review Committee (TRC) meeting – January 11, 2022
  - Public Notification
    - Carteret News-Times January 12 & 19
    - Letters sent January 14
    - Sign posted January 12 (near West Fort Macon Road entrance)
  - Concept Proposal Public Hearing (Council-Planning Board joint meeting) February 1, 2022

- Phase Two
  - Application Revision Received – October 24, 2023
  - Technical Review Committee (TRC) meeting – November 14, 2023
  - Planning Board Review and Recommendation – February 6, 2024
  - Town Council Review and Decision – February 26, 2024

- Phase Two Modification
  - Application Received – October 6, 2025
  - Technical Review Committee (TRC) meeting October 21, 2025
  - Planning Board Review and Recommendation November 10, 2025
    - Town Council Review and Decision November 24, 2025.

MSP-22-1 Peppertree Phase II MOD Compliance Summary

Issue	Reference	Notes
Applicability/ Intent	§18.3.4.C.1.	• "Development in the MHI district shall take place only in accordance with the standards in this table and other relevant standards in this ordinance." • Project is designed to comply with MHI district and other relevant standards.
Density	§18.3.4.C.2.	• Maximum Residential Density – Per Multi-Family Unit (in developments with five or more units) = 21 units/acre • Proposed buildings will add 60 units to the existing 154 units, totaling 214 residential dwelling units. 214 residential units / approx. 21.57 acre tract = 9.92 units per acre. Density meets requirements.
Lot Area/Size	§18.3.4.C.2.	• Minimum lot area per multi-family unit = 2,000 square feet • 217 residential units proposed on 21.57 acre tract = approx. 4,329 sf lot area per unit • Lot dimensions and configurations meet requirements.
Impervious Surface Coverage	§18.3.4.C.2.	• Maximum impervious surface coverage is 40%, except for developments subject to a state stormwater permit. A copy of the State Stormwater Management Permit Renewal (SW8950834) for Peppertree Villas III has been received, effective through April 26, 2031. • 21.57 acres (per density calculation) x 43,560 sq. ft. = 939,589.2 sq. ft. x 40% = 375,835.68 sq. ft. allowed. A total of 8.57 acres, 373,309.2 sq. ft., in impervious surface is shown, 39.7%.
Setbacks/Spacing	§18.3.4.C.2. §18.10.2.D.1.c.ii.	• Street setback 25 ft for frontage on West Fort Macon Road and Ocean Ridge Drive • Setback doubled along property border with RSD zoning district (eastern line)– 20 ft side • Setback doubled along property border with RSW district (south)– 40 ft rear • Setback doubled along property border with RSW district (west)– 20 ft side • Minimum spacing between buildings in the same development – 15 ft • We have communicated to the applicant that due to the placement of Building 34 at the setback lines and just meeting the separation requirements, verification will be required in the form of an as-built foundation survey to verify compliance during construction.

Issue	Reference	Notes
Building Height	§18.3.4.C.2.	• The maximum building height allowed is 55 feet, the proposed condo units will range from 43' to 53.5' in height. • Elevations have been provided; height will be verified at permitting and verification requested during construction.
Open Space	§18.4.7.A.1.c.	• Multi-family developments shall provide on-site private common open space in amount equivalent to two hundred (200) square feet per dwelling unit. 217 x 200 sq. ft. = 43,400 sq. ft. required, 398,500 sq. ft. provided • At least fifty (50) percent of the square footage devoted to private common open space shall be devoted to active recreation features. 43,400 sq. ft./2 = 21,700 sq. ft. required, 32,000 sq. ft. provided
Driveways	§18.5.2.D.	• An additional driveway access on West Fort Macon Rd (NC Hwy 58) is proposed to be installed to the west of the existing ancillary structures during Phase I (Building 34). A copy of the NC DOT driveway permit will be provided to the Town once obtained.
Sidewalks	§18.5.2.F.	• Sidewalk is present along West Fort Macon Road. • Approximately 325 linear feet of sidewalk will be installed along Ocean Ridge Drive.
Parking	§18.5.3.	• 1.5 parking spaces per multi-family unit, 217 x 1.5 = 326 parking spaces required, 382 shown. • Parking aisles for two-way traffic shall be at least 20 linear feet in width. 26' access roads are required adjacent to all proposed structures to meet the aerial apparatus requirements of the Fire Code due to the proposed structure height. • Bicycle racks shall be provided at a rate of one (1) rack with at least one (1) bicycle parking space for every ten (10) off-street parking spaces. 382/10 = 38. 40 spaces are proposed.
Landscaping	§18.5.4	• Type A Opaque perimeter buffer is required along property lines abutting RSW and RSD zones, a Type C buffer is required along the western property line abutting the CPY zone. • A landscaping plan demonstrating compliance with this section has been provided. Staff has allowed alternative plans where there is sufficient existing vegetation or other means of buffering (fencing). See the provided exhibit for existing buffer conditions.

Issue	Reference	Notes
Tree Preservation	§18.5.5.	• Details have been shown on the landscaping plan.
Solid Waste Collection	§18.5.6 §15-21	• No new dumpster facilities are proposed.
Exterior Lighting	§18.5.8	• An exterior lighting plan has been provided in accordance with this section.
Building Design	§18.5.9.	• Exterior materials on multi-family development shall be durable and residential in character. • The predominate exterior building materials may include: wood clapboard siding; wood shingles; brick; stone; stucco; or cementitious siding (sheet or plank). Cement board siding is proposed with metal roofing.
Signage	§18.5.10	• Details will need to be provided for any proposed signage.
Stormwater	§18.6.1	• The project is subject to a State Stormwater permit (SW8950834) and therefore exempt from the Town of Atlantic Beach stormwater regulations.
Flood Damage Prevention	§18.6.3	• Compliance will be confirmed during the building permit application process.

PLANNING & INSPECTION DEPARTMENT
Post Office Box 10, Atlantic Beach, NC 28512

(252) 726-4456
Fax (252) 726-7043

Elisabeth Webster
planner2@atlanticbeach-nc.com

Memorandum

To: Planning Board
From: Elisabeth Webster, Planning and Development Director
Date: November 10, 2025
Subject: Technical Review Committee Meeting Synopsis

The Technical Review Committee met in the Boardroom at 10:30 am on Tuesday, October 21, 2025. The purpose of the meeting was to review the Phase II submittal for MSP-24-1: Atlantic Beach Isles. The project is located at 103, 109 and 111 Old Causeway Road.

A summary of the comments received has been provided below.

MSP-22-1: Peppertree Redevelopment Phase II MOD
Those in attendance were Neil Chamblee, Planning Board Chair; Sharon Wilson, Planning Board Member; Elisabeth Webster, Planning Director; Mike Simpson, Fire Chief; Marcel Lopez, Salient Construction.; Marc Schulze, Public Works Director; Leghe Gerald, Water Supervisor; and Jason Hutchinson, Deputy Chief of Police.

Peppertree Resort, located at 715 West Fort Macon Rd., has proposed building 60 new dwelling units (four 9-unit condo buildings and 24 townhouse style condominium units along with new swimming pool, renovated amenities, and updated driveways, including a second entrance along West Fort Macon Rd.

Ms. Webster stated that this project was previously approved by both Planning Board and Town Council but due to a change in configuration of building #34 and change to the fire apparatus road on the proposed site plan, it would be going back before both Planning Board and Town Council for a Phase II Modification.

Chief Simpson stated that he was good with the changes made to the fire apparatus road.

The question was asked if the property will remain timeshares. Mr. Lopez stated that a few of the buildings will remain time shares but the rest of the property will operate as short-term rentals.

No other comments were made.

MSP-24-1 Atlantic Beach Isles
Major Site Plan Review Summary
Phase II – Planning Board
November 10, 2025

Application Details

Date of Application: May 23, 2024
Property Owner: James Maxwell III/Sleepy Creek Farms, Inc. (Goldsboro Milling Company, Inc.)
Applicant Name: The Cullipher Group, P.A.

Property Details

Project Name: Atlantic Beach Isles
PIN Numbers: 637516944786000
637516943970000
637516943945000
Street Addresses: 103, 109 and 111 Old Causeway Road
Zoning District: Commercial Corridor (COR)
Flood Zones: AE 8

Description of Major Site Plan

A Major Site plan application has been received from the Cullipher Group, P.A. on behalf of Goldsboro Milling Company, Inc. to construct three duplexes at 103,109, and 111 Old Causeway Road.

Pursuant to Section 18.2.4., Specific Review Procedures, Major Site Plan review is required for duplex development within the COR zoning district.

Major Site Plan Review Process

- Phase One
  - Pre-application Conference – December 2024
  - Neighborhood Meeting – Not conducted
  - Submit Application – May 6, 2024
  - Completeness Determination – May 6, 2024
  - Technical Review Committee (TRC) meeting – June 18, 2024
  - Public Notification
    - Carteret News-Times June 19
    - Letters sent June 21, 2024
    - Sign posted June 18, 2024
  - Concept Proposal Public Hearing (Council-Planning Board joint meeting) July 2, 2024

- Phase Two
  - Application Revision Received – October 2025
  - Technical Review Committee (TRC) meeting – October 21, 2025
  - Planning Board Review and Recommendation – November 10, 2025
  - Town Council Review and Decision – November 24, 2025

Action Needed

1) Recommend approval of the major site plan as proposed to Town Council; or
2) Remand the major site plan to TRC.

MSP-24-1 Atlantic Beach Isles Duplexes
Phase II – Planning Board - UDO Compliance Matrix

#	Component	Reference	Notes
1	Review Procedure	§18.2.4. P.	• A Major Site Plan is required for duplex, multi-family, or upper-story residential development within the COR zoning district.
2	Applicability	§18.3.5. D.	• The COR district is established to accommodate a diverse range of commercial uses serving both residents and tourists. Land zoned COR is generally located at street intersections and along major roadway corridors, including the causeway from the mainland. Development in the COR district shall take place only in accordance with the standards in this table and other relevant standards of this Ordinance. • Project is designed to comply with COR district and other relevant standards.
3	Lot Area	§18.3.5. D. 2.	• Minimum Lot Area - Per Multi-Family Unit (in developments of five or more units) (square feet): 2,500. • 2,500 x 6 units = 15,000 square feet required, 24,089.43 square feet total. • Project appears to meet lot area requirements.
4	Density	§18.3.5. D. 2.	• Maximum Residential Density - Multi-Family (in developments of five or more units): 17 • 6 proposed duplex units ÷ 0.55 acre = 10 units per acre • Project appears to meet residential density requirements.
5	Setbacks/Spacing	§18.3.5. D. 2.	• Street setback – 10’ • Side setbacks – 0’ Non-residential • Rear setback – 0’/subject to 30’ CAMA buffer • Maximum spacing between buildings in the same development = 10’ • Project appears to meet setback and spacing requirements. An as-built survey will be required through the permit process.
6	Building Height	§18.3.5. D. 2.	• Maximum height: 45’ • Architectural plans/letter submitted indicate building height will be 44’-6 1/8” • Height verification will be required through the permit process.
7	Impervious Surface Coverage	§18.3.5. D. 2.	• Maximum Impervious Surface Coverage (% of lot area): 75%; 32% per lot proposed. • CAMA allows 30% impervious within the 75’ AEC; ~49%/lot is shown. • Impervious areas may exceed 30% within the AEC with the application of an innovative stormwater design where the protection exceeds 30%. The Urban Waterfront designation also allows an exemption from the 30’ buffer when an innovative design is proposed.

MSP-24-1 Atlantic Beach Isles Duplexes
Phase II – Planning Board - UDO Compliance Matrix

#	Component	Reference	Notes
8	Principal Uses	§18.4.1.	• Duplexes are permitted in the COR zone
9	Use Standards - Multi-Family	§18.4.7.A.1.a	• Restrictive covenants shall be recorded which contain provisions that bind and commit all owners to the joint maintenance and repair of the common structure; and any and all other building components that are shared to ensure their complete or partial replacement and reconstruction when damaged or destroyed by fire, flood, or other catastrophe. • Individual lots within duplex developments shall be exempt from the setback requirements of the zoning district, provided that the required setbacks are observed from all exterior property lines and any separation requirements of the NC Residential Code are met between structures. Lot area, width, depth and street frontage shall be measured from the parent parcel.
10	Property Address Numbers	§18.5.1	• Properties are currently addressed 103, 109 and 111 Old Causeway. "A" and "B" have been utilized for the units on Lots 3 and 4, i.e. 103 Old Causeway Road, Unit A/103 Old Causeway Road, Unit B • All structures located on the waterfront shall display property address numbers on the waterfront side of the property in addition to the street side. • Required property address numbers shall be at least four (4) inches high but no more than seven (7) inches high. • Addressing will be finalized during Phase II.
11	Driveways	§18.5.2.D.	• No portion of any driveway leading from a public street shall be closer than twenty-five (25) feet to the corner of any intersection measured from the edge of the right-of-way. • No two (2) driveways accessing a public street shall be located within twenty-five (25) feet of each other measured along the right-of-way. • Project appears to meet driveway requirements (separation between lots).
12	Sidewalks	§18.3.5.D.7.e and 18.5.2.F.	• Sidewalks 6' in width shall be installed along the frontage of all new developments within the COR zoning district. 6' Sidewalks were installed by the Town in 2022 along Old Causeway Road across the frontage of the development. • Pedestrian walkways shall form an on-site circulation system that minimizes conflict between pedestrians and traffic at all points of pedestrian access to on-site parking and building entrances and shall connect building entrances to one another and building entrances to public sidewalk connections.

MSP-24-1 Atlantic Beach Isles Duplexes
Phase II – Planning Board - UDO Compliance Matrix

#	Component	Reference	Notes
13	Parking	§18.5.3.	• 2 parking spaces per dwelling are required
14	Landscaping	§18.5.4	• A landscaping plan will be required to illustrate compliance with the streetyard buffer requirements
15	Solid Waste & Mechanical Equipment Screening	§18.5.6	• Solid waste collection facilities and mechanical equipment serving single-family detached and duplex dwellings are exempted from these standards
16	Exterior Lighting	§18.5.8	• Exterior lighting associated with single-family detached, attached, and duplex dwellings are exempt from the requirements of this section, except that these forms of development shall be subject to Section 18.5.8.D, Prohibited Lighting.
17	Building Design	§18.5.9.	• Duplex dwellings are exempted from these standards
18	Stormwater	§18.6.1	• A stormwater management plan shall be required prior to the issuance of any permits for new construction. • The stormwater management system and plan shall be designed in accordance with the NC Department of Environmental Quality's Stormwater Best Management Practice Manual and shall be designed to retain the first two (2) inches of stormwater runoff generated by a given rain event on-site. The stormwater management system and plan must be designed and sealed by a Professional Engineer or Professional Landscape Architect licensed to practice in the State of North Carolina. • The plan appears to be designed to meet these standards.
19	Flood Damage Prevention	§18.6.3	• AE 6', Preliminary AE 8' • 1' Freeboard (adopted March 2024) • All components of the project will be designed to comply with the Flood Damage Prevention Ordinance. Verification of compliance will be required through the permit process.