

**ARTICLE 13. PLANNED BUILDING GROUP REGULATION** (revised 12-13-07)

A planned building group is a residential project containing nine (9) or more attached dwelling units; a residential project with attached dwelling units for individual ownership; a commercial and/or office-institutional project located within an O-I, BD, HC, CBD or PUD zoning district involving the construction of a building or buildings; or a manufactured home park. (Revised 01-12-12)

Planned building groups (inclusive of manufactured home parks) shall be approved by the Planning Board unless otherwise specified. Planned building group applications shall be submitted to the Administrator and processed in accord with Section 12-5 and this Article. Planned Building Group approvals shall be effective for 24 months after approval from the Planning Board. The developer may request in writing an extension of this time from the Planning Board. If construction does not begin in 24 months from date of Planning Board approval or an extension is not granted by the Planning Board, the developer must reapply for Planned Building Group approval. If construction on a site stops for a period of two years and no time extension is granted by the Planning Board, the developer must reapply for Planned Building Group approval.

In addition to the required information required for each specific type of PBG listed in this section, all PBG plans shall contain the following:

	Information Required	Planned Building Group
1	Title Block Containing: –Property Designation –Name of Owner –Location (including township, county, and state) –Date or dates survey was conducted and plat prepared –A scale of drawing in feet per inch listed in words or figures –A bar graph –Name, address, registration number, and seal of the registered professional involved in the project	<b>x</b> <b>x</b> <b>x</b> <b>x</b> <b>x</b> <b>x</b> <b>x</b>
2	The name of the developer	<b>x</b>
3	A sketch vicinity map showing the relationship between the proposed development and surrounding area Maximum Scale: 1" = 400'	<b>x</b>

	Information Required	Planned Building Group
4	Corporate limits, township boundaries, county lines if on the development tract	x
5	The names, addresses, and telephone numbers of all owners, mortgagees, registered land surveyors, land planners, architects, landscape architects, and professional engineers responsible for the development	x
6	The registration numbers and seals of the professional engineers	x
7	Date of plat preparation	x
8	North arrow and orientation	x
9	The exact boundary lines of the tract to be developed, fully dimensioned by lengths and bearings, and the location of existing boundary lines of adjoining lands	x
10	The names of owners of adjoining property	x
11	The names of any adjoining subdivisions of record or proposed and under review	x
12	Building line minimum	x
13	The zoning classifications of the tract to be developed and adjoining properties	x
14	Existing property lines on the tract to be subdivided and on adjoining properties	x
15	Existing buildings or other structures, water courses, railroads, bridges, culverts, storm drains, both on the land to be developed and land immediately adjoining	x
16	The lots numbered consecutively throughout the development	x
17	Wooded areas, marshes, swamps, rock outcrops, ponds or lakes, streams or streambeds, and any other natural features affecting the site	x
18	The exact location of the flood hazard, floodway, and floodway fringe areas from the Brunswick County Official Flood Insurance Map	x
19	The following data concerning streets:	
	- Street and lot arrangement	x

	Information Required	Planned Building Group
	- The approximate rights-of-way, rights-of-way designation (public or private), easements, and lot lines	x
	- Proposed public streets	x
	- Proposed private streets	x
	- Existing and platted streets on adjoining properties and in the proposed development	x
	- Rights-of-way, location, and dimensions	x
	- Pavement widths	x
	- Approximate grades	x
	- Design engineering data for all corners and curves	x
	- Typical street cross-sections	x
	- Street names as approved by Brunswick County	x
	- A street maintenance agreement for private streets.	x
	- Type of street dedication; all streets must be designated either “public” or “private.” The developer must submit all public or private street plans to the Administrator for approval prior to plan approval. Where public streets are involved which will not be dedicated to the City of Southport, the developer must submit the following documents to the NC Department of Transportation District Highway Office for review: a complete site layout, including any future expansion anticipated; horizontal alignment indicating general curve data on site layout plan; vertical alignment indicated by percent grade, PI station and vertical curve length on site plan layout; the District Engineer may require the plotting of the ground profile and grade line for roads where special conditions or problems exist; typical section indicating the pavement design and width and the slopes, widths, and details for either the curb and gutter or the shoulder and ditch proposed; drainage facilities and drainage areas	x
	- Where streets are dedicated to the public, but not accepted into the City of Southport system or the state system before lots are sold, a statement explaining the status of the street.	x

	Information Required	Planned Building Group
	- If any street is proposed to intersect with a state-maintained road, the developer shall apply for driveway approval as required by the North Carolina Department of Transportation, Division of Highways' Manual on Driveway Regulations. Evidence that the developer has obtained such approval	x
20	The location and dimension of all of the following:	
	- Utility and other easements	x
	- Riding trails	x
	- Natural buffers	x
	- Pedestrian or bicycle paths	x
	- Parks and recreation areas with specific type indicated	x
	- Areas to be dedicated to or reserved for public use	x
	- Areas to be used for purposes other than residential with the zoning classification of each stated	x
	- The future ownership (dedication or reservation for public use to governmental body, for owners to duly constituted homeowners' association, or for tenants remaining in developer's ownership) of recreation and open space lands	x
21	Surface and subsurface drainage of the development	x
22	The final plans for utility layouts including: - Sanitary sewers - Storm sewers - Other drainage facilities, if any - Water distribution lines - Natural gas lines - Telephone lines - Electric lines illustrating connections to existing systems, showing line sizes, the location of fire hydrants, blowoffs, manholes, force mains, and gate valves	x x x x x x x
23	Plans for individual water supply and sewage disposal systems, if any	x
	- Profiles based upon Mean Sea Level datum for sanitary sewers and storm sewers	x
24	Site calculations including:	

	Information Required	Planned Building Group
	- Acreage in total tract to be developed; upland and wetland area	x
	- Acreage in parks and recreation and open space areas and other nonresidential areas	x
	- Sufficient engineering data to determine readily and reproduce on the ground every straight or curved line, street line, lot line, right-of-way line, easement line, and setback line, including dimensions, bearings, or deflection angles, radii, central angles, and tangent distance for the center line of curved property lines that are not the boundary line of curved streets. All dimensions shall be measured to the nearest one-tenth of a foot and all angles to the nearest minute	x
	- The accurate locations and descriptions of all monuments, markers, and control points	x
	- A copy of any proposed deed restrictions or similar covenants. Such restrictions are mandatory when private recreation areas or open space areas are established	x
	- Where land disturbing activity is an acre or more in size, a copy of the erosion control plan submitted to the appropriate office of the North Carolina Department of Environment and Natural Resources, which complies with NCGS 113A, Article 4 (Sedimentation Pollution Control Act of 1973). Evidence of approval must be provided prior to final plan approval	x
	- Topographic maps with contour intervals of no greater than two (2) feet at a scale of no less than one (1) inch equals four hundred (400) feet	x
	- 404 wetland areas as determined by the Wilmington District office of the U.S. Army Corps of Engineers	x
	- All certifications required in Section 25-7	x
25	Number of required parking and actual parking spaces provided	x
26	Impervious ratio and calculations	x
	- Any other information considered by either the developer, the Planning Board, or Board of Aldermen, to be pertinent to the review of the plat	x

	Information Required	Planned Building Group
	- All mapping shall comply with G.S. 47-30	x

NOTE: Developers are responsible for obtaining all permits. Following is a list of activities that require permitting approval by agencies outside of Southport city government. The list is provided only for reference and is not intended to be comprehensive. The developer must identify and obtain whatever non-city approvals may be required for a given project.

<u>Permitting Agency</u>	<u>Permitted Activity</u>
Brunswick County Health Department	Package WWTP with subsurface disposal Septic tanks Potable water wells Commercial swimming pools
NC Division of Water Quality	Package WWTP with land application Sewer extensions Stormwater management Wetlands fill/encroachment
NC Division of Land Resources	Erosion control plan
NC Division of Environmental Health	Public water supply wells Public water treatment facilities Water storage and distribution facilities
NC Division of Coastal Management	Activity in area of environmental concern (AEC)
NC Department of Transportation	Driveway connections to DOT roadway DOT right-of-way encroachment
US Corps of Engineers	Wetlands fill/encroachment Construction in/over navigable waters
NC Division of Air Quality	Open burning
State Property Office	Construction in/over navigable waters

## **Section 13-1: Planned Building Group Regulations for Apartments, Townhouses, and Condominiums**

- (A) Minimum Lot Area. As required by the zoning district in which the Planned Building Group is located, see Article 11, Table of Yard, Area, Density, and Height Regulations.
- (B) Parking. As specified in Article 16 of this Ordinance.
- (C) Open Space (Recreation) Areas. Open space areas shall be provided for all apartments and condominium planned building groups with over five (5) dwelling units. A minimum play area of two thousand (2,000) square feet, having a minimum width of forty (40) feet or a minimum radius of twenty-six (26) feet shall be provided for the first six (6) to twenty-five (25) dwelling units. For each dwelling unit over twenty-five (25) in number, an additional fifty-six (56) square feet per dwelling unit shall be provided. The spatial distribution and number of individual open space areas within the planned building group shall be determined by the Planning Board on the basis of the spatial arrangement of the dwelling units, topography, and other physical features. 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.

All open space shown on the site development plan shall be recorded in the Brunswick County Register of Deeds Office and shall be conveyed by the following method. 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:

- (1) The continued use of land for the intended purposes;
- (2) Continuity of proper maintenance for those portions of open space land requiring maintenance;
- (3) When appropriate, the availability of funds required for such maintenance;
- (4) Adequate insurance protection; and
- (5) Recovery for loss sustained by casualty, condemnation, or otherwise.

Furthermore, the applicant shall file in the Brunswick County Register of Deeds office at the time of site development 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.

- (D) Timing. Proposed schedule of development including stages likely to be followed.
- (E) Sketch Design Plan. Prior to the filing of an application for approval of a planned building group, an applicant shall submit a sketch design plan to the Administrator to be processed in accord with Section 12-5.  
(Revised 4-13-06)

The sketch plan should contain or be accompanied by the following information:

- (1) The proposed name and location of the development.
  - (2) The name and address of the owner and the developer.
  - (3) The total acreage in the tract to be developed.
  - (4) The tentative street and plat arrangement.
  - (5) The approximate rights-of-way, rights-of-way designation (public or private), easements, and lot lines.
  - (6) The existing and proposed uses of land throughout the development.
  - (7) Surface and subsurface drainage of the development.
  - (8) The zoning classification of the tract.
  - (9) Sites, if any, for parks and/or open spaces.
  - (10) Acreage in parks and other land uses.
  - (11) Sketch vicinity map showing relationship between the development and the surrounding area.
  - (12) Existing and proposed utilities.
- (F) Planned Building Group Site Development Plan. A site development plan, accompanied by the appropriate fee from the schedule of fees, drawn to scale shall contain the following information:
- (1) The names of the development, owner(s), and developer;
  - (2) The exact boundary lines of the development by lengths and bearings and the location of intersecting boundary lines and adjoining lands, along with the total acreage of the tract;
  - (3) Scale denoted both graphically and numerically;
  - (4) The plans for utility layouts, including sewers, storm sewer, water distribution lines, natural gas, telephone and electric service, connections to existing systems or plans for individual water supply

systems and sewage disposal systems. Plans must show line sizes, the location of fire hydrants, blow-offs, manholes, pumps, force mains, gate valves, daily estimated sewer flow figures (NOTE: Type of construction materials and brand of appurtenances will require approval from the City of Southport);

- (5) Street names, if applicable;
- (6) The location, purpose, and dimensions of areas to be used for uses other than residential (i.e., parks, easements, etc.);
- (7) Minimum building setback lines;
- (8) The names of owners of adjoining properties and any adjoining subdivisions of record (or proposed and under review);
- (9) The location and dimensions of all rights-of-way, utility or other easements, riding trails, natural buffers, pedestrian or bicycle paths and areas to be dedicated to public or property owner's use with a statement of the purpose of each;
- (10) Right-of-way lines, and pavement widths of all streets and the location and width of all adjacent streets and easements;
- (11) Property lines, buildings, or other structures, water courses, railroads, bridges, culverts, storm drains (both on the land to be subdivided and on the land immediately adjoining), corporate limits, and extraterritorial jurisdiction limits;
- (12) Sufficient engineering data to determine readily, and to be reproducible on the ground, every straight or curved boundary line, street line, lot line, right-of-way line, easement line, and setback line, including dimensions, bearings, or deflection angles, radii, central angles, and tangent distances for the center line of curved streets and curved property lines that are not the boundary of curved streets. All dimensions shall be measured to the nearest one-tenth of a foot and all angles to the nearest minute;
- (13) The accurate locations and descriptions of all monuments, markers, and control points;
- (14) The deed or master restrictions, proposed articles of incorporation and by-laws of property owner's association, or any other similar covenants;
- (15) The date of the survey and plat preparation;
- (16) North arrow and declination;
- (17) The name and location of any property within the planned development, or within any contiguous property, that is listed in the US Department of Interior's National Register of Historic Places; likewise any property that has been designated by local ordinance as a "historic property" pursuant to GS Chapter 160A, Article 19, Par 3A;

- (18) The name(s), address(es), telephone number(s) of the owner(s), registered surveyor(s), land planner(s), architect(s), landscape architect(s), and professional engineer(s) responsible for the subdivision and the registration number(s) and seal(s) of the professional engineer(s) and registered surveyor(s);
- (19) Flood hazard areas according to FEMA flood insurance rate map;
- (20) Topographic information showing vertical contour every two feet;
- (21) Show boundaries of area's environmental concern (CAMA, Corp of Engineers);
- (22) Total number of multi-family dwellings and total number of dwelling units;
- (23) Total residential floor area in the development;
- (24) Total number of floors in each building/structure;
- (25) Total height of each building/structure;
- (26) Total open space area(s);
- (27) Total number of parking spaces.

(G) Placement of Buildings.

- (1) There shall be maintained at least sixteen (16) linear feet of open space between individual and unattached buildings in a residential planned building group.
- (2) Any group of buildings forming a courtyard shall have at least twenty-five (25) percent of the perimeter of such courtyard open for access by emergency vehicles.
- (3) Where the length of a street exceeds two hundred (200) feet and where there exists six (6) or more dwelling units, an area must be provided for the turnaround of fire-fighting vehicles on a paved or graveled surface. This area shall not be used for parking and shall subscribe a circular area having a radius of thirty-five (35) feet or shall have a configuration which provides comparable turnaround space.
- (4) All fire hydrants, whenever possible, should be located adjacent to the paved roadways suitable for transporting fire-fighting vehicles. Where possible, such hydrants shall be located at least fifty (50) feet from any building. Hydrants shall be located at entrance and exit ways, and additional hydrants shall be located so that each building and portion thereof will be within three hundred fifty (350) feet of a hydrant. If buildings have standpipes and sprinkler systems, one (1) hydrant shall be located within seventy-five (75) feet of each standpipe and sprinkler connection system. All hydrants must be served by a water main of sufficient size. In no case shall the minimum size main be less than six (6) inches in

diameter.

- (5) All building locations shall be approved by the Planning Board.

(H) Design Standards.

- (1) Entrances and parking lots should be configured to be functional and inviting with walkways conveniently tied to logical destinations.
- (2) The features and spaces should enhance the building and center as integral parts of the community. The use of such features as plazas, patios, and courtyards should be used when practical.
- (3) Multi-family 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.
- (4) Maximum number of dwelling units per acre shall be 11.
- (5) Maximum FAR shall be 3:1.
- (6) Minimum OSR shall be 55%.
- (7) Maximum impervious coverage ratio shall be 35%.
- (8) All buildings adjoining public trust waters shall be set back to meet CAMA regulations.

## **Section 13-2: Manufactured Home Park Regulations**

- (A) Compliance. All manufactured home parks existing on the effective date of this Ordinance are required to comply with all applicable procedures and requirements of this Ordinance. Any manufactured home park failing to comply with the applicable provisions of this Ordinance is hereby declared to be a nonconforming use of land. All manufactured home parks shall continuously comply with the general requirements of this Ordinance. Failure to meet continuously each of the general requirements shall be grounds for revocation of the certificate of occupancy/compliance.

No person shall begin construction of a manufactured home park or make any addition to a manufactured home park that either alters the number of sites for manufactured homes within the park or affects the facilities required therein until he first secures a permit authorizing such construction or addition. The construction or addition shall be in accordance with plan and specification submitted with the application with the Southport Planning Board. The application will be reviewed by the Southport Planning Board, the Administrator, the Building and Electrical Inspectors, and the Brunswick County Health Department. All

applications for a manufactured home construction permit will be accompanied by six (6) prints.

- (B) Contents of the Preliminary Plan. The preliminary plan shall be drawn at a scale not more than one hundred (100) feet to the inch and shall show the following on one (1) or more sheets:
- (1) Title information shall include: name of park, name of developer, scale, and date.
  - (2) Small scale location diagram showing all roads in the vicinity and the relationship of the site to major roads.
  - (3) Dimensions and bearings of exterior property lines.
  - (4) Topography information as deemed necessary by inspectors.
  - (5) Location of the "A" flood zone as defined by Corps of Engineers.
  - (6) Roads in vicinity (access roads and adjacent roads).
  - (7) Manufactured homes spaces well defined.
  - (8) Surface water drainage plans.
  - (9) All structures in the park site (present or proposed).
  - (10) Recreation areas.
  - (11) Method of surfacing roads within the park.
  - (12) Location and intensity of area lights, riser diagrams, and typical connections to manufactured homes, or a statement indicating that the power companies will be responsible for design and installation of the electric system.
  - (13) Source of water and water distribution system. If water source is a well, it shall meet the appropriate county and/or state agencies.
  - (14) Sanitary sewerage. If a private sewerage collection and disposal system is used, plans and specifications approved by appropriate county and/or State agencies.
  - (15) Proposed provisions for storm drainage (including retention pond facilities, when applicable), approved by the Administrator.
- (C) Review of Preliminary Plans. After preliminary plans for a manufactured home park have been properly submitted to the Southport Planning Board, the following county agencies shall be responsible for reviewing the proposed plans.
- (1) Planning Board. The Southport Planning Board shall review the plans for manufactured home parks. This agency shall be responsible for the review of the following to determine if the proposed design is in accordance with the specifications of this information.

- (a) Title information;
  - (b) Small scale location map (vicinity map);
  - (c) Dimensions and bearing of exterior property lines;
  - (d) Roads in the vicinity;
  - (e) Recreation areas;
  - (f) Method of surfacing roads within the park;
  - (g) Street and lot design;
  - (h) Surface water drainage.
- (2) Brunswick County Health Department. When septic tank or individual wells are required, the Health Department permit shall be submitted with the application for approval of a Manufactured Home Park. The Health Department shall be responsible for the review of the following to determine if they are in accordance with the minimum health standards and regulations.
- (a) Source of water and water distribution system;
  - (b) Sanitary sewerage system; and
  - (c) Adequate lot size.
- (3) Administrator. The Administrator shall review the plans for manufactured home parks to determine if the plans comply with the requirements of this Ordinance.
- (4) Building Inspector. The Building Inspector shall review the plans for manufactured home parks to determine if the proposed electrical system is in accordance with state electrical codes and to determine that any proposed buildings comply with the State Building Code.
- (5) Should any agency find deficiencies in the review of the plans of a proposed manufactured home park, that agency shall notify the developer of the park to correct such deficiencies. Each agency shall notify the Planning Department after approving the plans of a proposed park. The Planning Department, after receiving notification of approval from all agencies involved in the review of a proposed manufactured home park, shall notify the developer of the proposed park that preliminary approval has been granted for the construction of the park.

(D) Issuance of Construction Permit and Certificate of Compliance.

- (1) After approval of the preliminary plans for a manufactured home park by the city and county agencies concerned, the Enforcement Officer is authorized to issue a construction permit. The intent of this permit is to enable the execution of the plan in the field and shall not be construed to entitle the recipient to offer spaces for rent or lease or to operate a park as defined in this Ordinance.
- (2) During this phase, all field work shall be in accordance with the approved plans. It shall be the responsibility of the developer to inform the various county agencies as to the progress of field work so that timely inspections may be made.
- (3) The Administrator is authorized to issue a Certificate of Compliance after the installation of the number of spaces the developer wishes to initially install. In no case shall the Certificate of Compliance be issued for less than the minimum spaces required by this Ordinance. The Certificate of Compliance will be issued only after the Enforcement Officer is satisfied that all work has been executed as outlined in that section of the approved plans and in accord with the intent and spirit of this Ordinance. Should additional spaces be added to a park that has preliminary plans approved, a Certificate of Compliance for the additional spaces will be necessary before such spaces are offered for rent or lease.
- (4) Upon receipt of the Certificate of Compliance, the permittee is duly authorized to operate and maintain his park in any way that is not contrary to the provisions of the permit. However, should the Enforcement Officer find at any time subsequent to the issuance of the permit that the park is operating in violation of the terms of this Ordinance or of special conditions set forth in the permit, the Enforcement Officer shall revoke the Certificate of Compliance and further operations of the park without a Certificate of Compliance shall be cause for legal action.

(E) Manufactured Home Park Site Development.

- (1) If wells or septic tanks are required, the amount of land for each manufactured home space shall be determined by the Brunswick County Health Department after an investigation of soil conditions, the proposed method of sewerage disposal, and proposed water system. However, in no case shall the size of a manufactured home space be less than eight thousand five hundred (8,500) square feet. All manufactured home parks shall be located on an undivided tract of land not less than three (3) acres in size.
- (2) Parking space sufficient to accommodate at least two (2) automobiles shall be located on each manufactured home space.
- (3) The manufactured home park shall be located on ground that is not susceptible to flooding. The park shall be graded so as to prevent any water from ponding or accumulating on the premises. All ditch banks shall be sloped and seeded.
- (4) There shall be at least twenty (20) feet clearance between manufactured homes including manufactured homes parked end to end. No manufactured home shall be located closer than twenty (20) feet of any exterior boundary line of the park, no closer than fifteen (15) feet to the edge of any interior street right-of-way, or closer than ten (10) feet to any manufactured home space (lot) boundary line.
- (5) The manufactured home park shall have a buffer which complies with Article 18 of this Ordinance.
- (6) Existing manufactured home parks which provide manufactured home spaces having a width or area less than that described above may continue to operate with spaces of existing width and area, but in no event shall any such nonconforming manufactured home park be allowed to expand unless such extension meets the requirements of this Ordinance.

- (7) Each manufactured home space shall be graded and graded areas grassed to prevent erosion and provide adequate storm drainage (including retention pond facilities, when applicable) away from the manufactured home.
- (8) Interior Drives. All manufactured home spaces shall abut upon an interior drive of no less than thirty-six (36) feet in right-of-way, which shall have unobstructed access to a public street or highway, it being the intent of this section that manufactured home spaces shall not have unobstructed access to public streets or highways except through said interior drive. All interior drives shall be graded to their full right-of-way and shall have a road of at least twenty (20) feet in width. Minimum improvements shall be a compacted base of four (4) inches of #7 ABC stone. Roads shall be maintained with passable surface. Graded and stabilized road shoulders and ditches shall be provided.
- (9) Cul-de-sacs. Any interior drive designed to be closed shall have a turnaround at the closed end with a minimum right-of-way diameter of one hundred (100) feet. The entire right-of-way of such turnaround shall be graded and usable for the turning of motor vehicles.
- (10) Intersections. Drives shall intersect as nearly as possible at right angles, and no drive shall intersect at less than seventy-five (75) degrees. Where a drive intersects a highway, the design standards of the North Carolina Department of Transportation shall apply.
- (11) Spaces Numbered. Each manufactured home space shall be identified by a permanent number which shall not be changed. The appropriate number of each manufactured home space must be permanent and visibly displayed. Each number shall be placed on a concrete, wood, metal, or any permanent post and conspicuously located on the lot.
- (12) Signs for Identification of Parks. Permanent identification sign(s) shall be required for every manufactured home park. The size of the signs shall be as follows: Not more than two (2) signs with a total maximum area of 48 square feet and a total minimum area of 12 square feet. Signs must be located on the park property within 50 feet of the entrance and at least 10 feet off the front property line. Signs must be located a minimum of five (5) feet from any side property lines. Only indirect non-flashing lighting may be

used for illumination, and the sign must be constructed in such a manner as to prevent a direct view of the light source from any public road right-of-way.

(F) Sanitary Facilities, Water Supply, Sewerage, Electricity, Lighting, and Refuse Collection Facilities.

- (1) Each manufactured home space shall be equipped with plumbing and electrical connections and shall be provided with electrical current in sufficient amount to safely meet the maximum anticipated requirements of a manufactured home.
- (2) Water, Sewerage, and Electricity. Each manufactured home space shall be provided with and shall be connected to sanitary sewerage and water supply systems. Wells and septic tanks shall be approved by the Brunswick County Health Department.
- (3) Lighting. All electrical wiring shall be installed in accordance with the National Electrical Code and shall be approved only by the electrical inspector. Distribution lines shall be installed underground. Underground lines shall be placed at least eighteen (18) inches below the ground surface where possible and at least one foot radial distance from water, sewer, gas, or communications lines. Electrical systems of manufactured home developments shall be calculated on the basis of at least 100 amps (at 120/140 volts) for each manufactured home. The point of electrical connection for a manufactured home shall be within an area of the manufactured home stand and approximately forty (40) feet from the front of the manufactured home and approximately four feet from either side of the manufactured home. Where other utilities and fixtures prevent the location of electrical connections forty (40) feet from the front of a manufactured home, electrical connections shall be made with due regard to uniformity, safety, and convenience. Exterior lighting shall be provided for all streets, walkways, buildings, and other facilities subject to nighttime use. The average illumination level in manufactured home parks shall be at least three tenths (0.3) footcandle, and a minimum level of one tenth (0.1) footcandle shall be maintained on all streets. Potentially hazardous locations such as street intersections and walkways shall be individually illuminated with a minimum level of six tenths (0.6) footcandle.

- (4) Refuse Collection Facilities. The park owner is responsible for seeing to refuse collection. All refuse shall be collected at least once/week or more if the need is indicated. When manufactured home parks are located in the City of Southport, the applicable sanitation regulations shall be complied with.
  
- (G) Manufactured Home Stands and Anchors.
  - (1) The area of the manufactured home stand shall be improved to provide an adequate foundation for the placement and anchoring of the manufactured home, thereby securing the structure against uplift, sliding, rotation, and/or overturning.
  - (2) Each manufactured home owner shall provide anchorage in accordance with the State of North Carolina Regulations for Manufactured Homes.
  - (3) Any manufactured home placed in a manufactured home park after adoption of this Ordinance shall have skirting (see Article 10, Note 13).
  
- (H) Service, Administration, and Other Buildings.
  - (1) Within a manufactured home park, one manufactured home may be used as an administrative office. Other administrative and service buildings housing sanitation and laundry facilities or any other such facilities shall comply with all applicable ordinances, codes, and statutes regarding buildings, electrical installations, plumbing, and sanitation systems.
  - (2) All service buildings, commercial structures, and the grounds of the park shall be maintained in a clean condition and kept free from any condition that will menace the health of any occupant or the public or constitute a nuisance.
  
- (I) Structural Additions. All structural additions to manufactured homes other than those which are built into the unit and designed to fold out or extend from it shall be erected only after a building permit shall have been obtained, and such additions shall conform to the building code of the state, where applicable, and shall meet the standards of special regulations adopted with respect to such additions. The building permit shall specify whether such structural additions may remain permanently, must be removed when the manufactured home is removed, or must be

removed within a specified length of time after the manufactured home is removed. Structural alterations existing at the time of passage of this Ordinance shall be removed within thirty (30) days after the manufactured home which they serve is moved unless attached to another manufactured home on the same site within that period.

- (J) Storage. Storage of a manufactured home or recreational vehicle is prohibited.
- (K) Management. In each manufactured home park, the permittee or duly authorized attendant or caretaker shall be in charge at all times to keep the manufactured home park, its facilities and equipment in a clean, orderly, safe, and sanitary condition.
- (L) Manufactured Home Park. It shall be the duty of the operator of a manufactured home park to keep an accurate register containing a record of all registered occupants. The operator shall keep the register available at all times for inspection by law enforcement officials, public health officials, and other officials whose duties necessitate acquisition of the information contained in the register.
- (M) Sales in Manufactured Home Parks.
  - (1) It shall be unlawful to sell on a commercial basis manufactured homes or trailers within manufactured home parks.
  - (2) It shall be unlawful to sell a manufactured home space(s) within the manufactured home parks.
  - (3) Except for accessory uses, it shall be unlawful to operate any business within a manufactured home park.

### **Section 13-3: Business Planned Building Group Regulations**

- (A) Construction or Expansion of Planned Building Group. The following planned building group regulations shall apply to a commercial and/or institutional project located in an O-I, BD, HC, or PUD zoning district involving the construction of a building greater than seven thousand (7,000) square feet; a commercial and/or office-institutional project within a O-I, BD, or PUD zoning district involving the construction of more than one (1) building. Mixed uses are allowed in approved Business Planned

Building Groups. (Revised 11-23-10)

Parking: As specified in Article 16 of this Ordinance.

Loading: As specified in Article 16 of this Ordinance.

Screening and Fencing: A screen not less than six (6) feet high of dense plant material and/or fence where a lot abuts a residentially zoned lot.

Plans are required and must show:

Structures: Location and approximate size of all structures.

Circulation: Proposed points of access and egress and proposed pattern of internal automobile and pedestrian circulation. Curb cuts at a maximum combined width of twenty-five (25) feet shall be allowed for each eighty (80) feet of lot frontage or portion thereof. The locations of all points of ingress and egress shall be approved by the City of Southport Planning Board.

Signs: The applicable zone sign regulations shall apply to this planned building group requirement.

Other site plan requirements:

- (1) Size and location of all signs.
- (2) Size and location of all fences, walls, and hedges.
- (3) Proposed provision for storm drainage (including retention pond facilities, when applicable), approved by the Administrator.
- (4) Proposed solid waste storage facilities.
- (5) Lighting plan, inclusive of wattage and illumination.
- (6) Installation of curb and gutter may be required in conformance with the storm water control ordinance.
- (7) Depict traffic control devices.
- (8) Parking area shall have a stabilized surface with parking space and traffic lanes clearly marked.

- (B) Construction of a Building Greater than 7,000 Square Feet in O-I, BD, HC, and PUD Districts. The following planned building group regulations shall apply in the development of O-I, BD, HC, and PUD districts involving the construction of a building greater than seven thousand (7,000) square feet or projects involving the construction of more than one (1) building, structure or combination thereof shall also comply with the following

regulations:

**Parking and Loading:** Four (4) parking spaces per one thousand (1000) square feet of leasable building area for planned building groups having a leasable building area of 400,000 square feet or less; four and one-half (4-1/2) parking spaces per one thousand (1000) square feet of leasable building area for planned building groups having a leasable building area from 400,001 to 600,000 square feet; and five (5) parking spaces per one thousand (1000) square feet of leasable building area for planned building groups having a leasable building area over 600,000 square feet.

One loading bay for up to twenty thousand (20,000) square feet of leasable building area; one loading bay for each thirty thousand (30,000) square feet over twenty thousand (20,000) square feet, up to one hundred ten thousand (110,000) square feet; one loading bay for each fifty thousand (50,000) square feet over one hundred ten thousand (110,000) square feet.

Warehouse and office-institutional planned building groups shall adhere to the respective parking ratios as listed in Article 16 of this Ordinance.

**Screening and Fencing:** A screen not less than six (6) feet high of dense plant material and/or fence where the lot abuts a residential lot.

**Lots Fronting on a Public Street:** The Planning Board may approve plans with lots within the interior of a business planned building group project provided that the Board finds that adequate access is assured by the design of the planned building group.

**Minimum Yard Requirements:** The Planning Board may approve plans which do not provide minimum yards along interior lot lines within a business planned building group project. All exterior lot lines located along the perimeter of the business planned building group shall satisfy the standards listed within Article 11, "Table of Area, Yard, and Height Requirements."

Plans are required and must show:

**Structures:** Location and approximate size of all existing and proposed structures within the site, and all buildings and structures within five hundred (500) feet, in addition to public or private easements or rights-of-way adjoining or intersecting such property.

Circulation: Proposed points of access and egress and proposed pattern of internal automobile and pedestrian circulation.

Parking and Loading: Location and extent of proposed parking and loading areas.

Timing: Proposed schedule of development, including stages likely to be followed.

Other Details:

- (1) Proposed provision for storm drainage (including retention pond facilities, when applicable) and sanitary sewerage, approved by the Administrator.
- (2) Size and proposed location of any signs.
- (3) Proposed solid waste storage facilities.
- (4) Proposed water system. Hydrants shall be located within three hundred (300) feet of any building or portion thereof. Where possible, such hydrants shall be located at least fifty (50) feet from any building. If buildings have standpipes and sprinkler systems, one (1) hydrant shall be located within seventy-five (75) feet of each standpipe and sprinkler system connection.
- (5) Types of surfacing, slope, grade and cross-section of driveways, sidewalks, malls, etc.
- (6) The location and heights of all fences, walls, and hedges shall be shown.
- (7) Profiles of publicly maintained water and sewer lines.
- (8) Profiles, cross-sections and slopes of on-site and off-site ditches carrying water runoff.
- (9) Erosion and sedimentation control plan.
- (10) Lighting plan, inclusive of wattage and illumination.
- (11) Installation of curb and gutter shall be mandatory.
- (12) Depict traffic control devices.
- (13) All plans and construction details must meet the current specifications of the City of Southport.

Other Requirements:

- (1) Points of access and egress shall consist of driveways or roadways at least twenty (20) feet in width and shall be set back a sufficient distance from highway intersections to minimize traffic hazards, inconvenience, and congestion.

- (2) Parking areas shall have a stabilized surface with parking spaces and traffic lanes clearly marked.

Placement of Buildings:

- (1) Exterior walls of unattached buildings shall be located no closer than a distance equal to the height of the taller building.
- (2) Any courtyard created by the placement of the buildings shall have at least twenty-five (25) percent of its perimeter open for access by emergency vehicles.