PLANNING BOARD
REGULAR MEETING AGENDA
Tuesday, February 3, 2026, at 6:00 pm
Town Boardroom – 125 West Fort Macon Road

1. **CALL TO ORDER**
2. **EXCUSE ABSENT BOARD MEMBER(S) IF NECESSARY**
3. **Meeting Minutes**
   A) November 10, 2025, Meeting Minutes
   B) January 6, 2026, Meeting Minutes

4. **NEW BUSINESS**

   B) MSP 24-2 FMB The Grove – Phase II
   Review the major site plan consisting of two 7-story buildings with ground floor golf cart parking and residential storage, approximately 8,000 square feet of commercial space on the second level, and 29 residential units on the upper stories. In addition, eight residential units are being proposed on the south side of Atlantic Blvd., with approximately 1,295 square feet of commercial on the south side of Atlantic Blvd.

      1) Staff Presentation
      2) Planning Board Discussion and Recommendations

   Actions Needed:
      1. Recommendation of approval of the site plan to Town Council; or
      2. Recommendation of approval with conditions to Town Council; or
      3. Recommendation of denial of the site plan to Town Council.

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

MINUTES
Town of Atlantic Beach, North Carolina
Planning Board Meeting
125 W Fort Macon Road
Monday, November 10, 2025 at 6:00pm

A meeting of the Atlantic Beach Planning Board was held Monday, November 10, 2025 at 6:00pm in the Town Boardroom, 125 West Fort Macon Road, Atlantic Beach, North Carolina.

Members Present		Members Absent	Others Present
Neil Chamblee, Chair	Billy Whitford	Curt Winbourne	Elisabeth Webster, Planning Director
David Johnson	Sharron Wilson		Katrina Tyer, Town Clerk
Phil Jones			John O'Daniel, Town Manager
Llewellyn Ramsey			

CALL TO ORDER
Chairman Chamblee called the meeting to order at 6:00pm.

EXCUSE ABSENT BOARD MEMBERS
Johnson made a motion *to excuse* Curt Winbourne due to medical reasons. Seconded by Wilson. Vote was unanimous, 6-0. Motion carried.

APPROVAL OF SEPTEMBER 3, 2024 MEETING MINUTES
Ramsey made a motion *to approve* the September 3, 2024 meeting minutes. Seconded by Wilson. Vote was unanimous, 6-0. Motion carried.

ZMA 25-01: 1702 EAST FORT MACON RD REZONING REQUEST
Elisabeth presented the zoning map amendment request for the property located at 1702 East Fort Macon Road. The property owner is CW Property Development, and Worth Baker is present to represent the application. The request is to rezone the property from Single-Family Residential Wide Yard (RSW) to Mixed Use High Intensity (MHI). Elisabeth showed the property location on the zoning map, with properties to the east already zoned MHI. She highlighted the differences between the two zoning districts, noting that the applicant intended to build a duplex, which is not permitted in the current RSW zoning but would be permitted in MHI. She confirmed that a public notice sign had been posted on the property for nearly a month, and notification letters had been sent to adjoining property owners.

Chairman Chamblee entered the public hearing at 6:04pm.

Robert Andrews, 1703 East Fort Macon Road. He is a 35-year resident from Wilson. He received notice and questioned the term "high-density" for a 50-foot lot and its potential impact on the neighborhood. He prefers a single-family home to a duplex with multiple driveways and vehicles backing into the busy road.

George Foss, 1701 East Fort Macon Road, has owned directly across from the property in question since 1989. He questioned why zoning would be changed after homes were already built in the neighborhood. He is concerned about changing zoning for one lot. He knows it is easier to sell half of a house and that it will become a rental.

Andy and Denise Clark, 303 Barefoot Lane Ext. They are pleased to see the lot cleaned up and the trailers gone. He expressed concern about potential driveway access from their street. They questioned the ownership of the wooded area behind the property, noting confusion during a recent survey. While not opposed to development, they preferred single-family residential and were concerned about traffic impacts on their narrow road. They would prefer a single-family home instead of a duplex.

Elisabeth provided clarification on several points:
- Height requirements: 55 feet maximum in MHI versus 45 feet in RSW
- Lot size requirements: 3,600 square feet per dwelling unit (7,200 square feet required for a duplex)
- Side setbacks: 7 feet in RSW versus 5 feet in MHI
- Septic system location: Located at the rear of the property, making access through Barefoot Lane Extension unlikely

Worth Baker confirmed the duplex would be 1,800 square feet per unit, with elevators, three bedrooms, and three bathrooms within a 5-foot setback. Parking would be in front, with access from Fort Macon Road, similar to neighboring properties. He stated the septic system in the rear would prevent any access from Barefoot Lane Extension.

There was extended discussion about the ownership of property strips behind the main parcel, with George Fox questioning how deeds had been transferred. Elisabeth offered to research the deed history with the town clerk.

Baker explained the trailers had been on the lot for over 20 years. He stated the lot lines have not changed since 1996. There was an issue with the ownership of the front triangular portion of this lot and the one adjacent to the west. Baker worked with Fred Bunn to correct this so both lots now have clear ownership abuting Fort Macon Road.

Chairman Chamblee exited the public hearing at 6:37pm. No further Board discussion.

Chairman Chamblee explained that the Planning Board could only make recommendations to the Town Council based on whether the request complied with town ordinances. He clarified that the Planning Board does not have the authority to deny zoning changes that comply with regulations, regardless of personal preferences.

Ramsey made a motion *to recommend* the rezoning of the property at 1702 East Fort Macon Rd from Single-Family Residential Wide Yard (RSW) to Mixed Use High Intensity (MHI) and related zoning map amendment. and *to adopt* the Statement of Consistency. Seconded by Johnson. Vote was 4-2-0 with Jones and Wilson opposing.

Elisabeth informed attendees that Council would make the final decision at their meeting on November 24 at 6:00pm, and that public comments at that meeting would be limited to 4 minutes per person.

MSP 22-1 MOD PEPPERTREE REDEVELOPMENT

This major site plan proposes adding 60 new dwelling units, including four 9-unit condo buildings and 24 townhome units. The proposal also adds additional parking and amenities and includes an updated driveway plan. Elisabeth explained that this was the third time the Planning Board had reviewed the Peppertree redevelopment project. The modification was necessary because, during the building permit phase, they discovered an issue with the fire apparatus access road for Building 34. To accommodate the required fire access, three units had to be removed from Building 34. She displayed the site plan highlighting the fire apparatus access road and confirmed that the Fire Chief and Fire Marshal had reviewed and approved the revision. She noted that this was the only change from the previously approved plans and that representatives from Peppertree were present to answer questions.

Wilson made a motion *to recommend* the proposed Major Site Plan for Peppertree Redevelopment to Council for approval. Seconded by Jones. Vote was 6-0. Motion carried.

MSP 24-1 ATLANTIC BEACH ISLE DUPLEXES PHASE II

Elisabeth presented the major site plan for Atlantic Beach Isle Duplexes Phase II, which proposes three additional duplexes at 103, 109, and 111 Old Causeway Road. She noted that there are currently two identical duplexes at 105 and 107 Old Causeway Road, and the new duplexes would be replicas of the existing ones. She explained that because the property is in the Causeway Corridor Commercial zoning district, duplexes require major site plan approval. The Cullipher Group and the property owner were present. They anticipate proceeding quickly with construction after final approval.

Whitford made a motion *to recommend* the proposed Atlantic Beach Isle Duplexes Phase II to Council for approval. Seconded by Wilson. Vote was 6-0. Motion carried.

PLANNING BOARD/STAFF COMMENTS

Chairman Chamblee requested that Elisabeth prepare an introduction for him to use explaining the role of the planning board and their meeting style, similar to what the Board of Adjustment does.

Elisabeth invited the board to attend the Council work session on Thursday at 9:00am, for a presentation of Fred Bunn's master plan for the Circle. This would be a precursor to projects the Planning Board would review at its December meeting. A ribbon-cutting ceremony for additions to the bridge abutment would take place at 8:30am, prior to the work session. She explained that Big Rock had provided $85,000 to extend the sidewalk, install a guardrail, and landscape. There was a brief discussion about plans for a future 200-foot public fishing pier, for which the town had applied for additional funding.

ADJOURN

There being no further action taken or business before the Board the meeting stood adjourned. The time was 7:00pm.

These minutes were approved at the February 3, 2026 meeting of the Atlantic Beach Planning Board.

TOWN OF ATLANTIC BEACH

ATTEST:

_____
Neil Chamblee, Chairman

_____
Katrina Tyer, Town Clerk

MINUTES
Town of Atlantic Beach, North Carolina
Planning Board Meeting
125 W Fort Macon Road
Tuesday, January 6, 2026 at 6:00pm

A meeting of the Atlantic Beach Planning Board was held Tuesday, January 6, 2026 at 6:00pm in the Town Boardroom, 125 West Fort Macon Road, Atlantic Beach, North Carolina.

Members Present
Neil Chamblee, Chair
David Johnson
Llewellyn Ramsey
Billy Whitford
Sharron Wilson
Curt Winbourne

Members Absent
Phil Jones

Others Present
Elisabeth Webster, Planning Director
Katrina Tyer, Town Clerk
John O'Daniel, Town Manager
Casey Arthur, Fire Marshal
Renea Baker, Councilmember
Courtney Fry, Cullipher Group
Fred Bunn, Developer

CALL TO ORDER
Chairman Chamblee called the meeting to order at 6:00pm.

EXCUSE ABSENT BOARD MEMBERS
Ramsey made a motion *to excuse* Jones due to medical reasons. Seconded by Johnson. Vote was unanimous, 6-0. Motion carried.

MSP 24-2 FMB THE GROVE – PHASE II (100 and 110 Atlantic Blvd)
Elisabeth presented the details of the application, by the Cullipher Group on behalf of FMB at the Grove LLC, for review of a major site plan consisting of two 7-story buildings with ground floor golf cart parking and residential storage, approximately 8,000 square feet of commercial space on the second level, and 29 residential units on the upper stories. In addition, eight residential units are being proposed on the south side of Atlantic Blvd., with approximately 1,295 square feet of commercial. The property is zoned Circle A and Circle A-1, with flood zones A-8 and A-9. The presentation included aerial views and site plans showing the layout of the proposed development, including the north and south sides of Atlantic Boulevard and two vacant lots off East Drive.

Phase One
- Pre-application conference – September 2024
- Application Submitted – October 1, 2024
- Public Hearing Notification
    - Carteret News Times - November 10, 2024
    - Letters sent November 8, 2024
    - Sign Posted November 6, 2024
- Concept Proposal Public Hearing (Joint PB & Council) – November 25, 2024

Phase Two
- Application Submitted – September 24, 2025
- Technical Review Committee – December 9, 2025

Winbourne stepped out at 6:02pm (coughing). Returned at 6:05pm

Fire Marshal Casey Arthur raised significant life safety concerns regarding aerial apparatus access to the buildings. He explained that the proposed commercial units at the front of the property would obstruct fire department access to the residential units behind them. He demonstrated this issue with photographs showing how a fire truck ladder would need to reach over the commercial buildings to access the residential units in case of an emergency.

Fire Marshal Arthur explained that:
- The aerial apparatus access road must be 26 feet wide
- Buildings with eaves over 30 feet high require aerial apparatus access (The Bite and Hang Ten did not trigger this requirement because they are not 30 feet to the eaves)
- The access road must be between 15-30 feet from the building
- The commercial buildings were currently designed at 28 feet high, which would block ladder access to the residential buildings

Arthur recommended reducing the commercial building heights to approximately 19.5 feet to allow proper ladder access over them to reach the residential structures. He also mentioned concerns about the sidewalk and street lighting that would need to be addressed.

Another concern raised by both the Fire Marshal and board members was corrosion of sprinkler systems in the salt-air environment. Arthur noted that other buildings in town have experienced significant corrosion of sprinkler systems, leading to costly replacements. Ramsey noted this did not seem fair to pass this future expense on to the property owner if the sprinkler systems corroded and required replacement, suggesting enclosing the system. He suggested potential solutions, including using powder-coated pipes for improved corrosion resistance, considering stainless steel components (though noted as cost-prohibitive), or enclosing the sprinkler systems to protect them from salt spray.

Ramsey asked staff to determine a medium for sprinkler systems and consider a possible ordinance amendment.

Courtney Fry with the Cullipher Group stated they are considering rotating the design by 90 degrees. Visually, they will look the same. They were working on addressing the fire safety concerns by:

- Lowering the commercial units by over two feet
- Proposing to relocate street lighting and a hydrant to allow proper fire apparatus access
- Working with an architect to adjust roof pitches to allow proper ladder angles

Wilson also raised questions about parking, specifically whether there would be dedicated spaces for the 29 residential units. Bunn confirmed that each unit would have dedicated parking spaces, including golf cart spaces.

Elisabeth stated she had questions about the floor area ratio on the amended plans submitted by Cullipher just last week.

After discussion, the Planning Board decided that several issues needed to be resolved before the project could move forward:

1. Finalizing language regarding what can be placed on the two Town-owned lots and oceanside
2. Developing a solution to address sprinkler system corrosion problems
3. Resolving fire department access issues

Wilson made a motion *to remand* the major site plan to the Technical Review Committee for further review of amended plans to be submitted. Seconded by Johnson. Vote was unanimous, 6-0. Motion carried.

Cullipher stated they have all of their permits and urged not to delay this project.

There was discussion about scheduling a special TRC meeting and, if needed, a special Planning Board meeting to allow the project to move forward in time for the January 26 Town Council meeting, rather than waiting until February. Staff agreed to explore the possibility of scheduling these special meetings.

PLANNING BOARD/STAFF COMMENTS
None.

ADJOURN
There being no further action taken or business before the Board the meeting stood adjourned. The time was 6:45pm.

These minutes were approved at the February 3, 2026, meeting of the Atlantic Beach Planning Board.

TOWN OF ATLANTIC BEACH

ATTEST:

_____
Neil Chamblee, Chairman

_____
Katrina Tyer, Town Clerk

MSP-24-2 The Grove
Major Site Plan Review Summary
Phase II
February 3, 2026

Application Details

Date of Application: October 1, 2024
Property Owner: FMB At The Grove, LLC
Applicant Name: The Cullipher Group, P.A.

Property Details

Project Name: The Grove
PIN Numbers: Multiple
Street Addresses: 100 and 110 Atlantic Blvd.
Zoning District: Circle Subzone A and A-1
Flood Zones: AE 9

Description of Major Site Plan

A Major Site plan application has been received from the Cullipher Group, P.A., on behalf of Fred Bunn to construct 2 seven-story buildings with ground floor golf cart parking and residential storage, approximately 8,000 square feet of commercial space on the second level, and 29 residential units on the upper floors. In addition, eight single-family condo units are being proposed with approximately 1,295 square feet of commercial on the south side of Atlantic Blvd.

Pursuant to Section 18.2.4., Specific Review Procedures, Major Site Plan review is required for non-residential development in the CIR.

Major Site Plan Review Process

Phase One

- Pre-application Conference – September 2024
- Neighborhood Meeting – Not conducted
- Submitted Application - October 1, 2024
- Technical Review Committee - October 22, 2024
- Public Hearing Notification
  - Carteret News Times - November 10, 2024
  - Letters sent November 8, 2024
  - Sign posted November 6, 2024
- Concept Proposal Public Hearing (Joint Planning Board and Council) - November 25, 2024

Phase Two

- Application Received - September 24, 2025
- Technical Review Committee - December 9, 2025
- Planning Board Review and Recommendation - January 6, 2026 & **February 3, 2026**
- Town Council Review and Decision -

Action Needed

1) Recommend approval of the major site plan as proposed to Town Council; or
2) Recommend approval of the major site plan with conditions to Town Council; or
3) Recommend denial of the major site plan to Town Council.

Attachments

UDO Compliance Matrix
TRC Meeting Synopsis
The Grove Plans

Issue	Reference	Notes
Applicability/ Intent	§18.3.5.B.1.	• "Development in the CIR 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 CIR district and other relevant standards
Density	§18.3.5.B.2.	• Maximum Gross Residential Density – 50 (units per acre) • Development shall not exceed maximum allowable FAR, even if additional residential density is available. • Maximum density may be increased to 55 (units per acre) based on inclusion of non residential floor area. • Lot recombination will be required prior to issuance of building permit
Lot Area/Size	§18.3.5.B.2.	• No minimum lot area for uses served by public or private sanitary sewer
Floor Area Ratio (FAR)	§18.3.5.B.2. §18.3.5.B.7.	• The maximum allowable amount of floor area per lot is determined by multiplying the lot's square footage by the floor area multiplier corresponding to the number of building stories in Section 18.3.5.B.a.ii, Floor Area Multiplier. • The maximum amount of floor area is then divided by the number of building stories to determine the approximate amount of floor area per building story. • To ensure floor area within a multi-story building is equitably distributed, no single story of a building shall have a floor area that exceeds the floor area of the smallest story by more than one hundred twenty-five (125) percent.d)The portions of building area that are or are not counted as floor area as described in Section 18.10.2.F, Gross Floor Area. • The Floor Area Multiplier for 6 stories is 1.4
Impervious Surface Coverage	§18.3.5.B.2..	• Lots that include stormwater management devices prepared in accordance with a stormwater management master plan meeting the Town's minimum requirements or that are subject to a State stormwater permit have no impervious coverage limitations • State stormwater permit exempts this from TOAB requirements.
Setbacks/Spacing	§18.3.5.B.2.	• Setback from Atlantic Blvd between 0-15 feet • Side setback is 5- feet • Rear setback is 0.
Building Height	§18.3.5.B.7.	• Maximum building height in CIR Sub Zone A-1 is 185 – feet

Issue	Reference	Notes
		• Maximum building height in CIR Sub Zone A is 155 feet • Building height appears to meet requirements at this time. Will be verified at building permit.
Open Space	§18.3.5.B.7.	• The combination of open space and public sites provided shall be a minimum of 15 percent of the gross acreage of the tract of land, and shall not include streets, parking, or required landscaping.
Driveways	§18.3.5.B.7..	• A minimum separation between driveways of fifty (50) feet is required in the CIR district. • A minimum separation between driveways and intersecting streets of fifty (50) feet is required in the CIR District. • One-way driveways shall be a minimum of twelve (12) feet and a maximum of eighteen (18) feet in width. • Two-way driveways shall be a minimum of eighteen (18) feet and a maximum of twenty-five (25) feet in width. • Wherever feasible, the establishment of joint use driveways servicing two (2) abutting properties shall be required. • Driveways appear to meet criteria.
Sidewalks	§18.3.5.B.7.	• Sidewalks shall be required within the CIR district for all new development, and any redevelopment of a parcel where total renovation costs equal to or exceed fifty (50) percent of the most recent tax appraisal of the building. • Sidewalks located along Fort Macon Road, Atlantic Boulevard, East Drive, and West Drive shall be a minimum of eight (8) feet in width. In places with high pedestrian volumes, sidewalks should be designed to meet the anticipated pedestrian/traffic volume.

Issue	Reference	Notes
Parking	§18.3.5.B.7.	• Parking spaces shall be provided at a ratio of one (1) space per each three hundred (300) square feet of gross floor area for commercial or office space and one and one-half (1½) spaces per residential dwelling unit or hotel room. • Parking requirements within the CIR district may be furnished by on-site facilities, off-site facilities, or a combination of both. Public parking facilities serving multiple tenants or uses are recommended and encouraged in addition to the creation of single-use, private parking lots. • **Building 1 Required:** 800 sq. feet / 300 = 27 spaces required. • **Building 1 Required:** 29 units x 1.5 = 44 spaces required. • **Building 2 Required:** 800 sq. feet / 300 = 27 spaces required. • **Building 2 Required:** 29 units x 1.5 = 44 spaces required. • **Commercial Required:** 6 units at 225 sq. feet per unit = 1350 / 300 = 5 spaces required. • **Residential Required:** 7 units x 1.5 = 11 spaces required • **Total Parking Required: 158** • **Total Parking Provided 177** *Handicap parking spaces were not included in parking calculations
Landscaping	§18.3.5.B.7.	• For developments in the CIR district, the landscaping requirements provided in Section 18.5.4, Landscaping, shall be exempt; however, the perimeter buffer requirements of Section 18.5.4, Landscaping, shall apply.
Tree Preservation	§18.5.5.	• No existing trees.
Solid Waste Collection	§18.5.6 §15-21	• Solid waste collection screening information needed.
Exterior Lighting	§18.5.8	• Exterior lighting is not reviewable at this time. Provide details with building permit

Issue	Reference	Notes
Building Design	§18.3.5.B.7.	• Building facades shall be generally parallel or perpendicular to the street in order to form a continuous street wall. • Buildings shall include an entrance facing the public street they front. Entries on side streets are encouraged, but not required. • All principal building entryways shall incorporate an entryway transition (e.g., an arcade, canopy, archway, patio, building wall projection or recess, etc.) between the building façade at the street it faces. • Improved pedestrian access shall be provided to all public entryways that are not adjacent to a sidewalk or pedestrian way. • Entryways for Buildings Fronting Fort Macon Road, Atlantic Boulevard, East Drive, and West Drive. Buildings fronting Fort Macon Road, Atlantic Boulevard, East Drive, and West Drive shall be configured so that at least seventy-five (75) percent of one (1) level is occupied by non-residential uses. Access to the required non-residential use(s) shall be provided at ground level and shall be handicapped accessible. • Building facades subject to these standards shall be configured to emphasize visual interest for the pedestrian through inclusion of one (1) or more of the following elements a) Modulation of the building façade, or projections or recesses from the primary building wall plane of a depth of at least three (3) feet; b) Inclusion of building elements that break up the building façade such as balconies, porches, canopies, towers, entry areas, or building wings; c) Inclusion of building focal points such as distinctive entry features; or d) Changes to building materials in logical locations and having logical expanses. • Building Facades Fronting Fort Macon Road, Atlantic Boulevard, East Drive, and West Drive. Buildings facades facing these streets shall include building articulation features across the first three (3) stories. • At least fifty (50) percent of the ground-floor level of the front façade of a building shall be configured to include windows, doors, or other visually permeable openings.

Issue	Reference	Notes
		• Not enough information provided. o Please provide additional details with building permit.
Signage	§18.5.10	• Signage for the development is not reviewable at this time. o No signage information submitted
Stormwater	§18.6.1	• State stormwater permit exempts this from Town requirements.
Flood Damage Prevention	§18.6.3	• Phase I (south of Atlantic Blvd.) commercial units and upper story condos appear are in an A-9 Flood Zone • Phase I (north of Atlantic Blvd) appear to currently be in a A-9 flood zone • Phase II (north of Atlantic Blvd) appear to currently be in a A-9 flood zone • Confirm compliance during building permit application process.

PLANNING & INSPECTION DEPARTMENT
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Elisabeth Webster
planner2@atlanticbeach-nc.com

Memorandum

To: Planning Board
From: Elisabeth Webster, Planning and Development Director
Date: February 3, 2026
Subject: Technical Review Committee Meeting Synopsis

The Technical Review Committee met in the Boardroom at 10:00 am on Wednesday, January 28, 2026. The purpose of the meeting was to review the concept proposal for **MSP-24-2 FMB The Grove**, located at 100 and 110 Atlantic Blvd. in Atlantic Beach.

A summary of the comments received has been provided below.

MSP-24-2: FMB The Grove

Review the major site plan consisting of two 7-story buildings with ground floor golf cart parking and residential storage, approximately 8,000 square feet of commercial space on the second level, and 29 residential units on the upper stories. In addition, eight residential units are being proposed on the south side of Atlantic Blvd., with approximately 1,295 square feet of commercial on the south side of Atlantic Blvd.

Those in attendance were Elisabeth Webster, Planning Director; Casey Arthur, Deputy Chief/Fire Marshal; Ron Cullipher, Cullipher Group, P.A., Engineer/Applicant; Fred Bun, Owner/Applicant; Courtney Fry, Cullipher Group; Planning Board member; Billy Whitford, and Planning Board member Billy Whitford.

Elisabeth mentioned the maintenance concerns with the required sprinkler system in the parking deck located on the south side of Atlantic Blvd due to the first floor of the parking deck being open on all sides and its ocean front location. Ron Cullipher stated they do not have any immediate plans, but they would discuss the issue with their sprinkler system designer.

Additionally, Casey stated that he was good with the fire apparatus road access for the south side of the project mentioned in the previous TRC.

Elisabeth asked for clarification for the Floor Area Ratio (FAR) calculations.