



Agenda

Town of Duck Planning Board – Regular Meeting

Paul F. Keller Meeting Hall

Wednesday, May 13, 2026 – 4:00 p.m.

1. Call to Order
2. Swearing in New Planning Board Members
 - a. Bob Wetzel
 - b. Bob Webb
3. Election of Officers
 - a. *Chair*
 - b. *Vice-Chair*
4. Public Comment
5. Approval of Minutes
 - a. *Minutes from April 8, 2026 Meeting*
6. *Planning and Zoning E-Module Learning*
 - a. *Legal Procedures for a Rezoning (33.54 minutes)*
7. Zoning Text Review
 - a. *Chapter 156: Land Use*
 - i. *General Provisions, Subsection 156.001 -156.012 Review*
 - ii. *District Regulations, Subsections 156.025 – 156.040*
 - iii. *Exemptions Generally, Subsections 156.050 - 156-056*
8. General Review/Discussion of Planning Board Description, Duties and Rules of Procedure
9. Staff Comments
 - a. *Summary of Town Council Meeting, May 6, 2026*
 - b. *Project Updates*
10. Board Comments
11. Adjournment

**PLANNING BOARD
REGULAR MEETING
April 08, 2026**

The Planning Board for the Town of Duck convened at the Paul F. Keller Meeting Hall on Wednesday, April 08, 2026.

Present: Chair Bob Wetzel, Vice Chair Bob Webb, James Cofield, Dan Snyder, Irine Devroude, and Council Liaison Sandy Whitman.

Also present: Assistant Town Manager Connor Winstead, Planning and Permits Manager Sandy Cross, Community Planner Jim Gould, and Deputy Town Clerk Christy Hanks.

Absent: None.

CALL TO ORDER

Chair Wetzel called to order the Regular Meeting of the Planning Board for April 08, 2026 at 4:00 p.m.

PUBLIC COMMENTS

None.

APPROVAL OF MINUTES

Minutes from the March 11, 2026, Meeting

Cofield motioned to approve the minutes as presented. Webb second the motion.

Motion carried 5-0.

PLANNING AND ZONING E-MODULE LEARNING

a. Types of Land Use Decisions

The Planning Board watched a 20-minute e-module presented by the UNC School of Government regarding the basics of local development regulations. Wetzel questioned whether the Town had any recent zoning changes. Cross explained that not in at least 4 years in which a small location was changed from residential to village commercial.

ZONING TEXT AMENDMENTS

a. Chapter 156: Land Use

i. General Provisions, Subsection 156.001 -156.012 Review

The Planning Board discussed the proposed ordinance updates, focusing primarily on whether to define “arcade,” which is currently not included in the town’s definitions. Staff explained that while the draft ordinance contains markup and comments, direction from the Board was needed on this issue due to prior feedback and differing viewpoints. Board members generally agreed that any definition should be simple and broad rather than overly detailed, noting that excessive specificity could create limitations or quickly become outdated. The discussion explored whether the definition should include a minimum number of machines and whether it should distinguish between types of games, such as video games or simulators, with an overall preference to avoid unnecessary complexity.

Cross clarified the distinction between defining an arcade and regulating it, emphasizing that the definition should strictly describe what an arcade is, while operational requirements and restrictions should be addressed separately within the ordinance. The Board then discussed whether arcades should be permitted in town. Opinions varied, with some members supporting allowing arcades through a special use permit process so proposals could be evaluated on a case-by-case basis, while others felt arcades have historically not been supported and should not be permitted. Another perspective suggested allowing a limited number of machines as an incidental use within existing businesses, such as restaurants or retail spaces.

The Board noted that there are currently no known arcade businesses operating in town, with the only recent example being a former establishment that is no longer in operation. Much of the discussion centered on determining a numerical threshold to distinguish an arcade from incidental amusement devices. Suggested thresholds ranged from one or more machines to as many as five, with several members agreeing that too low a threshold would effectively prohibit arcades altogether. Ultimately, the Board favored a 4-1 consensus that an arcade should be defined as a use consisting of four or more amusement machines, while fewer than four machines would be considered incidental to another business.

The Board formally voted in favor of adding a definition of “arcade” to the ordinance. Staff was directed to draft a proposed definition using a broad description of amusement devices and incorporating the agreed-upon threshold of four or more machines, to be presented at a future meeting. Outstanding issues, including whether arcades will be permitted, permitted by special use, or prohibited, as well as any specific regulatory standards, were deferred for further discussion.

Cross continued the discussion by reviewing the definition of “dwelling,” including prior conversations related to seasonal vacation use and language tied to mobile and manufactured homes. Cross noted that previous meeting notes did not reflect any recommended changes to the definition and sought confirmation from the Board. The current definition was read aloud, describing a dwelling as any building, structure, manufactured home, or mobile home used or intended for human habitation, including associated appurtenances, but excluding such units when used solely for seasonal vacation purposes. Several members questioned this exclusion, expressing concern that the duration or frequency of use should not determine whether a structure qualifies as a dwelling. Examples were raised noting that many homes are used only seasonally but are still clearly considered dwellings.

Staff explained that the exclusion may relate to existing regulations prohibiting the use of recreational vehicles (RVs) for living or sleeping on residential properties. An example was provided where enforcement action had been taken against individuals using an RV for habitation. Clarification was provided through a review of the town code, which explicitly prohibits the use of recreational equipment, including RVs, campers, and similar units—for living, sleeping, or housekeeping purposes while parked or stored on residential premises, regardless of duration. Based on this, several members indicated that the seasonal-use exclusion in the dwelling definition may be unnecessary. Staff agreed to conduct additional research on the origin of this language, including whether it was carried over from prior ordinances or influenced by county or state regulations, and to report back with further context.

The Board also briefly discussed the distinction between “dwelling” and “dwelling unit,” with staff noting uncertainty and indicating that further research would be needed, particularly regarding how the term may relate to accessory dwelling units or rental uses. Additional clarification was requested on how these definitions interact within the code.

The discussion then shifted to other definitions. Regarding “use” or “occupied,” some members initially questioned its clarity; however, others noted that including “intended use” language is standard in zoning codes and can be important for enforcement. After brief discussion, the Board reached general agreement to retain the definition as written.

Finally, the Board revisited the term “court,” which had been previously discussed. Staff reported that the term appeared only in limited contexts, such as “tennis court” or “athletic court,” and was not broadly defined elsewhere. Given its potential ambiguity—since “court” could refer to various types of spaces such as courtyards or recreational areas—staff recommended removing the standalone term from the definitions. The Board concurred with this recommendation, and “court” was removed.

Cross proceeded to discuss the definition of “building setback line,” including concerns about embedded regulatory language within the definition itself. Staff recommended simplifying and broadening the terminology by removing “building setback line” and replacing it with the more general term “setback.” This change would ensure the definition applies not only to buildings but also to other structures such as pools and accessory features like pool cabanas. Staff proposed defining setback as the minimum distance by which any building or structure must be separated from a street right-of-way or lot line, thereby creating a more comprehensive and flexible standard. A Board member sought clarification on whether this revised definition would also apply to decks, indicating a need to ensure that all relevant structural elements are clearly encompassed.

Cross continued working through additional definitions and revisions within the ordinance. Staff confirmed that the proposed “setback” definition would apply broadly, including to decks and other structures, noting that further detail would be addressed in the regulatory section. With no objections, staff proceeded with incorporating that change into the markup.

The discussion then moved to “decibel,” where staff explained that although the updated noise ordinance had not yet been adopted, relevant definitions were incorporated into the draft, including

replacing “decibel (dB)” with “decibel (dBA)” to reflect weighted sound measurement standards. This change was presented as straightforward, and no concerns were raised.

For “development,” staff incorporated language from existing ordinances, including floodplain regulations (Chapter 150) and Areas of Environmental Concern (Chapter 154), with modifications shown in the markup. Staff clarified that “development” is intended to be a broad term encompassing activities such as construction, alteration, and demolition, while “redevelopment” would be treated as a subset with more specific regulatory implications. The Board discussed prior concerns about distinguishing development from redevelopment, ultimately agreeing with staff’s approach to minimizing redundancy while maintaining clarity between the terms.

The definition of “landscape area” was also reviewed. Staff proposed defining it as an area set aside from structures and parking, developed and maintained with natural materials for the purpose of growing vegetation such as trees, shrubs, grass, and other plantings. Questions were raised about whether decorative elements like gravel or stone could be included. Staff clarified that such materials could be part of a landscaped area if used in conjunction with vegetation, but areas consisting primarily of gravel and accessible from the street would be considered parking.

Relatedly, the Board reviewed revisions to “open space,” which was updated to mean an unoccupied natural or landscaped area open to the sky and free of structures or impervious surfaces. The Board expressed agreement with the revised language.

The definition of “parking space” was substantially reworked. Cross proposed defining it as a clear area accessible to vehicles and used for the primary purpose of parking. Discussion focused on removing language that required such areas to be permanently devoid of vegetation, as this could conflict with certain designs such as grass-paved driveways or strips between tire tracks. The Board agreed to strike the “devoid of vegetation” requirement and supported using the term “primary” rather than “sole” to allow flexibility for incidental uses.

Cross discussed the definition of “impervious surface.” Staff revised the language to describe materials that “substantially reduce or prevent” water infiltration, rather than completely preventing it, to account for semi-pervious materials that are currently given partial credit. The revised definition also references manufacturer specifications as a basis for determining permeability. While one member noted that the term “substantially” could lead to interpretation challenges, staff indicated that such determinations could be supported objectively through documentation. The question of crush and run over time becoming impervious was mentioned and Cross informed she would confirm that no inconsistencies were being created with this revision. No objections were raised to the proposed revision.

The Board concluded its review of additional ordinance definitions with discussion of “redevelopment,” “structure,” and “yard.” Staff explained that the definition of redevelopment was developed using a combination of general dictionary sources, as it is not consistently defined in planning references. The proposed definition describes redevelopment as any new construction on a site with pre-existing uses, including demolition and reconstruction of existing buildings, or expansion, addition, or modification of existing structures. Staff emphasized that the intent is to

distinguish redevelopment from development on vacant lots, focusing instead on already developed properties.

The Board then reviewed revisions to the definition of “structure.” Staff retained the core concept that a structure is anything constructed or erected that requires location on the ground or attachment to something located on the ground. However, the language was modified to include “more or less permanent” placement, in order to account for features such as pavers, which may not be permanently affixed in a traditional sense but function as installed site elements. The definition also incorporated examples of included structures such as signs, sheds, garages, swimming pools, decks, porches, patios, and similar features, while explicitly excluding fences, walls, posts, artificial turf, and customary yard accessories or furnishings. The Board expressed general agreement with the revised approach, with no objections raised.

Finally, the Board discussed the definition of “yard,” including associated terms such as front yard, rear yard, and side yard. Staff explained that regulatory language and references to structures were removed from the definition, as these concepts are now addressed within the revised “structure” definition and setback provisions. This consolidation was intended to reduce redundancy and improve clarity across related terms. Staff noted that updated diagrams illustrating yard classifications would be provided at a future meeting, as prior reference materials relied on outdated terminology such as “building setback line.” Staff requested additional time to refine graphical representations and return with revised visuals for Board review at the next meeting.

ii. District Regulations, Subsections 156.025 – 156.040 Review

Cross made several suggestions as noted in the ordinance markup with the intent to bring those revisions back to the May meeting.

iii. Exemptions Generally, Subsections 156.050-056

It was noted that this section was for initial reading and further discussion would occur at the May meeting.

STAFF COMMENTS

Summary of Town Council Meetings, April 1, 2026

Cross updated the Board letting them know that the Council has asked staff to monitor and record noise levels throughout the summer before making any changes to the ordinances. Council also approved revisions to the peddler and itinerant merchant ordinance revisions allowing brick-and-mortar businesses to utilize campers with proper permitting.

Gould added that Duck Sweep would be coming back up starting that Friday and dates on future would be provided out. Parks and Recreation Advisory Committee had a meeting coming up and lots of good movements and ideas were established for the pollinator garden. Kim Pittman had volunteers to assist and permeable pavers were on site. Town also received a grant through the State to assist in combating invasive species along the shoreline. This should help assist with the

phragmites and staff will work towards seeing if spraying versus removing is a longer providing solution.

Project Updates

Town has signed contract for Teressa Court project that will start after the fall Jazz Festival. Currently all other projects are completed, and staff is working on a grant for a public restroom.

BOARD COMMENTS

Snyder made the Board and staff aware that he will be in D.C. for the May meeting and will reach out about possible remote participation.

ADJOURNMENT

Wetzel adjourned.

The time was 5:57 p.m.

Approved: _____
Bob Wetzel, Chairman

DRAFT



TO: Chairman Wetzel and Members of the Town of Duck Planning Board
FROM: Sandy Cross, Planning and Permits Manager
DATE: May 8, 2026
RE: Zoning Text Review/Discussion

Background Information

At our December meeting, the Board considered staff’s suggestion that we begin a review of Chapter 156 of the Town Code which relates to zoning. A comprehensive review of the zoning ordinance has not been completed since 2004. Staff presented this matter to the Town Council at their February retreat, and we are optimistic that funds will be budgeted to secure a consultant for a comprehensive review of the zoning ordinance and perhaps other sections of our Land Use Code.

Based on feedback from the Board’s January meeting, we have developed a spreadsheet that touches on the items that the Board and staff felt should be looked at. During our April Board meeting, we reviewed items discussed from our January and March meeting. The items discussed, where consensus was reached, have been incorporated into the draft markup document.

i. General Provisions, Subsection 156.001 -156.012 Review

New items and revisions for discussion at the May meeting include the following definitions:

Ambient Noise: Should this definition be nested under “A” weighting Scale? A comment has been added to the markup.

PROPOSED:

ARCADE: Any commercial building or business establishment containing four or more video, pinball or similar player-operated amusement devices on the premises which are available to the public generally for use as a game, entertainment or amusement, whether or not registering a score.

Discussion?

We discussed **Dwelling** again during the April meeting and the use of seasonal vacation purpose and the fact that some of the language relating to mobile and manufactures homes stem from GS regulations.

The remaining and outstanding question is should we remove “the term does not include any manufactured home, mobile home, or recreational vehicle, if used for solely for seasonal vacation



purposes”. Additionally, staff could not locate any reference to or why there is a distinction between dwelling and dwelling unit specifically, but we are still researching.

REVISED (green is new to May meeting):

IMPERVIOUS SURFACE. Any surface or material that substantially reduces or prevents the infiltration of water into the soil, ~~as documented by manufacturer’s specifications.~~

Staff deleted “as documented by manufacturer’s specifications” after further consideration.

There was discussion at the May meeting regarding the definition of impervious and how it may relate to or affect consideration of crush and run which is considered to be impervious. We specifically call out Crush and run or similar impervious surfaces in the parking standards, Section 156.092. It does not appear that this revised definition would result in any inconsistency.

What Is Crush and Run Gravel and How Is It Used?

- https://engineerfix.com/what-is-crush-and-run-gravel-and-how-is-it-used/#google_vignette

Crush and run gravel is a popular and highly functional aggregate used extensively in construction and do-it-yourself projects. This material is a multi-sized blend, designed not for its appearance but for its superior performance as a stable, load-bearing base layer. Its utility comes from a unique composition that allows the material to interlock and bind together under pressure, creating a dense, solid foundation. This ability to compact tightly makes it a preferred choice for surfaces that must withstand significant weight or traffic before a final layer is installed.

Upon further review, staff would suggest a minor revision to Lot Coverage as noted below.

LOT COVERAGE. That portion of the lot area, expressed as a percentage, that is occupied and obstructed by an improvement or a structure **on or above the ground**, including but not limited to buildings, covered decks, concrete patios, gazebos, pools, concrete, asphalt, or similar paved parking areas, concrete, asphalt, or similar paved private sidewalks, concrete, asphalt, or similar driveways and roadways, and any accessory use or structure ~~requiring location above ground.~~

We say above the ground in the first part of the sentence. We can add “requiring location” to that highlighted phrase or, eliminate the highlighted phrase and relocate it to the last part of the sentence that we have struck. Discussion?

REVISED

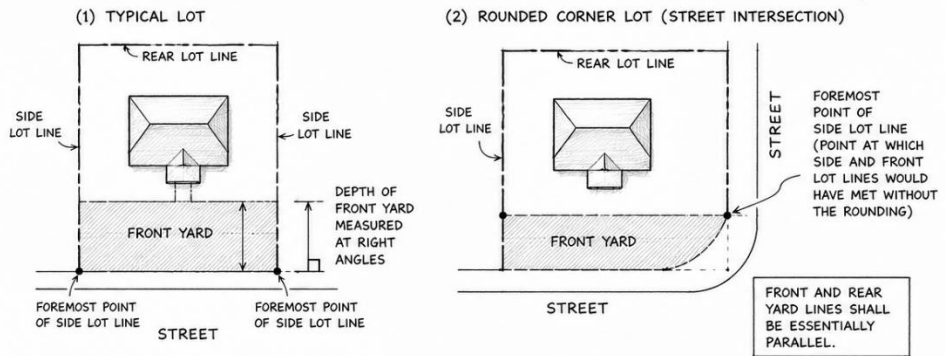
YARD. A required open space ~~other than a court,~~ unoccupied and unobstructed **from the ground upward** by an improvement or a structure or portion of a structure. ~~(including pools, sheds, decks, patios, gazebos and similar features); provided, that fences, walls, poles, posts and other customary~~

~~yard accessories, ornaments and furniture may be permitted in any yard, subject to height limitations and requirements limiting obstruction of visibility or any other requirement of this chapter and further provided that driveways and parking spaces may be located within the required front and side yards but no closer than 5 feet to the side property line and further provided that building mechanicals such as heating and air conditioning units may be located in the side or rear yard but no closer than 5 feet from any property line.~~

The definition of **Yard** was simplified as much of the definition is regulatory in nature and these aspects will be incorporated into other sections of the zoning ordinance. Board members also indicated that the various aspects of Yard, Front, Rear and Side definitions were confusing. Staff developed a graphic explanation to make this section more easily understood, and we have also included various community definitions for the Board’s consideration. A larger version of this graphic is attached.

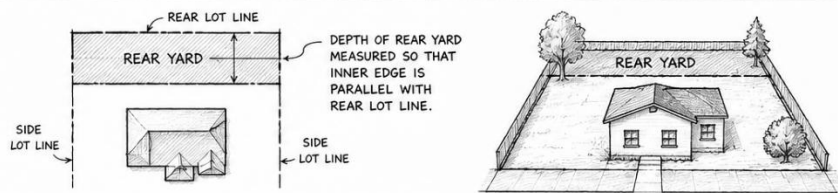
YARD, FRONT.

- (1) A yard extending between side lot lines across the front of a lot adjoining a street. Depth of the required FRONT YARD shall be measured at right angles to a straight line joining the foremost points of the side lot lines.
- (2) The foremost point of the side lot line, in the case of rounded property corners at street intersections, shall be assumed to be the point at which the side and front lot lines would have met without the rounding. FRONT and rear yard lines shall be essentially parallel.



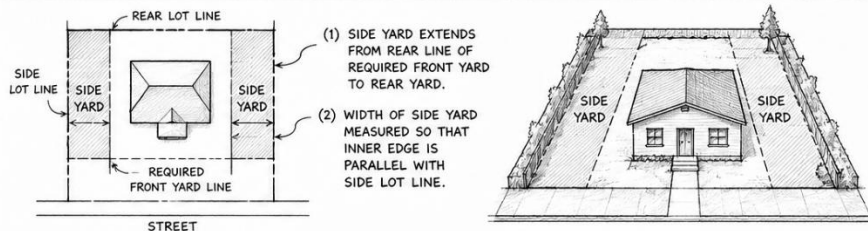
YARD, REAR.

A yard extending across the rear of the lot between side lot lines. Depth of a required REAR YARD shall be measured in a manner so that the yard established is a strip of the minimum width required by district regulations, with its inner edge parallel with the rear lot line.



YARD, SIDE.

- (1) A yard extending from the rear line of the required front yard to the rear yard.
- (2) Width of a required SIDE YARD shall be measured in a manner so that the yard established is a strip of the minimum width required by district regulations, with its inner edge parallel with the side lot line.

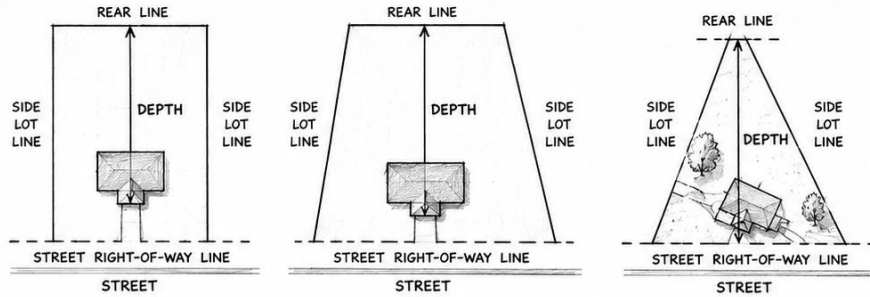


Discussion?

Staff also developed some graphics relating to the definitions relating to Lot and would ask the Board to consider whether these would be helpful? A full size is included as an attachment.

LOT, DEPTH.

The average distance from the street right-of-way line of the lot to its rear line, measured in a general direction of the sidelines of the lot.



LOT LINES.

The line bounding a lot, as follows.

(1) **Lot line, front.**

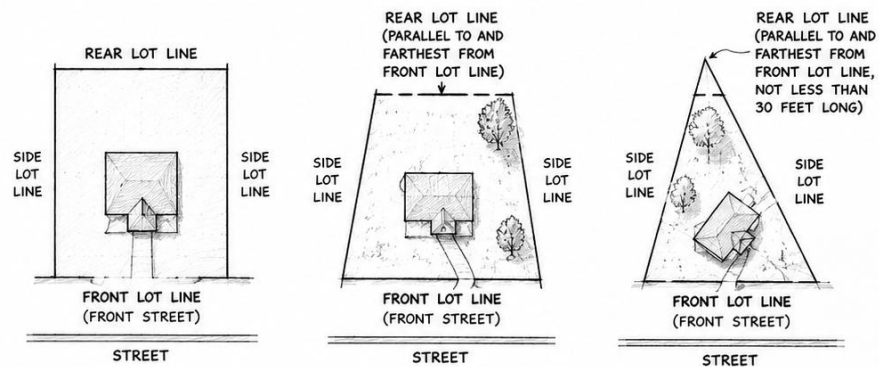
The line separating a lot from that street which is designated as the front street on the building permit, certificate of occupancy or subdivision plat.

(2) **Lot line, rear.**

The lot boundary opposite and most distant from the front lot line, in the case of a pointed or irregular lot, it shall be an imaginary line parallel to and farthest from the front lot line, not less than 30 feet long and wholly within the lot.

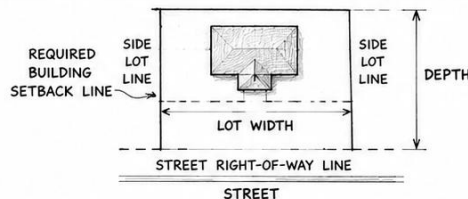
(3) **Lot line, side.**

Any lot boundary line not a front line or rear lot line.



LOT WIDTH.

The width of a lot at the required building setback line, measured at right angles to its depth.



ii. District Regulations, Subsections 156.025 – 156.040

Revisions were made to Permitted Uses in RS-1, RS-2 and R-2 changing (B)(3) from “Customary accessory buildings including private swimming pools and tennis courts” to “Accessory buildings and uses.”

Bed and Breakfast homes special use parameters will be removed from 156.030 RS-1 and relocated to 156.057 which currently addresses Special Use Permit; small child care homes. We



will add Bed and Breakfast Homes to this section. The language in 156.030 will be revised to the following:

(7) Bed and Breakfast homes may be permitted as defined in § 156.002 and subject to the authorization provisions of § 156.057.

Staff would like to spend a little time revisiting the definition of **child care home**, the special use allowance and permitted and prohibited use table. Specifically, the R-2 district has a provision for

(8) Small child care homes as defined in § 156.002, and subject to the authorization provisions of §§ 156.057;

(9) Small, medium and large child care centers as defined in § 156.002 above, only as an accessory use of an existing or proposed church, school or other public building;

#9 does not reference subject to 156.057 which speaks to small child care homes parameters. Should we have parameters for Child Care Centers?

We also in our definitions include Child Care Home, Large but we do not have it listed in our use table either. Do we need to keep that definition if there is no reference to it?

Under § 156.034 C-2 GENERAL COMMERCIAL CONVENTIONAL DISTRICT, **Electronic Gaming Operations** have 9 associated criteria and may be approved by right. While this does not require a special use permit, do we want to pull all of the criteria associated with Electronic Gaming Operations into its own section - 156.066 New Section?

Under § 156.036 V-C VILLAGE COMMERCIAL CONVENTIONAL DISTRICT.

(7) Churches and other associated church facilities including fellowship halls, sanctuaries, parsonages, church schools, parking areas, offices, and columbaria structures, provided that the following requirements shall be met:

This will be revised to

(7) Churches and other associated church facilities including fellowship halls, sanctuaries, parsonages, church schools, parking areas, offices, and columbaria structures, subject to the authorization provisions of § 156.057;

And we will next the parameters as defined in 156.036 under 156.057.

(10) Rental property management/maintenance office.



We will revise this to (10) Rental Property Management/Maintenance Office as defined in § 156.002, and subject to the authorization provisions of § 156.057;

We can relocate the parameters from 156.034 and 156.002 into its own section nested under 156.057:

(a) Buildings and sites shall be designed and constructed in strict accordance with the town commercial development and design standards.

(b) Buildings shall not exceed 5,000 square feet of gross floor area excluding decks, porches and similar non-heated space.

Adding in language taken from the 156.002,

~~(2(c)) For the purpose of this chapter, a~~ A rental property management/maintenance office shall not involve the storage or staging of construction materials or equipment. Storage and repair(s) of materials shall be limited to the following items:

(a) Minor repairs such as window screen repair, appliance repair, and the like.

(b) Storage of vacation rental convenience items such as housewares, small countertop appliances, water bottles, linens, and the like.

We would then delete this extra language from the definition.

iii. Exemptions Generally, Subsections 156.050 - 156-056

This will be our first discussion regarding these sections and staff would suggest we review the comments on the ordinance to start, and staff will prepare revisions for the next meeting.

As we discuss these revisions staff would like to remind the Board that any changes and/or additions recommended should align with our Comprehensive Land Use Plan and the 2032 Vision.

Lastly, we would like to reiterate that this review is not intended to result in immediate text amendments but rather a gathering of information, comments and suggestions intended to support the anticipated comprehensive review process.

ATTACHMENTS

- a. Ordinance Review tracking sheet updated May 8, 2026
- b. Updated Mark up of 156.001 through 156.012
- c. Graphic of Lot
- d. Graphic of Yard
- e. Markup of District Regulations 156.025 through 156-039
- f. Markup of Exceptions Generally 156.050 through 156.056

Date of Notice	Ordinance Section	Description of Discrepancy	Street # of Concern	Street of Concern	Permit Number	Determination or Action Taken	Date of Action	Response to Action
11/10/2025	156.056 BUILDING FEATURES AND STRUCTURES EXEMPT FROM DISTRICT HEIGHT REGULATIONS.	Should Area of bay windows be included when calculating floor area for cupolas/observation towers? Plans for addition called for cupola up to 5' above 35' height max for RS-1 home but the seating areas brought the struture total floor area to ~ 101 sq. ft.	103	Amy Lane	B25-000338	The definitions of "floor area" include all areas of habitable space to the exterior walls. Therefore, I would interpret the floor area to be inclusive of the proposed seating area, thus 101 square feet. Just because the seating is raised and built-in doesn't exempt that area from being "floor area". If the owners think otherwise, they can appeal that interpretation to the Board of Adjustment. Email was sent to	11/12/2025	homeowner/applicant and plans were revised to reduce square footage by removing bay window features.
11/25/2025	§ 150.25 DESIGNATION OF FLOODPLAIN ADMINISTRATOR.	The Director of Community Development is designated as Floodplain Administrator. That position no longer exists. This section should be revised to allow flexibility and appointment by the Town Manager.	116	Skimmer Way	B24-0343	No action taken. Noted when working on Order of Floodplain Administrator's determination.		
1/14/2026	§ 156.002 DEFINITIONS.	Planning Board Review of Definitions	n/a	n/a	n/a	Add Definitions for Arcade, Court, Deck, Landscaping, Patio, Redevelopment and Walkway		removed Court, lump deck and patio under structure. See staff memo 4/1/2026
1/14/2026	§ 156.002 DEFINITIONS.	Planning Board Review of Definitions	n/a	n/a	n/a	Clarify definitions related to open space, structures, used or occupied and yard. As it relates to open space, look at earth to sky, natural, organic, no artificial turf and unoccupied		revisit Used or Occupied
1/14/2026	§ 156.001 AUTHORITY FOR ENACTMENT AND PURPOSES OF CHAPTER.	Planning Board Review of Definitions	n/a	n/a	n/a	add redevelopment to last sentence of 156.001(B)		noted in code markup 3/4/2026
1/14/2026	§ 156.002 DEFINITIONS.	Planning Board Review of Definitions	n/a	n/a	n/a	add digital assets to definition of Adult Caberet (3)		noted in code markup 3/4/2026
1/14/2026	§ 156.002 DEFINITIONS.	Planning Board Review of Definitions	n/a	n/a	n/a	clean up building setback line to include side setbacks		revision to definition in staff memo 4/1/2026
1/14/2026	§ 156.002 DEFINITIONS.	Planning Board Review of Definitions	n/a	n/a	n/a	Bulletin Board - rename Sign, Bulletin Board and Reader Board - rename Sign, Reader Board, Outdoor Advertising Structure, rename Sign, Outdoor Advertising Structure		

1/14/2026	§ 156.002 DEFINITIONS.	Planning Board Review of Definitions	n/a	n/a	n/a	Development - add subsections to incorporate parts covered under chapters 150 (floodplain) and 154 (AEC)		revision to definition in staff memo 4/1/2026
1/14/2026	§ 156.002 DEFINITIONS.	Planning Board Review of Definitions	n/a	n/a	n/a	Eating Establishment (2) (a) and (b) seem to be nearly the same and can be combined by adding or changing the language to say and and provided table or counter service by an employee		revision noted in code markup 4/1/2026
1/14/2026	§ 156.002 DEFINITIONS.	Staff	n/a	n/a	n/a	look at definitions for impervious surface		definition revision in staff memo 4/1/2026, and 5/8/2026
1/14/2026	§ 156.002 DEFINITIONS.	Staff	n/a	n/a	n/a	look at definitions for parking space		definition revision in staff memo 4/1/2026
1/14/2026	§ 156.002 DEFINITIONS.	Planning Board Review of Definitions	n/a	n/a	n/a	correct typo - Personal Service Establishment - photographic "studies" should be "studios"		noted in code markup 3/4/2026
1/14/2026	§ 156.002 DEFINITIONS.	Planning Board Review of Definitions	n/a	n/a	n/a	Remove (3) Sign, Arcade as it is identical to Sign, Under-Canopy.		noted in code markup 3/4/2026
1/14/2026	§ 156.002 DEFINITIONS.	Planning Board Review of Definitions	n/a	n/a	n/a	Look at Yard definition and extract the regulatory piece relating to setbacks for driveways and mechanicals.		definition revision in staff memo 4/1/2026, and 5/8/2026 with graphics provided
1/14/2026	§ 156.012 YARD REQUIREMENTS.	Planning Board Review of Definitions	n/a	n/a	n/a	review this language - do we need to add decks, patios, sheds? Setback areas are not defined but building setback line is.	4/1/2026	see revisions in code markup 4/1/2026+125
3/2/2026	§ 156.058 WIRELESS TELECOMMUNICATIONS SYSTEMS (WTS).	Planning Board Review of Definitions		Dianne Street 100	B25-000192	review language in section "J" for small wireless facilities- is the code clear enough to differentiate between small wireless facility v. utility pole. The utility pole or "support structure" seems to be allowed at height of 40' above adjacent grade and the antenna or "facility" is permitted to go 10' higher than that. Clarity may be needed.	3/3/2026	SMC made call that code allowed for top of antenna to exceed 40', however utility pole couldn't. No action taken by applicant.
3/12/2026	§ 156.092 OFF-STREET PARKING REQUIREMENTS FOR SINGLE-FAMILY AND 2-FAMILY (DUPLIX) DWELLINGS	Should parking access be permitted within		Wampum Drive 136	B24-000204	Parking access was allowed to begin, and flare out within 5' of property line, however full dimensions of parking area were located safely outside of 5' buffer, closer to home.	6/24/2024	Permit was issued
	"	"		102 Cook Drive	B23-000165	Access to the parking spot was determined to be setback 5' from the property line. This made for oddly arrange entry to the NW most parking space.	3/12/2026	SMC determined the access to parking could be within 5' from property line, and the recent landscaping changes effecting parking were permitted.

	"	"	102	Christopher Drive	B24-000031	Full dimension of parking space was within 5' of property line. Allowed for majority of SW parking space to be within 5' from property line.	1/6/2025	Permeable pavers were removed and parking space was brought into compliance.
4/1/2026	§ 156.002 DEFINITIONS.	Planning Board Review of Definitions	n/a	n/a	n/a	definitions regarding Yard, Front, Side and Rear are confusing - add graphics?		included in staff memo and attachments 5/8/2026
5/8/2026	§ 156.002 DEFINITIONS.	Planning Board Review of Definitions	n/a	n/a	n/a	tennis courts - changed to athletic		outcome from 4/2026 meeting
5/8/2026	§ 156.002 DEFINITIONS.	Planning Board Review of Definitions	n/a	n/a	n/a	lot coverage - minor revision suggested		included in staff memo and attachments 5/8/2026
5/8/2026	§ 156.002 DEFINITIONS.	Planning Board Review of Definitions	n/a	n/a	n/a	lot, Lot line, width, etc.		graphics provided in staff memo and attachments 5/8/2026
5/8/2026	§ 156.002 DEFINITIONS.	Planning Board Review of Definitions	n/a	n/a	n/a	rental property management/maintenance office		revisions recommended to relocate parameters into a separate sections 156.057 nested under SUPs
5/8/2026	156.030, 156.031, 156.032	Planning Board Review District Regulations	n/a	n/a	n/a	under permitted uses, revised (2) Customary accessory buildings and uses, including swimming pools and tennis courts;		to accessory buildings and uses
5/8/2026	156.030 RS-1	Planning Board Review District Regulations				Bed and Breakfast homes		relocated parameters associated with SUP to it's own section nested under 156.057
5/8/2026	156.034 C-2	Planning Board Review District Regulations				Electronic Gaming Operations		suggest relocating parameters into its own section 156.066 (new)
5/8/2026	156.036 VC	Planning Board Review District Regulations				Churches		suggest relocating parameters associated with SUP to it's own section nested under 156.057
5/8/2026	156.036 VC	Planning Board Review District Regulations				rental property management/maintenance office		suggest relocating parameters associated with SUP to it's own section nested under 156.057

GENERAL PROVISIONS

§ 156.001 AUTHORITY FOR ENACTMENT AND PURPOSES OF CHAPTER.

(A) In accordance with the applicable provisions of G.S. Chs. 160A and 160D (Local Planning and Development Regulations), the Town Council, having designated the Town Planning Board as the planning agency to prepare a zoning plan showing proposed district boundaries and recommending a procedure by which the zoning regulations and restrictions and the boundaries of the zoning districts shall be determined, established and enforced, and from time to time amended, supplemented or changed, and having received from the Planning Board a certified plan taking into consideration the character of each district and its peculiar suitability for particular uses with a view to conserving the value of buildings and encouraging the most appropriate use of land throughout the town, hereby adopts this chapter.

(B) The provisions of this chapter have been prepared in accordance with a comprehensive plan for the development of the town and are designed to lessen congestion in the streets; to secure safety from fire, panic and other dangers; to promote health and the general welfare; to provide adequate light and air; to prevent the overcrowding of land; to avoid undue concentration of population; to facilitate the adequate provision of transportation, water, sewerage, schools, parks and other public requirement; and to give reasonable consideration to expansion, ~~and~~ development and redevelopment within the town, so as to provide for its orderly growth and development.

(Ord. 04-21, passed 10-6-2004, § 1; Am. Ord. 21-01, passed 6-2-2021)

§ 156.002 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

"A" WEIGHTING SCALE. The sound pressure level, in decibels, as measured with the sound level meter using the "A" weighted network (scale). The standard unit of notation is decibel (dB(A)).

(1) DECIBEL (dB(A)). The decibel is a unit of measure of sound (noise) level relative to a standard reference sound on a logarithmic scale.

~~A-WEIGHTED SOUND LEVEL. The sound pressure level in decibels as measured on a sound level meter using the A weighting network. The level so read is designated dB(A).~~

ACCESSORY DWELLING UNIT. A secondary dwelling unit established in conjunction with and clearly subordinate to a principal dwelling unit, whether part of the same structure as the principal dwelling unit, or as a detached structure on the same lot.

ACCESSORY USE. A use which is clearly incidental to and customarily found in connection with the principal use, and located on the same lot with the principal use. This shall include uses such as swimming pools, [athletic tennis](#) courts, private piers and docks, private boathouses, sheds, gazebos, pergolas, and detached garages.

ADMINISTRATIVE DECISION. Decisions made in the implementation, administration, or enforcement of development regulations that, involve the determination of facts and the application of objective standards set forth in this chapter. These are sometimes referred to as ministerial decisions or administrative determinations.

ADMINISTRATIVE HEARING. A proceeding to gather facts needed to make an administrative decision.

ADULT ARCADE. Any place to which the public is permitted or invited wherein coin-operated or token-operated or electronically, electrically or mechanically controlled still or motion picture machines, projectors or other image-producing devices are maintained to show images to 1 or more persons per machine at any 1 time, and where the images so displayed are distinguished or characterized by the depicting or describing of specified sexual activities or specified anatomical areas.

ADULT BOOKSTORE. Defined in G.S. § 14-202.10(1) which is incorporated herein by reference.

ADULT CABARET. A nightclub, bar, restaurant or similar commercial establishment that for at least 10% of its business hours in any day features:

- (1) Persons who appear in a state of nudity or semi-nudity;
- (2) Live performances that are characterized by the exposure of specified anatomical areas or by specified sexual activities;
- (3) Films, motion pictures, video cassettes, slides, [digital assets](#) or other photographic reproductions that are characterized by the depiction or description of specified sexual activities or specified anatomical areas; or
- (4) Persons who engage in lewd, lascivious or erotic dancing or performances that are intended for the sexual interests or titillation of an audience or customers.

ADULT ESCORT. A person who, for consideration, agrees or offers to act as a companion, guide or date for another person for the purpose of participating in, engaging in, providing or facilitating "specified sexual activities."

ADULT ESCORT AGENCY. A person or business that furnishes, offers to furnish, or advertises to furnish adult escorts as 1 of its business purposes for consideration.

ADULT ESTABLISHMENT. Defined in G.S. § 14-202.10(2), which is incorporated herein by reference.

ADULT LIVE ENTERTAINMENT. Defined in G.S. § 14-202.10(3), which is incorporated herein by reference.

ADULT LIVE ENTERTAINMENT BUSINESS. Defined in G.S. § 14-202.10(4), which is incorporated herein by reference.

ADULT MEDIA CENTER.

(1) Adult media center includes, but is not limited to, an adult book store, and an adult video store and means any place:

(a) Which receives more than 50% of its gross income during any calendar month from the sale, rental or both of books, periodicals, magazines, video-tapes, CD-ROM, computer software, movies and other products offered in photographic, print, electronic, magnetic or digital or other imaging medium which are distinguished or characterized by their emphasis on matter depicting, describing or presenting specified anatomical areas as defined in G.S. § 14-202.10(10), or specified sexual activities as defined in G.S. § 14-202.10(11), or sexually oriented devices as defined in G.S. § 14-202.10(9), or any combination thereof; or

(b) Having more than 25% of its merchandise inventory consisting of books, periodicals, magazines, video-tapes, CD-ROM, computer software, movies and other products offered in photographic, print, electronic, magnetic or digital or other imaging medium which are distinguished or characterized by their emphasis on matter depicting, describing or presenting specified anatomical areas as defined in G.S. § 14-202.10(10), or specified sexual activities as defined in G.S. § 14-202.10(11), or sexually oriented devices as defined in G.S. § 14-202.10(9), or any combination thereof.

(2) A commercial establishment may have other business purposes on the same building site that do not involve the offering for sale or rental of material depicting or describing specified sexual activities or specified anatomical areas and still be categorized as ADULT MEDIA CENTER.

(3) Other business purposes will not serve to exempt like commercial establishments from being categorized as an adult media center so long as 1 of its business purposes is the offering for sale or rental for consideration the specified materials which depict or describe specified sexual activities or specified anatomical areas.

ADULT MOTEL. A hotel, motel, or similar commercial establishment that:

(1) Offer accommodation to the public for any form of consideration and provides patrons with closed-circuit television transmission, films, motion pictures, video cassettes, slides or other photographs reproductions that are characterized by the depiction or description of specified sexual activities or specified anatomical areas;

(2) Offers a sleeping room for rent for a period of time that is less than 12 hours; or

(3) Allows a tenant or occupant of a sleeping room to sub-rent the room for a period of time that is less than 12 hours.

ADULT MOTION PICTURE THEATER. Defined in G.S. § 14-202.10(5), which is incorporated herein by reference.

ADULT MINI MOTION PICTURE THEATER. Defined in G.S. § 14-202.10(6), which is incorporated herein by reference.

ADULT THEATER. A theater, concert hall, auditorium or similar commercial establishment that for at least 10% of its business hours in any day, features persons who appear in a state of nudity or live performances that are characterized by the exposure of specified anatomical areas or by specified sexual activities.

ADULT VIDEO STORE. A commercial establishment that, as 1 of its principal business purposes, offers for sale or rental for any form of consideration any 1 or more of the following: books, magazines, periodicals or other printed matter, or photographs, films, motion picture, video tapes or cassettes, video reproductions, CD-ROMS, slides or other visual representations which depict or describe specified sexual activities or specified anatomical areas; or any combination thereof.

ALLEY. A minor right-of-way, dedicated to public use, which affords a secondary means of vehicular access to the back or side of properties otherwise abutting a street and which may be used for public utility purposes.

AMBIENT NOISE. The sound present in a given environment, being usually a composite of sounds from many sources. For the purposes of this chapter, this shall be the A-weighted sound level in decibels that is exceeded 90% of the time.

Commented [SC1]: Should this be nested under A Weighting Scale?

ARCADE: Any commercial building or business establishment containing four or more video, pinball or similar player-operated amusement devices on the premises which are available to the public generally for use as a game, entertainment or amusement, whether or not registering a score.

Commented [SC2]: As a matter of practice, A juke box or other similar device which plays only music for money; and vending machines dispensing food, drink, tobacco, toys, or written material which does not require further participation by a player-operated amusement device.

AVERAGE FINISHED GRADE.

(1) The average surface elevation of that portion of a lot to be covered by a structure after grading has been completed.

(2) The average finished grade will be calculated by taking the average of the actual elevations at the four corners of a structure. When the footprint of a structure is not generally rectangular or is unusually shaped, the average finished grade will be calculated using the most logical points as determined by the Zoning Administrator.

Commented [SC3R2]: I also left out pay to play

BAR/TAVERN. An establishment primarily engaged in the sale and service of alcoholic beverages for on-premises consumption during any period of the day as permitted by law. The incidental sale or provision of food or snacks shall not entitle such a use to be considered an eating establishment under other provisions of this code.

BED AND BREAKFAST HOME.

(1) A single-family dwelling that consists of a single dwelling unit, together with the rental of not more than 3 dwelling rooms on a daily or weekly basis to tourists, vacationers or other transients; where the provision of meals, if provided at all, is limited to the

breakfast meal; and where the bed and breakfast operation is conducted by persons who own and reside within the dwelling unit with the assistance of not more than the equivalent of 1 full-time employee and where the permitted occupancy is 12 persons or less.

(2) A BED AND BREAKFAST HOME must be located on NC 12.

BED AND BREAKFAST INN. A commercial establishment providing for the rental of dwelling rooms on a daily or weekly basis to tourists, vacationers or other transients; where the bed and breakfast operation is conducted by persons who own and reside on the property, with the assistance of not more than 3 full-time employees and where the permitted occupancy is 24 persons or less.

BEDROOM EQUIVALENT.

(1) An area or room other than a designated bedroom which may serve as a bedroom by virtue of its layout, as determined by the Dare County Department of Environmental Health in its review and determination of septic capacity of a dwelling.

(2) BEDROOM EQUIVALENTS so determined shall count as bedrooms for the purposes of determining standards for residential construction based on lot size per § 156.126.

BONA FIDE FARM PURPOSES. Agricultural activities as set forth in G.S. § 160D-903.

BUFFER STRIP. A device of material or space used to provide sight and sound screening from adjoining properties. The required height and width of the BUFFER STRIP and the materials used in its construction vary according to use. Where a BUFFER STRIP is required under the provisions of this chapter, the Zoning Administrator shall approve or disapprove the buffer strip.

BUILDING. Any structure used or intended for supporting or sheltering any use or occupancy.

BUILDING, ACCESSORY. A subordinate building consisting of walls and a roof, the use of which is clearly incidental to that of a principal building on the same lot.

BUILDING HEIGHT. The vertical distance measured from the tallest roofline of a building (not counting chimneys and similar features) to the top of the slab at the approximate center of the structure or to the average finished grade where no slab is present. Finished grade below the slab shall be established in accordance with the town's land-disturbing activities regulations.

(1) In cases where the regulatory flood protection elevation (as defined in Chapter 150) is higher than the average finished grade in AE, AO, or X flood zones, the height measurement shall begin at the top of the slab at grade for enclosures, or from the top of the lowest floor above the regulatory flood protection elevation when no portion of the structure is located at grade, whichever is applicable, provided that the top of the lowest floor does not exceed 2 feet above the regulatory flood protection elevation.

Commented [SC4]: We can look at what DCEHD considers a "bedroom"

Commented [SC5R4]: DCEHD regulations included

(2) In cases where the regulatory flood protection elevation (as defined in Chapter 150) is lower than the average finished grade in AE, AO, or X flood zones, the height measurement shall begin at the top of the slab at the approximate center of the structure or to the average finished grade where no slab is present.

(3) In a Coastal High Hazard Area (as defined in Chapter 150), the height measurement shall begin at the bottom of the lowest horizontal member consistent with the town's standards for free and clear of obstruction (as defined in Chapter 150). Such measurement shall begin no higher than 3 feet above the highest finished adjacent grade.

BUILDING, PRINCIPAL. A building in which is conducted the principal use of the lot on which it is located.

~~**BUILDING SETBACK LINE.** A line parallel to or concentric with the street right-of-way establishing the minimum allowable distance between the right-of-way and the nearest portion of any building, excluding the outermost 3 feet of any uncovered porches, steps, eaves, gutters and similar fixtures.~~

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Commented [SC6]: This definition does not account for side setbacks.

Commented [SC7R6]: Created a new definition for Setback - see staff report

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BUILT UPON AREA or BUA. That portion of a development project that is covered by impervious materials or partially impervious surfaces and used to calculate stormwater run-off potential, including buildings; pavement and compacted gravel areas, such as roads or parking lots; and paths and recreation facilities, such as athletic courts and concrete pool decks. BUILT-UPON AREA does not include the surface area of pools, wooden slatted decks, or un-compacted, washed gravel, or pervious or partially pervious paving material to the extent that the paving material absorbs water or allows water to infiltrate through the paving material. BUILT-UPON AREA is distinct from lot coverage, as calculated under this chapter. For the purposes of this chapter, BUILT-UPON AREA shall be calculated in accordance with the methodology prescribed in the latest edition of the NCDENR - Division of Water Quality - Stormwater Best Management Practices (BMP) Manual.

~~**BULLETIN BOARD.** A sign used to announce meetings or programs to be held on the premises of a church, school, auditorium, library, museum, community recreation center or similar non-commercial place of public assembly.~~

Commented [SC8]: Rename and relocated this to Sign - Bulletin Board

CHILD CARE CENTER, LARGE. Any child-care center, which is authorized to provide care to 80 or more children.

CHILD CARE CENTER, MEDIUM. Any child-care center, which is authorized to provide care to at least 30 but no more than 79 children.

CHILD CARE CENTER, SMALL. Any child-care center, which is authorized to provide care for a maximum of 29 children.

CHILD CARE HOME, LARGE. A child care arrangement as described above in which the provider may care for between 6 and 12 children when any child present is pre-school aged and a maximum of 15 children all of whom are school aged.

CHILD CARE HOME, SMALL.

(1) Any child care program or child care arrangement wherein any person not excluded in G.S. § 110-86(2) provides child care on a regular basis of at least once a week for more than 4 hours per day for more than 2 children under the age of 13 and for fewer than 6 children at any 1 time, wherever operated and whether or not operated for profit.

(2) The 4-hour limit applies regardless of the time of day and regardless of whether the same or different children attend.

(3) Cooperative arrangements among parents to provide care for their own children as a convenience rather than for employment are not included.

(4) To determine whether a child care arrangement is a child care home, all children shall be counted except for the operator's own school-aged children and school-aged children who reside at the location of the day care home.

COLUMBARIUM. A structure or building substantially exposed above ground intended to be used for the interment of the cremated remains of a deceased person.

COMPREHENSIVE PLAN. A comprehensive plan that has been officially adopted by the governing board pursuant to G.S. § 160D-501.

CONDOMINIUM. Ownership in common with others of a parcel of land and certain parts of a building thereon which would normally be used by all the occupants, together with individual ownership in fee of a particular unit in the building.

~~DECIBEL (dB). A unit for describing the amplitude of sound equal to 20 times the logarithm to the base ten of the ratio of the pressure of the sound measured to the reference pressure, which is 20 micro newtons per square meter.~~

DECISION-MAKING BOARD. A governing board, planning board, board of adjustment, historic district board, or other board assigned to make quasi-judicial decisions under this chapter.

DESIGN STORM. Rainfall event, expressed in depth, measured in inches, for the purposes of this chapter and independent of storm duration, utilized for the calculation of storage volume required for BMP's.

DETERMINATION. A written, final, and binding order, requirement, or determination regarding an administrative decision.

DEVELOPER. A person, including a governmental agency or redevelopment authority, who undertakes any development and who is the landowner of the property to be developed or who has been authorized by the landowner to undertake development on that property.

DEVELOPMENT.

(1) Any of the following:

- (a) ~~Any man-made change to improved or unimproved real estate~~
- (b) The construction, erection, alteration, enlargement, renovation, substantial

Commented [SC9]: It was mentioned at the retreat that we should use dba?

Commented [SC10R9]: See proposed replacement in the staff report

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repair, movement to another site, or demolition of any structure.

(c) ~~—(b)—~~The excavation, dredging, filling; dumping; removal of clay, silt, sand, gravel or minerals; bulkheading, driving of pilings; clearing or alteration of land as an adjunct of construction; alteration or removal of sand dunes; alteration of the shore, bank or bottom of the Atlantic Ocean or any sound, bay, river, creek, stream, lake or canal. grading, filling, clearing, or alteration of land.

(d) The construction or enlargement of a structure.

(c) The subdivision of land as defined in G.S. § 160D-802.

(d) The initiation or substantial change in the use of land or the intensity of use of land.

(2) This definition does not alter the scope of regulatory authority granted by this chapter.

DEVELOPMENT APPROVAL. An administrative or quasi-judicial approval made pursuant to this chapter that is written and that is required prior to commencing development or undertaking a specific activity, project or development proposal. **DEVELOPMENT APPROVALS** include, but are not limited to, zoning permits, site plan approvals, special use permits (formerly conditional use permits), variances, and certificates of appropriateness. The term also includes all other regulatory approvals required by regulations adopted pursuant to this chapter, including plat approvals, permits issued, development agreements entered into, and building permits issued.

DEVELOPMENT REGULATION. A unified development ordinance, zoning regulation, subdivision regulation, erosion and sedimentation control regulation, flood plain or flood damage prevention regulation, mountain ridge protection regulation, stormwater control regulation, wireless telecommunication facility regulation, historic preservation or landmark regulation, housing code, State Building Code enforcement or any other regulation adopted pursuant to this chapter.

DRIVE-IN RESTAURANT OR REFRESHMENT STAND. Any place or premises used for sale, dispensing or serving of food, refreshments or beverages in automobiles, including those establishments where customers may serve themselves and may eat or drink the food, refreshments or beverages on the premises.

DRUG PARAPHERNALIA SALES. The term is defined in G.S. § 90-113.21(a). In addition to the list of factors or evidence enumerated in G.S. § 90-113.21(b) that may be considered in determining whether an object is drug paraphernalia for purposes of this chapter, the town may also consider the following other relevant evidence, as expressly referenced in G.S. § 90-113.21(b), in determining whether an object is drug paraphernalia and whether a business enterprise is engaging in drug paraphernalia sales:

(1) Direct or circumstantial relevant evidence of the ratio of sales of the objects to the total sales of the business enterprise; and

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Commented [SC11]: Our floodplain ordinance also includes a definition for development. Should this definition include any other that language?

DEVELOPMENT. Any man-made change to improved or unimproved real estate, including, but not limited to, buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations, or storage of equipment or materials.

There is also a definition for Development in Chapter 154 Areas of Environmental Concern

DEVELOPMENT. Any activity in a duly designated area of environmental concern involving, requiring or consisting of the construction or enlargement of a structure; excavation; dredging, filling; dumping; removal of clay, silt, sand, gravel or minerals; bulkheading, driving of pilings; clearing or alteration of land as an adjunct of construction; alteration or removal of sand dunes; alteration of the shore, bank or bottom of the Atlantic Ocean or any sound, bay, river, creek, stream, lake or canal.

Commented [SC12R11]: There was consensus that this would be appropriate.

Commented [SC13R11]: See 4/1 staff memo for compilation of these items.

(2) Direct or circumstantial relevant evidence of the ratio of the quantity of the objects physically on display and physically in stock at or in the physical location of the business enterprise located in the town, to the total quantity of all merchandise physically on display and physically in stock at or in the location of the business enterprise physically located in the town.

DUPLEX. Any dwelling place designed for, or occupied by, two families.

DWELLING. Any building, structure, manufactured home, or mobile home, or part thereof, used and occupied for human habitation or intended to be so used, and includes any outhouses and appurtenances belonging thereto or usually enjoyed therewith. The term does not include any manufactured home, mobile home, or recreational vehicle, if used solely for a seasonal vacation purpose.

DWELLING UNIT. A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.

EATING ESTABLISHMENT.

(1) Any establishment that provides as a principal use the sale of food, frozen desserts or beverages in a ready form for consumption state either within the eating establishment or off-premises.

(2) EATING ESTABLISHMENTS may consist of any of the following:

(a) Establishments where patrons are seated on premises, either inside the building or at an exterior dining area, and provided service is provided by an employee at a table or county table service by an employee.

~~(b) Establishments where patrons are seated on premises, either inside the building or at an exterior dining area, and are served at a counter by an employee.~~

(c) EATING ESTABLISHMENTS shall also include carry-out establishments, where food, frozen desserts or beverages are served primarily in disposable or edible containers, and packaged in a manner where customers can readily take the food off-premises. This includes, but is not limited to, delis, snack bars, ice cream shops, coffee shops, pastry shops and yogurt shops.

(3) Eating establishments shall comply with all applicable requirements of § 156.129.

ELECTRONIC GAMING OPERATIONS. Any for-profit business or enterprise, whether as a principal or an accessory use, where persons utilize electronic gaming terminals to conduct games of chance, including but not limited to sweepstakes, and where cash, merchandise or other items of value are redeemed or otherwise distributed, whether or not the value of the distribution is determined by electronic games played or by predetermined odds. The businesses or enterprises have as a part of its operation the running of one or more games or processes with any of the following characteristics: (1) payment, directly or as an intended addition to the purchase of a product, whereby the customer receives one or more electronic sweepstakes tickets, cards, tokens or similar items entitling or

Commented [SC14]: How is solely for seasonal vacation purpose confirmed? Staff will see if we can find any history on this definition.

Commented [SC15R14]: There was no indication that this should be changed during the March meeting.

Commented [SC16]: Dwelling Unit appears in the original 2002 adoption of our zoning ordinance in a modified fashion.

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Commented [SC17]: Combine these into one item changing the last portion of the sentence to read and are provided table or counter service by an employee.

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Commented [SC18]: This is the section that speaks to Eating Establishments in more detail.

empowering the customer to enter a sweepstakes, and without which item the customer would be unable to enter the sweepstakes; or (2) payment, directly or an intended addition to the purchase of a product, whereby the customer can request a no purchase necessary free entry of one or more sweepstakes tickets or other item entitling the customer to enter a sweepstakes. The term ELECTRONIC GAMING OPERATIONS includes, but is not limited to, cyber-gaming establishments, internet cafes, internet sweepstakes, beach sweepstakes, video sweepstakes, cybercafes or internet cafes, which have a finite pool of winners and includes both those connected to an internet or not. This does not include any electronic gaming terminal that directly accepts cash or coins in any way other than payment or purchase through an attendant. This term does not include any machine, computer, terminal or software deemed illegal and in no way attempts to make legal any electronic gaming operation or part thereof that has been determined to be illegal by state and federal authorities. This does not include any lottery endorsed or permitted by the state.

ELECTRONIC GAMING TERMINAL. Any electronic machine, computer gaming terminal, gaming station or similar device, used in connection with electronic gaming operations.

EVIDENTIARY HEARING. A hearing to gather competent, material, and substantial evidence in order to make findings for a quasi-judicial decision required by a development regulation adopted under this chapter.

FAMILY. One or more persons operating as a housekeeping unit.

FASCIA. A plain horizontal band placed at the termination of a roof.

FLAG. A piece of cloth, paper or similar flexible material generally displayed on a flagpole.

GOVERNING BOARD. The Town Council shall be known as the GOVERNING BOARD of the Town of Duck.

GUEST-ROOM. A room or group of rooms available for rent in a bed and breakfast home that is used or intended for habitation and sleeping but not for cooking or eating purposes.

HOME OCCUPATION. A profession or occupation carried on by a member of a family or a member of a recognized profession residing on the premises; provided, that no merchandise or commodity other than that produced on the premises is sold on the premises; provided, further, that not over 25% of the total actual floor area of any structure is used for home occupations or professional purposes.

HOTEL (also applicable to MOTEL). A commercial establishment that contains multiple guest rooms for the purpose of providing overnight lodging facilities to the general public for compensation,

with or without meals and/or other services, and which has common facilities for reservations, cleaning services, combined utilities and on-site management and reception. This definition shall not preclude the use of trade names such as "Holiday Inn," "Travelodge" or similar trade names. The application of the definition shall apply to the nature of the structure and not its trade name).

IMPERVIOUS SURFACE. Any material that substantially reduces or prevents the infiltration of water into the soil, as documented by manufacturer’s specifications.

LANDOWNER OR OWNER. The holder of the title in fee simple. Absent evidence to the contrary, the town may rely on the county tax records to determine who is a LANDOWNER. The landowner may authorize a person holding a valid option, lease, or contract to purchase to act as his or her agent or representative for the purpose of making applications for development approvals.

LANDSCAPE AREA: An area set aside from structures and parking which is developed and maintained with natural materials for the purpose of the growing of trees, shrubs, vines, hedges, grass, lawns and/or bedding plants.

LEGISLATIVE DECISION. The adoption, amendment or repeal of a regulation under this chapter. The term also includes the decision to approve, amend, or rescind a development agreement consistent with the provisions of G.S. Ch. 160D, Article 10.

LEGISLATIVE HEARING. A hearing to solicit public comment on a proposed legislative decision.

LOT.

(1) A parcel of land which fronts on and has ingress and egress by means of a public right-of-way or an approved private street and which is occupied or intended to be occupied by a building or groups of buildings as provided herein with the customary accessories and open spaces.

(2) The word LOT includes the words “plot,” “parcel” or “tract.”

LOT AREA. The total horizontal area included within lot lines. For the purposes of determining lot coverage, maximum building size or number of bedrooms, the lot area for oceanfront properties shall be considered the area landward of the static vegetation line or first line of stable natural vegetation (as determined pursuant to Coastal Area Management Act regulations) that lies within the remaining lot lines or the lot square footage determined by the Dare County Tax Assessment Office for real estate tax assessment purposes, whichever is greater.

LOT, CORNER. A lot, at least 2 adjoining sides of which abut for their full lengths on a street provided, that the interior angle at the intersection of 2 adjoining sides is less than 135 degrees.

LOT COVERAGE. That portion of the lot area, expressed as a percentage, that is occupied and obstructed by an improvement or a structure on or above the ground, including but not limited to buildings, covered decks, concrete patios, gazebos, pools, concrete, asphalt, or similar paved parking areas, concrete, asphalt, or similar paved private sidewalks, concrete, asphalt, or similar driveways and roadways, and any accessory use or structure requiring location above ground.

(1) Impervious components of innovative/engineered wastewater systems to be installed shall be included in the calculation of LOT COVERAGE.

Commented [SC19]: Impervious surface is not a material. Perhaps this would be better stated: Any surface? Staff will have some alternative options available at the meeting.

Commented [SC20R19]: See 4/1/2026 staff memo for alternative option

Commented [SC21R19]: Further revision suggested 5/8/2026 staff memo

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(2) Uncovered decks and open arbors, pergolas, overhangs and similar structures located over pervious surfaces shall be excluded from the calculation of LOT COVERAGE.

(3) For single-family dwellings, gravel over a sand base or plastic grid reinforced gravel pavement systems shall be excluded from the calculation of LOT COVERAGE.

(4) On commercially zoned properties, gravel driveways, drive aisles, and parking spaces constructed in accordance with § 156.112 shall be excluded from the calculation of LOT COVERAGE.

(5) Artificial turf installed over an entirely pervious base shall be excluded from the calculation of LOT COVERAGE.

(6) The water area of a swimming pool shall be excluded from the calculation of LOT COVERAGE.

(7) Driveways and parking areas consisting of alternative materials that are entirely pervious, including pervious pavers and similar surfaces, shall not be included in the calculation of LOT COVERAGE. An N.C. licensed engineer must prepare a design and specifications certifying that such materials are 100% pervious for a 10-year, 2-hour storm event. Prior to the issuance of a certificate of completion, the licensed engineer must certify that the proposed improvements have been constructed in accordance with the project design and specifications. The engineer must also submit a maintenance plan for the pervious surface materials to maintain perviousness over time. It is the responsibility of the property owner to record the design specifications, maintenance plan, and certification of the owner's responsibility for maintenance at the Dare County Register of Deeds Office and maintain the pervious materials consistent with the recorded maintenance plan.

(8) Other semi-pervious surfaces used for driveways or parking, such as pervious concrete, shall be considered 60% impervious for the purpose of LOT COVERAGE calculation. Similarly, other types of improvements located elsewhere on a site shall be considered 60% impervious for the purposes of LOT COVERAGE calculation. Such materials must either be documented for perviousness and certified by an N.C. licensed engineer or installed according to the manufacturer's specifications for the base and surface. It is the responsibility of the property owner to provide sufficient documentation, including owner certification, of installation consistent with manufacturer's standards and to maintain the surface according to the engineer's or manufacturer's specifications to maintain perviousness over time. It is the responsibility of the property owner to record the design specifications, maintenance plan, and certification of the owner's responsibility for maintenance at the Dare County Register of Deeds Office and maintain the pervious materials consistent with the recorded maintenance plan.

(9) Ground-mounted components of solar energy systems shall be excluded from the calculation of lot coverage; however, no more than 5% of the total lot area may be covered with a solar energy system.

(10) Public sidewalks and similar public improvements located on privately owned properties shall not be included in the calculation of LOT COVERAGE.

Commented [SC22]: This section has been reviewed multiple times in the past few years but are we missing anything?

Commented [SC23R22]: The primary definition states on or above the ground and requiring location above ground. We may want to use only one version of this similar statement to avoid confusion. See Staff memo.

LOT, DEPTH. The average distance from the street right-of-way line of the lot to its rear line, measured in a general direction of the sidelines of the lot.

LOT LINES. The line bounding a lot, as follows.

(1) Lot line, front. The line separating a lot from that street which is designated as the front street on the building permit, certificate of occupancy or subdivision plat.

(2) Lot line, rear. The lot boundary opposite and most distant from the front lot line, in the case of a pointed or irregular lot, it shall be an imaginary line parallel to and farthest from the front lot line, not less than 30 feet long and wholly within the lot.

(3) Lot line, side. Any lot boundary line not a front line or rear lot line.

LOT WIDTH. The width of a lot at the required building setback line, measured at right angles to its depth.

LOT OF RECORD. A lot, which is part of a subdivision recorded in the office of the County Register of Deeds, or a lot or parcel described by metes and bounds, the description of which has been so recorded.

LOW IMPACT DEVELOPMENT. A stormwater management design framework aimed at minimizing the negative impacts of stormwater run-off by mimicking pre-development hydrology.

MAJOR HOME OCCUPATION.

(1) A profession or occupation carried on by a member of a family or a member of a recognized profession residing on the premises; provided, that no merchandise or commodity other than that produced on the premises is sold on the premises.

(2) The term MAJOR HOME OCCUPATION shall exclude any funeral home, kennel, veterinary office, animal hospital, nursery school and any establishment in which goods other than that produced on the premises are offered for sale.

MANUFACTURED HOME OR MOBILE HOME. A structure as defined in G.S. § 143-145(7).

MEDICAL CLINIC. A building or structure, or portion thereof, where medical services are provided for outpatients only.

MINOR HOME OCCUPATION.

(1) The use of an area located within a dwelling unit for business or commercial purposes by a person for whom the dwelling unit is the primary residence and in which he or she resides during nonbusiness hours.

(2) It shall be understood that home telecommuting for an employer located elsewhere, which is allowed by right, is not a minor home occupation.

(3) Any of the occupations listed under the definition of the term “major home occupation” may qualify as a MINOR HOME OCCUPATION provided that the proposed use meets the criteria listed above.

(4) The term MINOR HOME OCCUPATION shall not include any funeral home; kennel; veterinarian office; animal hospital; nursery school; minor or major repair, detailing, or painting of engines (small or large), major appliances, vehicles, trailers or boats; palm reading or fortunetelling; health salon, gym, dance studio, aerobic exercise studio, beauty or hair salon, massage establishment; welding, material or metal fabrication shops or machine shops; gift or antique shop or on-premises retail sales not meeting the criteria in this section; or other similar uses which will likely create an adverse impact on a residential neighborhood, subject to review and approval of the Zoning Administrator.

MOBILE HOME, CLASS A. A mobile home that meets or exceeds the construction standards promulgated by the United States Department of Housing and Urban Development that were in effect at the time of construction and that satisfies each of the following additional criteria:

(1) The home has a length not exceeding 3 times its width;

(2) The pitch of the home’s roof has a minimum vertical rise of 1 foot for each 5 feet of horizontal run, and the roof is finished with a type of shingle that is commonly used in standard residential construction;

(3) The exterior siding consists of wood, hardboard or aluminum (vinyl covered or painted, but in no case exceeding the reflectivity of gloss white paint) comparable in composition, appearance and durability to the exterior siding commonly used in standard residential construction;

(4) A continuous, permanent masonry curtain wall, unpierced except for required ventilation and access, is installed under the home after placement on the lot and before occupancy; and

(5) The tongue, axles, transporting lights and removable towing apparatus are removed after placement on the lot and the home shall be attached to the ground as required by the building code before occupancy.

MODULAR UNIT. A factory fabricated, transportable building, designed to be used by itself or to be incorporated with similar units at a building site into a modular structure. The term is intended to apply to major assemblies and does not include pre-fabricated panels, trusses, plumbing trees or other pre-fabricated sub-elements, which are to be incorporated into a structure at the site.

NIGHT CLUBS. A place of entertainment generally open primarily in the evening offering entertainment such as music, space for dancing, and/or a stage area; and usually serving alcoholic beverages and food for consumption on the premises. An establishment is not a nightclub if it has a Class A restaurant license from the State of North Carolina.

NON-CONFORMING USE.

(1) A use of a building or land which does not conform to the regulations of the district in which the building or land is situated but was lawful before adoption of this chapter.

(2) The term NON-CONFORMING USE shall not be deemed to apply to renovation or expansion of a single-family residence where the number of bedrooms permitted in relation to lot size is not increased.

NORTH CAROLINA STORMWATER BEST MANAGEMENT PRACTICES MANUAL or NCDENR BMP MANUAL. The stormwater design manual approved by the North Carolina Division of Energy, Mineral, and Land Resources. All references herein to the NC BMP Manual are to the latest published edition or revision.

NUDE MODEL STUDIO. Any place where a person who appears in a state of nudity or displays specified anatomical areas is provided to be observed, sketched, drawn, painted, sculptured, photographed or similarly depicted by other persons who pay money or any form of consideration. There is excepted from this definition any studio which is part of a school for artists who are regularly enrolled in a course of instruction in the arts, and in which the use of nude models involves less than 10% of the course hours.

NUDITY or STATE OF NUDITY. The appearance of a human bare buttock, anus, male genitals, female genitals or female breast without a fully opaque complete-covering of the breast below a point immediately above the top of the areola, or human male genitals in a discernibly turgid state even if completely and opaquely covered.

OFFICE.

(1) Any room, studio, clinic, suite or building wherein the primary use is the conduct of a business such as accounting, correspondence, research, editing, administration or analysis; or the conduct of a business by salespersons, sales representatives, or manufacturer's representatives; or the conduct of a business by professionals such as engineers, architects, land surveyors, artists, musicians, lawyers, accountants, real estate brokers, insurance agents, dentists or physicians, and landscape architects.

(2) For the purpose of this chapter, an OFFICE shall not involve manufacturing, fabrication, production, processing assembling, cleaning, testing, repair or storage of materials, goods and products; or the sale and/or delivery of any materials, goods or products which are physically located on the premises.

OPEN SPACE. An unoccupied, natural or landscaped area that space is open to the sky and not occupied by any structure or impervious structure.

OPEN STORAGE. Unroofed storage area, whether fenced or not.

OUTDOOR ADVERTISING STRUCTURE. A sign and structure (also known as a billboard) which directs attention to a business, commodity, service or entertainment conducted, sold or offered which are not produced, sold or otherwise available on the premises where the sign is erected and maintained. This definition shall not be held to include any board, sign or surface used to display official notices issued by courts or public officers in the performance of official duty, or used to advertise any business or institution conducted on

~~the premises where the structure is located, nor shall it be held to include a real estate sign advertising for sale or rent the property upon which it stands.~~

Commented [SC24]: We should add Sign in front of this definition so it falls in line with all of the sign definitions

OUTDOOR RECREATION ACTIVITY. Any activity conducted outdoors for the purpose of leisure, relaxation and/or personal enjoyment.

OUTDOOR RECREATION ACTIVITY, ACCESSORY. Any activity or improvement designed and used incidental and subordinate to a principal use where access to the activity or improvement is limited to the exclusive use of the patrons of the principal use.

OUTDOOR RECREATION ACTIVITY, COMMERCIAL. Any conduct or any improvement designed solely for the purpose of facilitating an outdoor recreation activity where fees are collected in exchange for access to the improvement. This definition shall not be held to include outdoor recreation activities for which fees are collected but which is conducted by or sponsored by local government or which is conducted for a bona fide nonprofit and approved by the local government.

~~**PARKING SPACE.** A vehicular storage space, plus the necessary access space. It shall always be located outside any dedicated right-of-way. A clear area accessible to vehicles, improved, maintained, and used for the purpose of parking a motor vehicle.~~

Commented [SC25]: Staff will have some additional options for this definition

PENNANTS. As prohibited herein, pennants are triangular pieces of flexible material generally tapering to a point and joined by a string. Individual tapered pieces of material (such as nautical signaling devices) are considered flags and regulated as flags herein.

PERSONAL SERVICE ESTABLISHMENT. Establishment primarily engaged in the repair, care, maintenance or customizing of personal property that is worn or carried about the person, or is a physical component of the person, including laundry cleaning services, linen supply, photographic ~~studios~~, beauty shops, barbershops, shoe repair, clothing rental, tailors and similar place of business.

PLANNING AND DEVELOPMENT REGULATION JURISDICTION. The geographic area defined in G.S. Ch. 160D within which the town may undertake planning and apply the development regulations authorized by this chapter.

PORCH. An area that is open and unobstructed to the exterior, except for guard railings, and is covered by a pitched roof that is supported by columns.

PROPERTY. All real property subject to land-use regulation by the town. The term includes any improvements or structures customarily regarded as a part of real property.

QUASI-JUDICIAL DECISION. A decision involving the finding of facts regarding a specific application of a development regulation and that requires the exercise of discretion when applying the standards of the regulation. The term includes, but is not limited to, decisions involving variances, special use permits, certificates of appropriateness, and appeals of administrative determinations. Decisions on the approval of subdivision plats and site plans are QUASI-JUDICIAL in nature if the regulation authorizes a decision-making board to approve or deny the application based not only upon whether the application complies with the specific requirements set forth in the regulation, but also on whether the

application complies with one or more generally stated standards requiring a discretionary decision on the findings to be made by the decision-making board.

READER BOARD. A permanent sign, affixed either to the wall of a structure or to an existing freestanding sign, which is comprised of a surface to which letters may be attached on a temporary basis. The area of a READER BOARD sign is to be included in the area of wall mounted or ground mounted signage permitted.

Commented [SC26]: Rename and relocate this as Sign - Reader Board

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REDEVELOP(MENT). Any new construction on a site that has pre-existing uses, involving the demolition of existing buildings to reconstruct or the proposed expansion, addition of change to an existing building or structure(s).

RENTAL PROPERTY MANAGEMENT/MAINTENANCE OFFICE.

(1) Any building or portion of a building where the principal function is to serve as an administrative office and centralized logistics facility for conducting property management, maintenance, housekeeping, and general upkeep of vacation rental properties.

(2) For the purpose of this chapter, a rental property management/maintenance office shall not involve the storage or staging of construction materials or equipment. Storage and repair(s) of materials shall be limited to the following items:

(a) Minor repairs such as window screen repair, appliance repair, and the like.

(b) Storage of vacation rental convenience items such as housewares, small countertop appliances, water bottles, linens, and the like.

Commented [SC27]: Should this be make part of the parameters as found in 156.036 and/or a separate section?

RESIDENT BUSINESS. A profession or occupation carried on by a member of a family or a member of a recognized profession residing on the premises; provided that merchandise or services produced on or off the premises may be displayed and sold on the premises and up to 1,000 square feet or 40% of the total floor area of the home, whichever is lesser, may be used for the purpose of conducting business.

SAND DUNE. A rounded hill or ridge of loose, gritty grains of disintegrated rock heaped up by the wind. A SAND DUNE may or may not be covered by vegetation or trees.

SEMI-NUDE. A state of dress in which clothing covers no more than the human bare buttock, anus, male genitals, female genitals or female breast without a fully opaque complete-covering of the breast below a point immediately above the top of the areola, or human male genitals in a discernibly turgid state even if completely and opaquely covered.

SETBACK. The minimum distance by which any building or structure must be separated from a street right-of-way or lot line.

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SEXUAL ENCOUNTER CENTER. A business or commercial enterprise that, as 1 of its business purposes, offers for any form of consideration:

(1) Physical contact by customers in the form of wrestling or tumbling between persons of the opposite sex; or

(2) Activities between male and female persons, or persons of the same sex when 1 or more of the persons is in a state of nudity or semi-nudity.

SEXUALLY ORIENTED BUSINESS.

(1) A business which offers its customers or patrons any device, activity or demonstration depicting specified sexual activities, or which is intended to appeal to sexual interests, titillation or arousal of the customer or patron.

(2) A SEXUALLY ORIENTED BUSINESS shall include an adult establishment as defined in G.S. § 14-202.10(2) and, in addition, without limitation: adult arcade, adult bookstore, adult video store, adult cabaret, adult media center, adult live entertainment business, adult motel, adult motion picture theater, adult mini motion picture theater, adult theater, adult escort agency, nude model studio and sexual encounter center.

SEXUALLY ORIENTED BUSINESS ACTIVITIES. Those activities usually provided for, promoted, or offered by a sexually oriented business as defined herein, whether or not as the principal business purpose or as a sideline or accessory business purpose and whether or not in connection with or on the same premises with a business which is not a sexually oriented business.

SEXUALLY ORIENTED DEVICES. Defined in G.S. § 14-202.10(9) which is incorporated herein by reference.

SHADOW FLICKER. The visible flicker effect when rotating turbine blades cast shadows on the ground and nearby structures causing the repeating pattern of light and shadow

SIGN. A SIGN shall include all structural members.

(1) **SIGN, ANIMATED.** Any sign, which uses movement or change of lighting to depict action or to create a special effect or scene.

(2) **SIGN AREA.**

(a) The entire face of a sign including any nonstructural embellishments, but not including the supporting structure.

(b) In the case of a double-faced sign where the interior angle formed by the faces is 45 degrees or less or where the sign faces are parallel with no more than 24 inches between each sign face, only 1 display face shall be used in calculating the area.

(c) The AREA OF SIGNS, composed in whole or in part of free-standing letters, devices or sculptured matter not mounted on a measurable surface, shall be construed to be the area of the least square, rectangle or circle that will enclose the letters, devices or sculptured matter.

~~(3) **SIGN, ARCADE.** Any sign suspended underneath an awning, canopy, marquee, eave, archway or other structure which forms a covered walkway.~~

Commented [SC28]: Delete this as it has the same definition as Sign - Under Canopy.

(4) SIGN, BUILDING-MOUNTED. Any sign attached to a building, including a wall-mounted sign, projecting sign, canopy sign, porch sign, and window sign, but specifically excluding any roof sign.

(5) SIGN, BULLETIN BOARD. A sign used to announce meetings or programs to be held on the premises of a church, school, auditorium, library, museum, community recreation center or similar non-commercial place of public assembly.

Commented [SC29]: Rename and relocated this to Sign - Bulletin Board

~~(65)~~ SIGN, CANOPY. Any sign which is painted or printed on or attached flat against a canopy or awning.

~~(76)~~ SIGN, ELECTRONIC MESSAGE BOARD. A sign, or portion of a sign that displays electronically generated text, images, graphics, or video whereby the message is formed using a panel or matrix consisting of light emitting diodes (LED's), fiber optics, light bulbs or other illumination devices within the display area. ELECTRONIC MESSAGE BOARD SIGNS include, but are not limited to, signs also known as electronic reader boards, electronic message center signs, tri-panel message systems, and commercial electronic-variable message signs (CEVMS).

~~(87)~~ SIGN FACE. The area of a sign used for visual communication.

~~(98)~~ SIGN, FLASHING. An illuminated sign of direct or indirect lighting on which the artificial light flashes on and off in regular or irregular sequences.

~~(109)~~ SIGN, FREESTANDING. A sign supported by 1 or more poles or braces set firmly in the ground or in a foundation and not attached to a building.

~~(110)~~ SIGN, GOVERNMENT. A sign or notice erected and maintained by the town, county, state or Federal government.

~~(121)~~ SIGN, HANGING. A sign suspended from braces, beams or other supports which may be either freestanding or building-mounted.

~~(132)~~ SIGN HEIGHT. As applied to a sign, height shall be measured as the vertical distance between the highest part of the sign or its supporting structure, whichever is highest, and the ground.

~~(143)~~ SIGN, NON-CONFORMING. A lawfully existing sign which becomes nonconforming on the effective date of a new ordinance or amendment thereto because it does not conform fully with all standards and regulations therein.

(15) SIGN, OUTDOOR ADVERTISING STRUCTURE. A sign and structure (also known as a billboard) which directs attention to a business, commodity, service or entertainment conducted, sold or offered which are not produced, sold or otherwise available on the premises where the sign is erected and maintained. This definition shall not be held to include any board, sign or surface used to display official notices issued by courts or public officers in the performance of official duty, or used to advertise any business or institution

conducted on the premises where the structure is located, nor shall it be held to include a real estate sign advertising for sale or rent the property upon which it stands.

Commented [SC30]: We should add Sign in front of this definition so it falls in line with all of the sign definitions

(164) SIGN, PORCH. A sign that is attached in whole or in part to the fascia of a porch roof.

(175) SIGN, PORTABLE. A sign that is not permanently attached to the ground, a structure or a building and that can be moved from one location to another and used for a temporary purpose. This shall include "A"-frame signs, sandwich board signs and signs mounted and displayed on a stationary vehicle.

(18) SIGN, READER BOARD. A permanent sign, affixed either to the wall of a structure or to an existing freestanding sign, which is comprised of a surface to which letters may be attached on a temporary basis. The area of a READER BOARD sign is to be included in the area of wall-mounted or ground-mounted signage permitted.

Commented [SC31]: Rename and relocate this as Sign - Reader Board

(196) SIGN, RESIDENTIAL. Any sign located on property within a residential zoning district (RS-1, RS-2, and R-2).

(2017) SIGN, RESIDENTIAL IDENTIFICATION. A sign which denotes the name of a residential subdivision, condominium or apartment complex. Such signs are permitted for the purpose of assisting the local government with traffic flow and public safety.

(2118) SIGN, REVOLVING/ROTATING. A sign that revolves 360 degrees.

(2219) SIGN, ROOF. A sign erected, constructed or maintained above or on the roof of any building.

(230) SIGN, SANDWICH (also called an A-FRAME SIGN). A portable sign which is constructed of durable materials, which has 2 flat faces, with or without changeable copy, and is designed to be placed on the ground.

(241) SIGN STRUCTURE. Anything built or constructed for the purpose of supporting a sign.

(252) SIGN, TEMPORARY. A sign constructed of cloth, fabric, plywood or other lightweight material, and designed or intended for a period not to exceed 90 days and which does not constitute a structure subject to the North Carolina State Building Code or Town of Duck ordinances.

(263) SIGN, UNDER-CANOPY. Any sign suspended underneath an awning, canopy, marquee, eave, archway or other structure which forms a covering for a walkway.

(274) SIGN, WALL. A sign painted on or attached parallel to the wall of a building, including any sign attached to a mansard.

(285) SIGN, WINDOW. A sign attached to or applied upon the inside or outside face of a window or transparent door or adjacent thereto (placed in a manner within a building so

that it is visible from the exterior of the building through a window and intended to be viewed from the outside), not to include window merchandise displays.

SITE PLAN. A scaled drawing and supporting text showing the relationship between lot lines and the existing or proposed uses, buildings, or structures on the lot. The SITE PLAN may include site-specific details such as building areas, building height and floor area, setbacks from lot lines and street rights-of-way, intensities, densities, utility lines and locations, parking, access points, roads, and stormwater control facilities that are depicted to show compliance with all legally required development regulations that are applicable to the project and the site plan review. A site plan approval based solely upon application of objective standards is an administrative decision, and a site plan approval based in whole or in part upon the application of standards involving judgment and discretion is a quasi-judicial decision. A SITE PLAN may also be approved as part of a conditional zoning decision.

SKIRTING AREA. That area beneath a mobile home from the underside of the floor area to the ground.

SLEEPING UNIT. A room or space in which people sleep, which can also include permanent provisions for living, eating, and either sanitation or kitchen facilities but not both. Such rooms and spaces that are also part of a dwelling unit are not SLEEPING UNITS.

SOLAR ENERGY SYSTEM. An energy system which converts solar energy to usable thermal, mechanical, chemical or electrical energy for use in the heating or cooling of a structure, for heating domestic water or water used in swimming pools and hot tubs, or for the generation of electricity.

SOLAR PHOTOVOLTAIC SYSTEM. The total components and sub-systems of a solar energy system that, in combination, convert solar energy into electric energy suitable for connection to a utilization load. This may include cells arranged in solar arrays, combiners, inverters, over-current protection devices, and any required disconnecting means.

SOLAR WATER HEATING SYSTEM. A solar energy system that converts direct solar radiation energy into thermal energy and transfers that energy to raise the temperature of water.

SPECIAL USE PERMIT. A permit issued to authorize development or land uses in a particular zoning district upon presentation of competent, material, and substantial evidence establishing compliance with one or more general standards requiring that judgment and discretion be exercised as well as compliance with specific standards. The term includes permits previously referred to as conditional use permits or special exceptions.

SPECIFIED ANATOMICAL AREAS. Defined in G.S. § 14-202.10(10), which is incorporated herein by reference.

SPECIFIED SEXUAL ACTIVITIES. Defined in G.S. § 14-202.10(11) which is incorporated herein by reference.

STORMWATER BEST MANAGEMENT PRACTICES or BMPs. Hereafter referred to as “Best Management Practices” or “BMPs”; actions to control stormwater runoff, and can include structural BMPs, such as infiltration devices, retention ponds, filters, and constructed wetlands; and non-structural BMPs, such as maintenance practices, street sweeping, public education, and outreach programs.

STORMWATER RUNOFF. The flow of surface water resulting from precipitation.

STREET.

(1) Any permanently dedicated public right-of-way which has been accepted for maintenance by the State Department of Transportation; or

(2) Any other open area providing the principal means of access for vehicles or pedestrians from a public right-of-way to a building or use of land and which:

(a) Is at least 30 feet in width;

(b) Has been approved by the Town Council as a street to satisfy the requirements of this chapter; and

(c) Is covenanted by its owner to remain open and unobstructed throughout the life of any building or use which depends thereon to satisfy any requirement of this chapter.

STRUCTURE. Anything constructed or erected, the use of which requires [more or less permanent](#) location on the ground or attachment to something having location on the ground, [including but without limiting the generality of the foregoing: advertising signs, sheds, garages, swimming pools, decks, porches, patios \(permeable or impervious\), pergolas, gazebos and other similar features, but excluding fences, walls, posts, artificial turf and other customary yard accessories.](#)

SUBDIVISION. The division of land for the purpose of sale or development as specified in G.S. § 160D-802.

TAVERN. See BAR/TAVERN.

TOWNHOUSE.

(1) A single-family dwelling on its own individual lot but connected on 2 sides, by means of a common wall for at least 10 feet of its length, to 2 other single-family dwellings or an end dwelling of a row of such or like dwellings.

(2) No more than 6 like dwelling units may be attached in a single group.

TRAILER. Any of the following.

CAMPING TRAILER. A folding structure of canvas or other material mounted on wheels and designed for travel, recreation and vacation use.

MOTOR HOME. A portable, temporary dwelling to be used for travel, recreation and vacation, constructed as an integral part of a self propelled vehicle.

Commented [SC32]: Note all of the various items considered a structure under the definition of yard. Should we add additional language here?

Commented [SC33R32]: See revised proposal in 4/1 staff memo

PICKUP COACH. A structure designed to be mounted on a truck chassis for use as a temporary dwelling for travel, recreation and vacation.

TRAVEL TRAILER. A vehicular, portable structure built on a chassis, designed to be used as a temporary dwelling for travel, recreational and vacation uses. When factory-equipped for the roads, it shall have a body width not exceeding 8 feet and a body length not exceeding 32 feet.

TRANSIT STOPS. A place along a route where buses, trolleys, or other forms of mass transportation stop to discharge and take on passengers.

USED or OCCUPIED. As applied to any land or building, shall be construed to include the words INTENDED, ARRANGED or DESIGNED TO BE USED OR OCCUPIED.

Commented [SC34]: Additional language options?

VARIANCE.

Commented [SC35R34]: This was discussed but I did not have any clarity on what the Board wanted to do with this definition if any.

(1) A relaxation of the terms of this chapter where the variance will not be contrary to the public interest and where, owing to conditions peculiar to the property and not the result of the actions of the applicant, a literal enforcement of this chapter would result in unnecessary and undue hardship.

(2) As used in this chapter, a VARIANCE is authorized only for height, area and size of structure or size of yards and open spaces.

(3) The establishment or expansion of the use otherwise prohibited shall not be allowed by variance, nor shall a VARIANCE be granted because of the presence of non-conformities in the zoning district or uses in an adjoining zoning district.

WIND DEVICE.

(1) Any flag, banner, balloon, streamer or similar device that moves freely in the wind.

(2) All WIND DEVICES are considered to be flags and are regulated as flags, except as otherwise provided herein.

WIND ENERGY FACILITY. An electric generating facility, whose main purpose is to supply electricity, consisting of 1 or more wind turbines and other accessory structures and/or buildings, including substations, meteorological towers, electrical infrastructure, transmission lines and other appurtenant structures and facilities.

WIND ENERGY FACILITY, COMMERCIAL. An electric generating facility consisting of 1 or more wind turbines under common ownership or operating control that includes substations, MET towers, cables/wires and other building accessories to such facility, whose main purpose is to supply electricity to off-site customer(s).

WIND ENERGY FACILITY, SUPPLEMENTARY. A single system designed to supplement other electricity sources as an accessory use to existing buildings or facilities, wherein the power generated is used primarily for on-site consumption. A supplemental wind energy facility may consist of a single wind turbine mounted either on a freestanding tower or on the roof of a building with associated control or conversion electronics.

WIND POWER. The conversion of wind energy into another form of energy.

WIND TURBINE. A wind energy conversion system that converts wind energy into electricity through the use of a wind turbine generator, and may include a nacelle, rotor, tower, guy wires and pad transformer.

WIND TURBINE HEIGHT. The distance measured from grade at the center of the tower to the highest point of the turbine rotor or tip of the turbine blade when it reaches its highest elevation.

~~YARD. A required open space other than a court, unoccupied and unobstructed by an improvement or a structure or portion of a structure, (including pools, sheds, decks, patios, gazebos and similar features); provided, that fences, walls, poles, posts and other customary yard accessories, ornaments and furniture may be permitted in any yard, subject to height limitations and requirements limiting obstruction of visibility or any other requirement of this chapter and further provided that driveways and parking spaces may be located within the required front and side yards but no closer than 5 feet to the side property line and further provided that building mechanicals such as heating and air conditioning units may be located in the side or rear yard but no closer than 5 feet from any property line.~~

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YARD, FRONT.

(1) A yard extending between side lot lines across the front of a lot adjoining a street. Depth of the required FRONT YARD shall be measured at right angles to a straight line joining the foremost points of the side lot lines.

(2) The foremost point of the side lot line, in the case of rounded property corners at street intersections, shall be assumed to be the point at which the side and front lot lines would have met without the rounding. FRONT and rear yard lines shall be essentially parallel.

YARD, REAR. A yard extending across the rear of the lot between side lot lines. Depth of a required REAR YARD shall be measured in a manner so that the yard established is a strip of the minimum width required by district regulations, with its inner edge parallel with the rear lot line.

YARD, SIDE.

(1) A yard extending from the rear line of the required front yard to the rear yard.

(2) Width of a required SIDE YARD shall be measured in a manner so that the yard established is a strip of the minimum width required by district regulations, with its inner edge parallel with the side lot line.

ZONING MAP AMENDMENT OR REZONING. An amendment to a zoning regulation for the purpose of changing the zoning district that is applied to a specified property or properties. The term also includes (1) the initial application of zoning when land is added to the territorial jurisdiction of the town that has previously adopted zoning regulations; and (2) the application of an overlay zoning district or a conditional zoning district. The term does

not include (1) the initial adoption of a zoning map by the town; (2) the repeal of a zoning map and re-adoption of a new zoning map for the entire planning and development regulation jurisdiction; or (3) updating the zoning map to incorporate amendments to the names of zoning districts made by zoning text amendments where there are no changes in the boundaries of the zoning district or land uses permitted in the district.

(Ord. 04-21, passed 10-6-2004, § 2; Am. Ord. 04-24, passed 11-3-2004; Am. Ord. 05-06, passed 5-4-2005; Am. Ord. 06-02, passed 5-3-2006; Am. Ord. 07-12, passed 9-5-2007; Am. Ord. 07-15, passed 10-3-2007; Am. Ord. 08-03, passed 7-2-2008; Am. Ord. 09-002, passed 4-8-2009; Am. Ord. 10-04, passed 3-3-2010; Am. Ord. 10-06, passed 5-5-2010; Am. Ord. 10-10, passed 1-5-2011; Am. Ord. 11-08, passed 1-4-2012; Am. Ord. 12-01, passed 6-6-2012; Am. Ord. 12-06, passed 10-3-2012; Am. Ord. 12-08, passed 11-7-2012; Am. Ord. 14-02, passed 6-4-2014; Am. Ord. 15-07, passed 6-3-2015; Am. Ord. 16-01, passed 1-6-2016; Am. Ord. 16-04, passed 7-6-2016; Am. Ord. 16-07, passed 11-2-2016; Am. Ord. 17-04, passed 6-7-2017; Am. Ord. 17-05, passed 7-5-2017; Am. Ord. 17-07, passed 8-2-2017; Am. Ord. 17-11, passed 10-4-2017; Am. Ord. 19-07, passed 12-4-2019; Am. Ord. 20-02, passed 5-20-2020; Am. Ord. 21-01, passed 6-2-2021; Am. Ord. 22-05, passed 8-3-2022; Am. Ord. 23-01, passed 5-3-2023; Am. Ord. 23-08, passed 8-2-2023; Am. Ord. 23-14, passed 12-6-2023; Am. Ord. 24-04, passed 1-8-2025)

§ 156.003 INTERPRETATION OF CHAPTER; CONFLICTING PROVISIONS.

(A) In interpreting and applying the provisions of this chapter, they shall be held to be the minimum requirements for the promotion of the public safety, health, convenience, prosperity and general welfare.

(B) It is not intended by this chapter to interfere with or abrogate or annul any easements, covenants or other agreements between parties; provided, that where this chapter imposes a greater restriction upon the use of buildings or premises or upon the height of buildings, or requires larger open spaces, than are imposed or required by other ordinances, rules or regulations, or by easements, covenants or agreements, the provisions of this chapter shall govern.

(C) The Zoning Administration shall use the following factors as a guideline when classifying a new or unlisted use to determine if such use is classified in a manner consistent with other similar uses in the applicable zoning district.

- (1) Consistency with the stated intent of the zoning district;
- (2) Consistency with the adopted vision statement and Comprehensive & Land Use Plan;
- (3) Density of development (number of units, square footage, etc.);
- (4) Intensity of use;
- (5) Type of activity associated with the use;

- (6) Number of customers and length of stay;
- (7) Generation of pedestrian and vehicular traffic;
- (8) Potential impacts such as noise, light, odor, etc.; and
- (9) Public safety.

(Ord. 04-21, passed 10-6-2004, § 3; Am. Ord. 16-02, passed 4-6-2016; Am. Ord. 21-01, passed 6-2-2021)

§ 156.004 TERRITORIAL APPLICABILITY OF CHAPTER.

(A) The provisions of this chapter shall apply to all lands, structures and uses thereon within the planning and development regulation jurisdiction designated on the official zoning map of the town.

(B) Pursuant to G.S. § 160D-903, property that is located in the extraterritorial jurisdiction which is used for bona fide farm purposes is exempt from the regulations of this chapter.

(C) The planning and development regulation jurisdiction of the town may be modified from time to time in accordance with G.S. § 160D-202.

(Ord. 04-21, passed 10-6-2004, § 4; Am. Ord. 21-01, passed 6-2-2021)

§ 156.005 COMPLIANCE WITH CHAPTER; USE, OCCUPANCY AND CONSTRUCTION REQUIREMENTS.

No building, structure or land shall be used or occupied, and no structure thereof shall be constructed, except in conformity with all of the regulations specified in this chapter for the district in which it is located.

(Ord. 04-21, passed 10-6-2004, § 5) Penalty, see § 156.999

§ 156.006 HEIGHT, BULK, DENSITY, LOT COVERAGE, YARD AND OPEN SPACE REQUIREMENTS.

No building or other structure shall be erected or altered:

- (A) To exceed the height or bulk limitations as set forth in this chapter;
- (B) To accommodate or house a greater number of families than permitted by this chapter;
- (C) To occupy a greater percentage of lot area than permitted by this chapter; or

(D) To have narrower or smaller rear yards, front yards, side yards or other open spaces than required in this chapter, or in any other manner contrary to the provisions of this chapter.

(Ord. 04-21, passed 10-6-2004, § 6) Penalty, see § 156.999

§ 156.007 COMBINATION OF REQUIRED SPACES.

No part of a yard or other open space, or off-street parking or loading space, required about or in connection with any building for the purpose of complying with this chapter shall be included as part of a yard, open space or off-street parking or loading space similarly required for any other building, except as otherwise provided in this chapter (e.g. group development projects or village commercial development option).

(Ord. 04-21, passed 10-6-2004, § 7) Penalty, see § 156.999

§ 156.008 REDUCTION OF YARDS OR LOTS BELOW MINIMUM REQUIREMENTS.

(A) No yard or lot existing on July 3, 2002 shall be reduced in dimension or area below the minimum requirements set forth in this chapter.

(B) Yards or lots created after July 3, 2002 shall meet at least the minimum requirements established by the chapter.

(Ord. 04-21, passed 10-6-2004, § 8) Penalty, see § 156.999

§ 156.009 ONE PRINCIPAL BUILDING PER LOT.

Only 1 principal building and its customary accessory buildings may be erected on any lot, except as otherwise provided in this chapter (e.g. group development projects or village commercial development option).

(Ord. 04-21, passed 10-6-2004, § 9) Penalty, see § 156.999

§ 156.010 LOT ACCESS REQUIREMENTS.

No structure requiring a building permit shall be erected on any lot which:

(A) Does not abut either a public right-of-way or a private street or easement at least 30 feet in width, which has been approved in accordance with the provisions of this chapter and recorded by the Register of Deeds of the county; or

(B) Does not have a cart road, land or other access to a public street or highway, which access is described in an instrument recorded in the office of the County Register of Deeds

prior to adoption of this section or described and sworn to or affirmed by affidavits presented to the Zoning Administrator setting forth the fact that the same existed prior to adoption of this section.

(Ord. 04-21, passed 10-6-2004, § 10) Penalty, see § 156.999

§ 156.011 VISION CLEARANCE AT INTERSECTIONS.

(A) On a corner lot which abuts a state-maintained right-of-way in any district, no planting, structure, fence, wall or other obstruction to vision more than 3 feet in height shall be placed or maintained within the triangular area formed by the intersecting street right-of-way lines and a straight line connecting points on street lines, each of which is 25 feet distance from the point of intersection.

(B) On all rights-of-way proper setback for vision clearance shall be determined by the Zoning Administrator, but in no case shall the requirement exceed that above.

(Ord. 04-21, passed 10-6-2004, § 11)

§ 156.012 YARD REQUIREMENTS.

Unless otherwise provided in this chapter, no principal structure or principal use, structure ~~intended for outdoor recreational use, such as pools and tennis courts,~~ or other accessory buildings or structures shall be located within the ~~setback front, side or rear yards (setback areas).~~

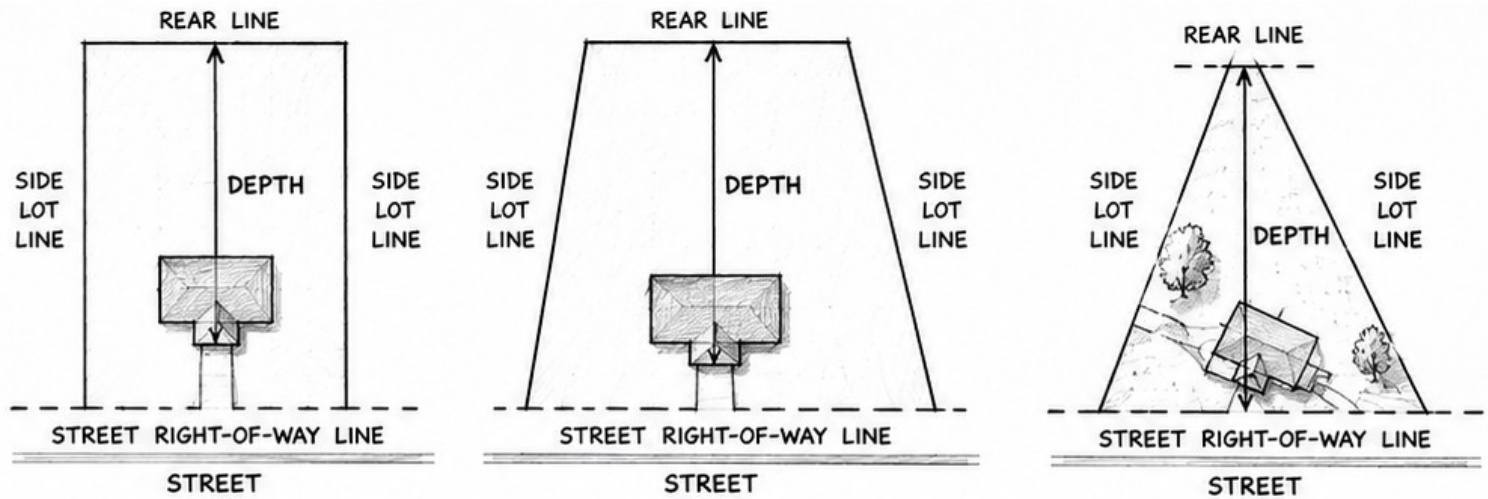
(Ord. 04-21, passed 10-6-2004, § 12)

Commented [SC37]: Do we need to add any additional language like sheds, decks, patios?

Commented [SC38R37]: REFER to new definition of structure

LOT, DEPTH.

The average distance from the street right-of-way line of the lot to its rear line, measured in a general direction of the sidelines of the lot.



LOT LINES.

The line bounding a lot, as follows.

(1) Lot line, front.

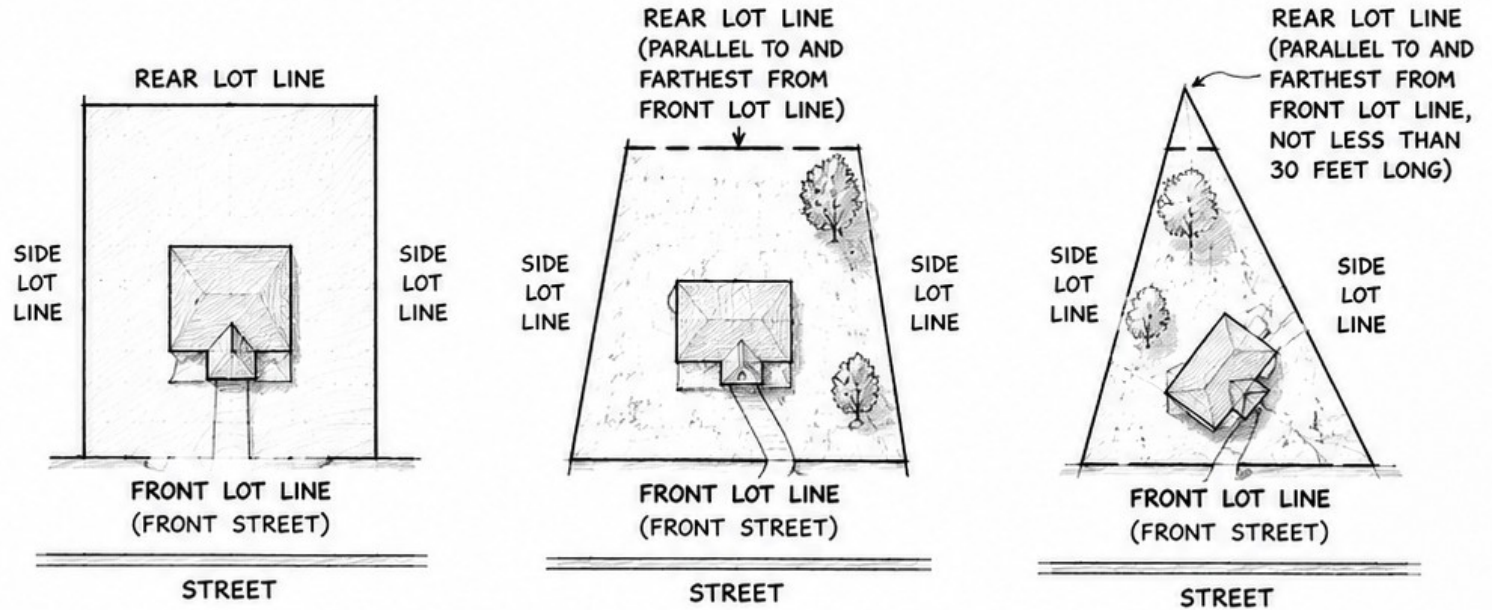
The line separating a lot from that street which is designated as the front street on the building permit, certificate of occupancy or subdivision plat.

(2) Lot line, rear.

The lot boundary opposite and most distant from the front lot line, in the case of a pointed or irregular lot, it shall be an imaginary line parallel to and farthest from the front lot line, not less than 30 feet long and wholly within the lot.

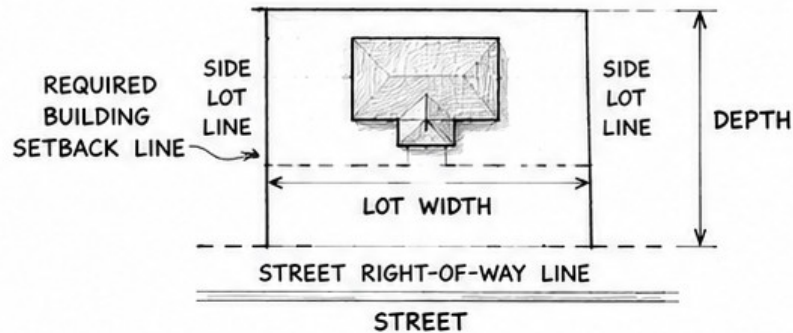
(3) Lot line, side.

Any lot boundary line not a front line or rear lot line.



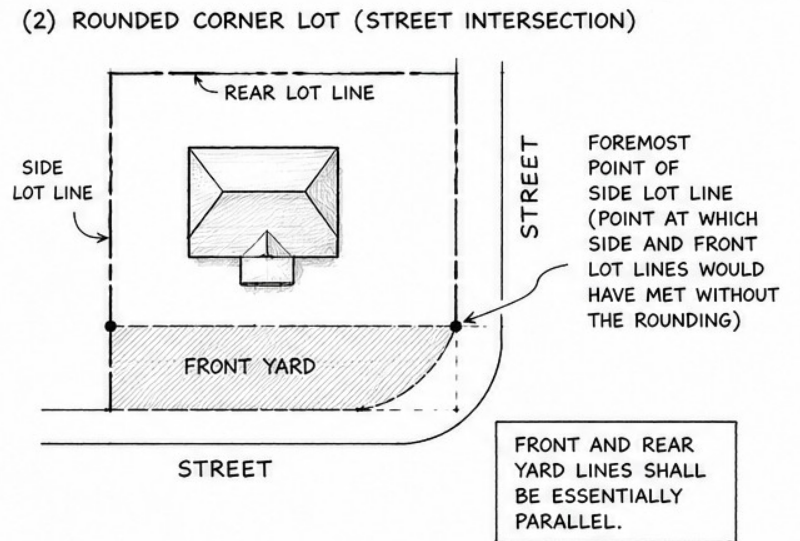
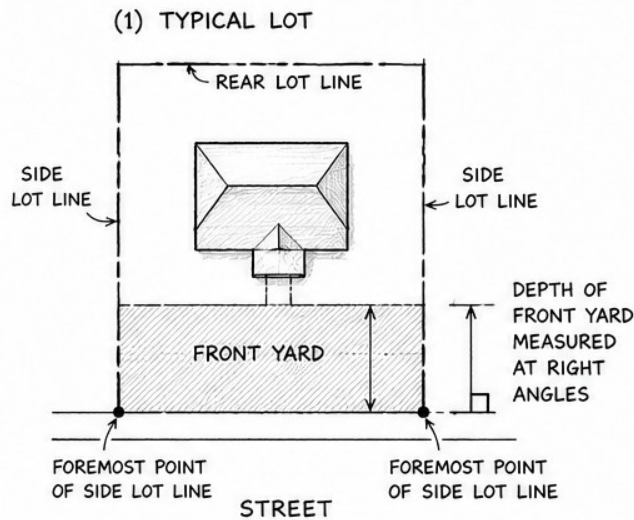
LOT WIDTH.

The width of a lot at the required building setback line, measured at right angles to its depth.



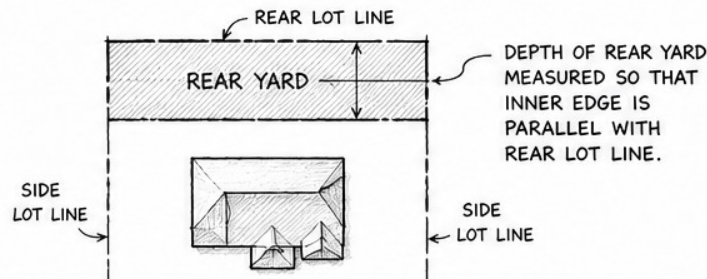
YARD, FRONT.

- (1) A yard extending between side lot lines across the front of a lot adjoining a street. Depth of the required FRONT YARD shall be measured at right angles to a straight line joining the foremost points of the side lot lines.
- (2) The foremost point of the side lot line, in the case of rounded property corners at street intersections, shall be assumed to be the point at which the side and front lot lines would have met without the rounding. FRONT and rear yard lines shall be essentially parallel.



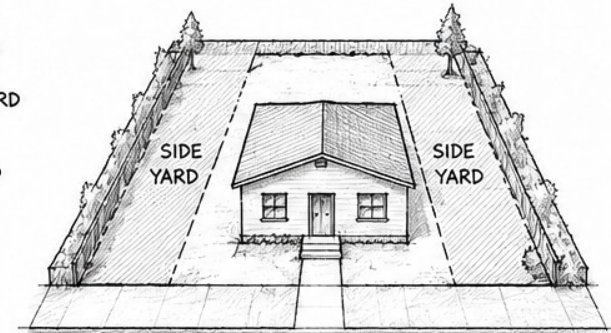
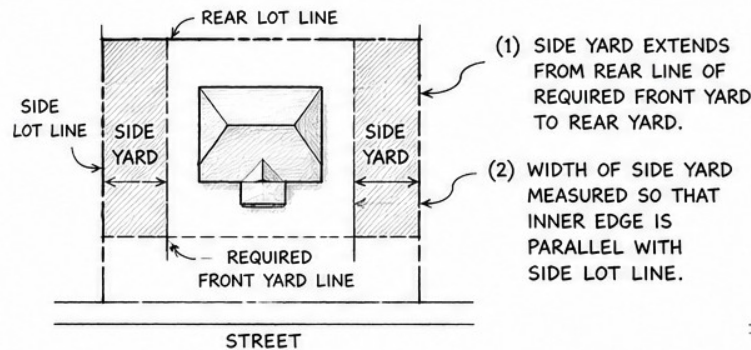
YARD, REAR.

A yard extending across the rear of the lot between side lot lines. Depth of a required REAR YARD shall be measured in a manner so that the yard established is a strip of the minimum width required by district regulations, with its inner edge parallel with the rear lot line.



YARD, SIDE.

- (1) A yard extending from the rear line of the required front yard to the rear yard.
- (2) Width of a required SIDE YARD shall be measured in a manner so that the yard established is a strip of the minimum width required by district regulations, with its inner edge parallel with the side lot line.



DISTRICT REGULATIONS

§ 156.025 ZONING DISTRICTS ESTABLISHED; OFFICIAL ZONING MAP.

(A) For the purpose of this chapter, the town is hereby divided into zoning areas within which this chapter will apply. The zones or districts for each zoning area are shown on 1 or more sheets of an "Official Zoning Map of the Town of Duck, North Carolina," which together, with all explanatory matter thereon, is hereby adopted by reference and declared to be a part of this chapter.

(B) The official zoning map for each zoning area shall be identified by the signature of the Mayor and attested by the Town Clerk and shall bear the seal of the town under the following words:

"This is to certify that this is the official zoning map referred to in §§ 156.025 through 156.036 of the Zoning Ordinance of the Town of Duck, North Carolina," together with the date of adoption of this chapter (July 3, 2002)."

(C) If, in accordance with §§ 156.180 through 156.182 below, changes are made in district boundaries or other matter portrayed on the official zoning map, the changes shall be promptly entered on the official zoning map after the amendment has been approved by the Town Council.

(D) Regardless of the existence of purported copies of the official zoning map which may be made or published, the official zoning map which shall be located in the town's municipal office shall be the final authority as to the current zoning status of land and water areas, buildings and other structures in the town.

(E) The official zoning map shall be maintained for public inspection in the office of the Town Clerk or the office of the Community Development. The maps may be in paper or a digital format approved by the town.

(F) Other maps and regulatory language, as necessary to accomplish the purpose of this chapter, are hereby incorporated by reference. This includes but is not limited to maps of flood plains, soils, watersheds, water supply protection areas, and United States Geological Survey (USGS) maps depicting streams or other water courses.

(G) For state law as to authority of the town to establish zoning districts and regulate and restrict construction, uses of land or buildings and the like, therein, see G.S. Ch. 160D.

(Ord. 04-22, passed 11-3-2004, § 13.1; Am. Ord. 21-01, passed 6-2-2021)

§ 156.026 INTERPRETATION OF DISTRICT BOUNDARIES.

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Where uncertainty exists with respect to the boundaries of any of the zoning districts as shown on the official zoning map, the following rules shall apply.

(A) Boundaries indicated as approximately following the centerlines of streets, highways or alleys shall be construed to follow the centerlines.

(B) Boundaries indicated as approximately following platted lot lines shall be construed as following the lot lines.

(C) Boundaries indicated as approximately following town limits shall be construed as following the town limits.

(D) Boundaries indicated as following shorelines shall be construed to follow the shorelines, and in the event of change in the shoreline shall be construed to follow the shoreline as changed; boundaries indicated as approximately following the centerlines of streams, rivers, canals, lakes or other bodies of water shall be construed to follow the centerlines.

(E) Boundaries indicated as parallel to or extensions of features indicated in divisions (A) through (D) above shall be construed to be parallel to or an extension of such features. Distances not specifically indicated on the official zoning map shall be determined by the scale of the map.

(F) Where physical or cultural features existing on the ground are at variance with those shown on the official zoning map, or in other circumstances not covered by divisions (A) through (E) above, the Zoning Administrator shall interpret the district boundaries.

(Ord. 04-22, passed 11-3-2004, § 13.2; Am. Ord. 15-04, passed 4-1-2015; Am. Ord. 17-07, passed 8-2-2017; Am. Ord. 21-01, passed 6-2-2021)

§ 156.027 CLASSIFICATION OF ADDED TERRITORY.

All territory not included under the provisions of this chapter but added to the zoned area after July 3, 2002 shall be considered to be in the same classification as contiguous property until otherwise classified.

(Ord. 04-22, passed 11-3-2004, § 14)

§ 156.028 SCHEDULE OF DISTRICT REGULATIONS ADOPTED; AMENDMENTS GENERALLY.

(A) The schedule of regulations set out in this subchapter limiting the use of buildings and land and the bulk and arrangement of buildings within the various districts established by this chapter is hereby adopted for the town.

(B) These district regulations may be amended as provided in §§ 156.180 through 156.182 below.

(Ord. 04-22, passed 11-3-2004, § 15)

§ 156.029 C-PR CONSERVATION PUBLIC RECREATION CONVENTIONAL DISTRICT.

The following regulations shall apply to the C-PR (Conservation Public Recreation District).

(A) Intent. The C-PR District is established to provide restricted usage of property located in areas conducive to and appropriate for recreational facilities, public and private utilities, town uses and conservation areas.

(B) Permitted uses. The following uses shall be permitted by right:

- (1) Conservation and open space areas;
- (2) Passive recreation facilities such as bike trails, picnic areas, bird watching facilities and hiking trails;
- (3) Public parks and playgrounds, parking areas, and pedestrian or vehicular beach access;
- (4) United States government uses and facilities;
- (5) Town uses and facilities;
- (6) Plant nurseries and greenhouses; and
- (7) Fine craft and folk art production.

(C) Special uses. The following special uses are permitted subject to the requirements of this district, and additional regulations and requirements imposed by the Town Council as provided in §§ 156.155 et seq.:

- (1) Fire stations, schools, facilities for water supply, sewerage and police protection, but not including any materials or equipment yard;
- (2) Public clubs, including boat launching areas, golf courses, tennis courts, picnic areas, beach clubs and concessions integral thereto; provided, that there is no open commercial activity;
- (3) Private clubs, including boat launching areas, tennis courts, community centers, libraries, picnic areas, beach clubs and concessions integral to them;
- (4) Transit stops;
- (5) Agricultural buildings;
- (6) Commercial animal production;
- (7) Commercial crop production (indoor or outdoor); and

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(8) Livestock shelters and stables.

(D) Dimensional requirements:

(1) Minimum lot size: 20,000 square feet;

(2) Minimum lot width: 100 feet; measured at the building setback line;

(3) Minimum front yard: 50 feet;

(4) Minimum side yard: 25 feet; an additional 25 feet side yard adjacent to the street is required for a corner lot;

(5) Minimum rear yard: 50 feet;

(6) Maximum allowable lot coverage: 25%; and

(7) Height limitation: 35 feet for buildings and structures, except that the height of communications and water towers shall be determined within the context of the approved special use permit therefor.

(Ord. 04-22, passed 11-3-2004, § 16; Am. Ord. 09-03, passed 4-8-2009; Am. Ord. 16-04, passed 7-6-2016; Am. Ord. 17-04, passed 6-7-2017; Am. Ord. 21-01, passed 6-2-2021)

§ 156.030 RS-1 SINGLE-FAMILY RESIDENTIAL CONVENTIONAL DISTRICT.

The following regulations shall apply to the RS-1 Single-Family Residential District:

(A) Intent. The RS-1 District is established to provide for the low-density development of single-family detached dwellings in an environment that promotes orderly neighborhoods, characterized by low vehicular traffic flows, abundant open space and limited impact of development on the natural environment and adjacent land uses.

(B) Permitted uses. The following uses shall be permitted by right:

(1) Detached single-family dwellings, not to include mobile homes;

(2) Customary accessory buildings and uses, including swimming pools and tennis courts;

(3) Town owned or leased facilities;

(4) Minor home occupations;

(5) Plant nurseries and greenhouses;

(6) Fine craft and folk art production; and

(7) Accessory dwelling units, subject to the provisions of § 156.140.

Commented [SC1]: We define accessory dwelling unit and accessory use. Do we want to be consistent with this terminology?

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(C) Special uses. The following special uses are permitted subject to the requirements of this chapter and additional regulations and requirements as may be imposed by the Town Council as provided in §§ 156.155 et seq.:

(1) Public and private utility facilities must provide a vegetated buffer strip at least 10 feet in width where the facility abuts a residential lot or use;

(2) Major home occupations;

(3) Private clubs, including boat launching areas, tennis courts, community centers, libraries, picnic areas, beach clubs and concessions integral to them and provided that no sign other than a directional sign is allowed;

(4) Pole-mounted yard and area lighting; provided that the yard or area lighting must be shielded to prevent the direct rays of the light from extending beyond the property lines of the lot on which it is located. Installation of low-voltage ground-mounted lights less than 24 inches in height above the ground are exempt from this special use permit requirement;

(5) Small child care homes as defined in § 156.002 ~~above~~ and subject to the authorization provisions of § 156.057 ~~below~~;

(6) Churches and other associated church facilities including fellowship halls, sanctuaries, parsonages, church schools, parking areas and offices; and

(7) Bed and breakfast homes may be permitted subject to the requirements of this chapter and provided that the following minimum conditions are met:

(a) No more than 3 guest rooms shall be available for rental to guests. Guest rooms shall be constructed as part of the primary residential structure and not separate or detached from the principal structure. Any other bedrooms or bedroom equivalents in the structure shall be limited to use by the owner;

(b) The bed and breakfast home shall be owner occupied and shall not employ more than the equivalent of 1 full-time employee who is not a resident of the home;

(c) No separate kitchen facilities shall be provided for the guests' use. Microwaves and refrigerators shall not be located in guest rooms. Food service at the bed and breakfast home shall be limited to guests and not open to the public as a restaurant, catering service or take-out food service;

(d) The bed and breakfast home shall be located on a lot with its entire frontage along a state numbered highway. This shall not include roads included in the state's secondary maintenance system and designated with a SR number;

(e) A bed and breakfast home shall be located on an individual lot or a subdivision lot with no deed restriction or subdivision covenant that prohibits commercial activity;

(f) Parking: 1 space for each guest room available for rental plus the requirements of §§ 156.070 through 156.096 for single-family structures. These spaces should be

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individually designated for bed and breakfast guests and aligned so that the spaces are horizontally adjacent and will not necessitate vertical double spacing;

(g) Signage: a single sign may be permitted consistent with the standards outlined in § 156.130; and

(h) No retail activities other than food and beverage sales incidental to the operation of the bed and breakfast home shall be allowed on the premises;

Commented [SC3]: Should this section have it's own place similar to the small child care homes?

(8) Transit stops;

(9) Agricultural buildings;

(10) Commercial animal production;

(11) Commercial crop production (indoor or outdoor); and

(12) Livestock shelters and stables.

(D) Dimensional requirements.

(1) Minimum lot size:

(a) Single-family lots served by a private well and an on-site septic tank/drain field system: 20,000 square feet of area;

(b) Single-family lots served by a central water supply and an on-site septic tank/drain field system: 15,000 square feet of area; and

(c) Single-family lots served by a central water supply and a central wastewater disposal system: 15,000 square feet of area.

(2) Minimum lot width: 75 feet, measured at the building setback line.

(3) Minimum front yard: 25 feet.

(4) Minimum side yard: 10 feet. An additional 10-foot side yard adjacent to the street is required for a corner lot.

(5) Minimum rear yard: 25 feet.

(6) Maximum allowable lot coverage by principal use and all accessory structures: 30%. Lot coverage may be increased to 35% provided that stormwater management improvements meeting the following criteria are provided on the development site:

(a) Stormwater runoff from the built-upon area of the site must be directed into an approved stormwater management system designed to accommodate the volume of runoff generated by 1.5 inches of rainfall over a 2 hour period (1.5 inch design storm).

(b) The stormwater management system shall be designed in accordance with the standards, methodology, and procedures prescribed in the state Stormwater Best Management Practices Manual (NCDENR BMP Manual).

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(c) Storage capacity (interstitial storage) within existing soils and/or fill material shall not be counted towards the volume requirement for the stormwater management design.

(d) The designed stormwater management system may include any of the following low-impact development principles and best management practices as the primary method for the treatment of stormwater:

1. Landscaped swales;
2. Infiltration basins;
3. Bioretention or rain gardens;
4. Rainwater harvesting to include cisterns and/or rain barrels;
5. Subsurface drainage systems;
6. Other methods approved by the Zoning Administrator.

(e) The bottoms of stormwater swales and basins should maintain 12 inches above the seasonal high-water table to avoid long periods of standing water due to elevated water tables. The seasonal high water table elevation must be verified by a soil inspection by a licensed soil scientist or may be verified by a County Health Department wastewater site evaluation.

(f) The stormwater management systems shall adhere to all setbacks, separations, and standards required by the state on-site wastewater regulations and building code. In no instance shall open drainage systems be located beneath a building.

(g) Rainwater harvesting, rain barrels or cisterns must include plans for the ultimate disposal of the collected rainwater (pump to irrigation, slow release through drip tubing etc.). Open systems must include plans to prevent mosquito breeding.

(h) The stormwater management plan must clearly delineate water sheds or drainage areas within the subject property. This should include a roof plan depicting roof runoff and the method to collect or direct the volume from each portion of the roof area towards the stormwater management system. In some situations, the plan may require a detailed topographic survey and a detailed grading plan.

(i) Stormwater plans must be prepared by a state licensed professional engineer or surveyor and shall include volumetric calculations. Prior to the issuance of a certificate of completion for the project, a state licensed professional engineer or surveyor shall certify that the proposed improvements have been constructed in accordance with the project design.

(j) If permeable surfaces, such as pervious pavement or artificial turf, are used as part of the lot coverage calculation, then the property owner must provide written certification that the surface material was installed and will be maintained according to the manufacturer's specifications.

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(7) Height limitation: 35 feet.

(Ord. 04-22, passed 11-3-2004, § 17; Am. Ord. 14-02, passed 6-4-2014; Am. Ord. 16-04, passed 7-6-2016; Am. Ord. 16-07, passed 11-2-2016; Am. Ord. 16-08, passed 2-1-2017; Am. Ord. 17-04, passed 6-7-2017; Am. Ord. 21-01, passed 6-2-2021; Am. Ord. 22-07, passed 9-7-2022; Am. Ord. 23-02, passed 5-3-2023)

§ 156.031 RS-2 SINGLE-FAMILY RESIDENTIAL CONVENTIONAL DISTRICT.

The following regulations shall apply to the RS-2 Single-Family Residential District:

(A) Intent. The RS-2 District is established to provide for the low-density development of single-family detached dwellings in an environment that promotes orderly neighborhoods, characterized by low vehicular traffic flows, abundant open space and limited impact of development on the natural environment and adjacent land uses.

(B) Permitted uses. The following uses shall be permitted by right:

(1) Detached single-family dwellings, not to include mobile homes;

(2) Customary accessory buildings and uses, including swimming pools and tennis courts;

(3) Town owned or leased facilities;

(4) Minor home occupations;

(5) Plant nurseries and greenhouses;

(6) Fine craft and folk art production; and

(7) Accessory dwelling units, subject to the provisions of § 156.140.

(C) Special uses. The following special uses are permitted subject to the requirements of this chapter and additional regulations and requirements as may be imposed by the Town Council as provided in §§ 156.155 et seq.:

(1) Public and private utility facilities (must provide a vegetated buffer strip at least 10 feet in width where the facility abuts a residential lot or use);

(2) Major home occupations;

(3) Private clubs, including boat launching areas, tennis courts, community centers, libraries, picnic areas, beach clubs and concessions integral to them;

(4) Pole-mounted yard and area lighting; provided that the yard or area lighting must be shielded to prevent the direct rays of the light from extending beyond the property lines of the lot on which it is located. Installation of low-voltage ground-mounted lights less than 24 inches in height above the ground are exempt from this special use permit requirement;

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- (5) Small child care homes as defined in § 156.002 ~~above~~ and subject to the authorization provisions of § 156.057 ~~below~~;
- (6) Churches and other associated church facilities including fellowship halls, sanctuaries, parsonages, church schools, parking areas and offices;
- (7) Transit stops;
- (8) Agricultural buildings;
- (9) Commercial animal production;
- (10) Commercial crop production (indoor or outdoor); and
- (11) Livestock shelters and stables.
- (D) Dimensional requirements.
- (1) Minimum lot size:
- (a) Single-family lots served by a private well and an on-site septic tank/drain field system: 20,000 square feet of area;
- (b) Single-family lots served by a central water supply and an on-site septic tank/drain field system: 15,000 square feet of area; and
- (c) Single-family lots served by a central water supply and a central wastewater disposal system: 15,000 square feet of area.
- (2) Minimum lot width: 75 feet, measured at the building setback line.
- (3) Minimum front yard: 25 feet.
- (4) Minimum side yard: 10 feet. An additional 10-foot side yard adjacent to the street is required for a corner lot.
- (5) Minimum rear yard: 20 feet.
- (6) Maximum allowable lot coverage by principal use and all accessory structures: 30%. Lot coverage may be increased to 35% provided that stormwater management improvements meeting the following criteria are provided on the development site:
- (a) Stormwater runoff from the built-upon area of the site must be directed into an approved stormwater management system designed to accommodate the volume of runoff generated by 1.5 inches of rainfall over a 2 hour period (1.5 inch design storm).
- (b) The stormwater management system shall be designed in accordance with the standards, methodology, and procedures prescribed in the state Stormwater Best Management Practices Manual (NCDENR BMP Manual).

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(c) Storage capacity (interstitial storage) within existing soils and/or fill material shall not be counted towards the volume requirement for the stormwater management design.

(d) The designed stormwater management system may include any of the following low-impact development principles and best management practices as the primary method for the treatment of stormwater:

1. Landscaped swales;
2. Infiltration basins;
3. Bioretention or rain gardens;
4. Rainwater harvesting to include cisterns and/or rain barrels;
5. Subsurface drainage systems;
6. Other methods approved by the Zoning Administrator.

(e) The bottoms of stormwater swales and basins should maintain 12 inches above the seasonal high-water table to avoid long periods of standing water due to elevated water tables. The seasonal high water table elevation must be verified by a soil inspection by a licensed soil scientist or may be verified by a County Health Department wastewater site evaluation.

(f) The stormwater management systems shall adhere to all setbacks, separations, and standards required by the state on-site wastewater regulations and building code. In no instance shall open drainage systems be located beneath a building.

(g) Rainwater harvesting, rain barrels or cisterns must include plans for the ultimate disposal of the collected rainwater (pump to irrigation, slow release through drip tubing etc.). Open systems must include plans to prevent mosquito breeding.

(h) The stormwater management plan must clearly delineate water sheds or drainage areas within the subject property. This should include a roof plan depicting roof runoff and the method to collect or direct the volume from each portion of the roof area towards the stormwater management system. In some situations, the plan may require a detailed topographic survey and a detailed grading plan.

(i) Stormwater plans must be prepared by a state licensed professional engineer or surveyor and shall include volumetric calculations. Prior to the issuance of a certificate of completion for the project, a state licensed professional engineer or surveyor shall certify that the proposed improvements have been constructed in accordance with the project design.

(j) If permeable surfaces, such as pervious pavement or artificial turf, are used as part of the lot coverage calculation, then the property owner must provide written certification that the surface material was installed and will be maintained according to the manufacturer's specifications.

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(7) Height limitation: 52 feet.

(Ord. 04-22, passed 11-3-2004, § 18; Am. Ord. 03-16, passed 11-5-2003; Am. Ord. 14-02, passed 6-4-2014; Am. Ord. 16-04, passed 7-6-2016; Am. Ord. 16-07, passed 11-2-2016; Am. Ord. 16-08, passed 2-1-2017; Am. Ord. 17-04, passed 6-7-2017; Am. Ord. 21-01, passed 6-2-2021; Am. Ord. 22-07, passed 9-7-2022; Am. Ord. 23-02, passed 5-3-2023)

§ 156.032 R-2 MEDIUM DENSITY RESIDENTIAL CONVENTIONAL DISTRICT.

The following regulations shall apply to the R-2 Medium Density Residential District.

(A) Intent.

(1) The R-2 District is intended to encourage the development of moderate density residential neighborhoods, with a mix of permanent and short-term seasonal residents, and to serve as a transition zone between the low-density area and more intensely developed areas.

(2) The maximum density shall not exceed 6 dwelling units per acre.

(B) Permitted uses. The following uses shall be permitted by right:

(1) Detached single-family dwellings;

(2) Duplexes, with each unit subject to the dimensional requirements for single-family dwellings in the district, except for the side yards required at any common walls;

(3) Customary accessory buildings and uses, including private swimming pools;

Commented [SC5]: See comment under RS-1

(4) Mobile homes, Class A;

(5) Town owned or leased facilities;

(6) Minor home occupations;

(7) Plant nurseries and greenhouses;

(8) Fine craft and folk art production; and

(9) Accessory dwelling units, subject to the provisions of § 156.140.

(C) Special uses. The following special uses are permitted, subject to the requirements of this district and additional regulations and requirements imposed by the Town Council as provided in §§ 156.1505 et seq.:

Commented [SC6]: Correcting an incorrect code section reference

(1) Churches and cemeteries;

(2) Fire stations, schools and other public buildings;

(3) Major home occupations;

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(4) Private clubs, including boat launching areas, golf courses, tennis courts, community centers, libraries, picnic areas, beach clubs and concessions integral thereto; provided, that there is no open commercial activity;

(5) Public and private utility facilities;

(6) Townhouse developments, under the provisions of §§ 156.054 with a maximum density of 6 dwelling units per acre;

(7) Public or private parks and playgrounds;

(8) Small child care homes as defined in § 156.002 ~~above~~, and subject to the authorization provisions of §§ 156.057 ~~and 156.155~~;

(9) Small, medium and large child care centers as defined in § 156.002 above, only as an accessory use of an existing or proposed church, school or other public building;

Commented [SC7]: See May 2026 staff report comments

(10) Public and private utility facilities must provide a vegetated buffer strip at least 10 feet in width that provides year round screening to adjacent properties where the facility abuts a residential lot or use;

(11) Pole-mounted yard and area lighting; provided, that the yard or area lighting must be shielded to prevent the direct rays of the light from extending beyond the property lines of the lot on which it is located. Installation of low-voltage ground-mounted lights less than 24 inches in height above the ground are exempt from this special use permit requirement;

(12) Transit stops;

(13) Agricultural buildings;

(14) Commercial animal production;

(15) Commercial crop production (indoor or outdoor); and

(16) Livestock shelters and stables.

(D) Dimensional requirements.

(1) Minimum lot size:

(a) Single-family lots served by a private well and an on-site septic tank/drain field system: 20,000 square feet of area;

(b) Single-family lots served by a central water supply and an on-site septic tank/drain field system: 15,000 square feet of area;

(c) Single-family lots served by a central water supply and a central wastewater disposal system: 15,000 square feet of area; and

(d) Duplex: 25,000 square feet; except, that if served by an approved public or community sewage disposal system, lot size may be reduced to 15,000 square feet.

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(2) Minimum lot width: 75 feet, measured at the building setback line.

(3) Minimum front yard: 25 feet.

(4) Minimum side yard: 10 feet. An additional 10-foot side yard adjacent to the street is required for a corner lot.

(5) Minimum rear yard: 20% of lot depth, but the yard need not exceed 20 feet.

(6) Maximum allowable lot coverage by principal use and all accessory structures: 30%. Lot coverage may be increased to 35% provided that stormwater management improvements meeting the following criteria are provided on the development site:

(a) Stormwater runoff from the built-upon area of the site must be directed into an approved stormwater management system designed to accommodate the volume of runoff generated by 1.5 inches of rainfall over a 2 hour period (1.5 inch design storm).

(b) The stormwater management system shall be designed in accordance with the standards, methodology, and procedures prescribed in the state Stormwater Best Management Practices Manual (NCDENR BMP Manual).

(c) Storage capacity (interstitial storage) within existing soils and/or fill material shall not be counted towards the volume requirement for the stormwater management design.

(d) The designed stormwater management system may include any of the following low-impact development principles and best management practices as the primary method for the treatment of stormwater:

1. Landscaped swales;
2. Infiltration basins;
3. Bioretention or rain gardens;
4. Rainwater harvesting to include cisterns and/or rain barrels;
5. Subsurface drainage systems;
6. Other methods approved by the Zoning Administrator.

(e) The bottoms of stormwater swales and basins should maintain 12 inches above the seasonal high-water table to avoid long periods of standing water due to elevated water tables. The seasonal high water table elevation must be verified by a soil inspection by a licensed soil scientist or may be verified by a County Health Department wastewater site evaluation.

(f) The stormwater management systems shall adhere to all setbacks, separations, and standards required by the state on-site wastewater regulations and building code. In no instance shall open drainage systems be located beneath a building.

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(g) Rainwater harvesting, rain barrels or cisterns must include plans for the ultimate disposal of the collected rainwater (pump to irrigation, slow release through drip tubing etc.). Open systems must include plans to prevent mosquito breeding.

(h) The stormwater management plan must clearly delineate water sheds or drainage areas within the subject property. This should include a roof plan depicting roof runoff and the method to collect or direct the volume from each portion of the roof area towards the stormwater management system. In some situations, the plan may require a detailed topographic survey and a detailed grading plan.

(i) Stormwater plans must be prepared by a state licensed professional engineer or surveyor and shall include volumetric calculations. Prior to the issuance of a certificate of completion for the project, a state licensed professional engineer or surveyor shall certify that the proposed improvements have been constructed in accordance with the project design.

(j) If permeable surfaces, such as pervious pavement or artificial turf, are used as part of the lot coverage calculation, then the property owner must provide written certification that the surface material was installed and will be maintained according to the manufacturer's specifications.

(7) Height limitation: 35 feet.

(Ord. 04-22, passed 11-3-2004, § 19; Am. Ord. 14-02, passed 6-4-2014; Am. Ord. 16-04, passed 7-6-2016; Am. Ord. 16-07, passed 11-2-2016; Am. Ord. 16-08, passed 2-1-2017; Am. Ord. 17-04, passed 6-7-2017; Am. Ord. 21-01, passed 6-2-2021; Am. Ord. 22-07, passed 9-7-2022; Am. Ord. 23-02, passed 5-3-2023)

§ 156.033 C-1 NEIGHBORHOOD COMMERCIAL CONVENTIONAL DISTRICT.

The following regulations shall apply to the C-1 Neighborhood Commercial District:

(A) Intent. The C-1 District is established primarily to encourage the concentration of commercial facilities in clusters and to provide readily accessible shopping facilities for permanent and seasonal residents.

(1) All C-1 Districts shall be at least 2 acres in area but not larger than 4 acres.

(2) The maximum density shall not exceed 4 residential dwelling units per acre.

(B) Permitted uses. The following uses shall be permitted by right:

(1) Retail sales;

(2) General and medical offices;

(3) Personal service establishments;

(4) Town-owned or leased facilities;

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(5) Small child care centers as defined in § 156.002;

(6) Medium child care centers as defined in § 156.002;

(7) Large child care centers as defined in § 156.002;

(8) Minor home occupations;

(9) Major home occupations, provided the profession or occupation is a by-right permitted use in the district;

(10) Accessory apartments located above/attached to commercial buildings. The total floor area of accessory apartments shall not exceed 50% of the floor area of the commercial structure to which it is accessory (floor area to be calculated exclusive of porches or decks);

(11) Resident business;

(12) Plant nurseries and greenhouses;

(13) Fine craft and folk art production; and

(14) Duplexes, subject to the dimensional requirements of the R-2 zoning district for residential uses.

(C) Special uses. The following special uses shall be permitted, subject to the requirements of this section and additional regulations and requirements imposed by the Town Council as provided in this chapter:

(1) Gas pumps in conjunction with a permitted use under division (B) above; provided, that no principal or accessory building shall be located within 50 feet of a residential use or residential district, and that any gas pumps shall be set back at least 25 feet from any right-of-way;

(2) Public and private utility facilities;

(3) Boat-launching and rental facilities;

(4) Commercial or institutional structures greater than 5,000 gross square feet, excluding decks and porches, but less than 10,000 gross square feet;

(5) Eating establishments as defined in § 156.002, and subject to the requirements § 156.129;

(6) Post offices;

(7) Churches and religious institutions;

(8) Rental property management and maintenance offices;

(9) Transit stops;

(10) Agricultural buildings;

Commented [SC8]: Is this too restrictive given our current housing crisis?

Commented [SC9R8]: April 8, 2026 Planning Board consensus was to remain unchanged.

- (11) Commercial animal production;
- (12) Commercial crop production (indoor or outdoor);
- (13) Livestock shelters and stables; and
- (14) Microbreweries/microdistilleries.

(D) Dimensional requirements.

(1) Minimum lot size: Lots shall be of sufficient size to meet the requirements of the County Health Department, to provide adequate siting for structures and to provide parking, loading and maneuvering space for vehicles as required by §§ 156.090 through 156.096. In addition, a vegetated buffer strip at least 10 feet in width that provides year round screening to adjacent properties is required where a commercial use or zone abuts a residential use or zone.

(2) Minimum front yard: 15 feet.

(3) Minimum side yard: 10 feet. No side yard required if commercial building constructed with a common wall. An additional 5-foot side yard adjacent to the street is required for a corner lot.

(4) Minimum rear yard: 20 feet.

(5) Maximum allowable lot coverage by principal use and all accessory structures: 50%.

(6) Height limitation: 35 feet.

(7) Maximum gross building size: 5,000 square feet excluding decks, porches and similar non-heated space, except as otherwise provided herein.

(Ord. 04-22, passed 11-3-2004, § 20; Am. Ord. 11-08, passed 1-4-2012; Am. Ord. 16-04, passed 7-6-2016; Am. Ord. 21-01, passed 6-2-2021; Am. Ord. 22-05, passed 8-3-2022)

§ 156.034 C-2 GENERAL COMMERCIAL CONVENTIONAL DISTRICT.

The following regulations shall apply to the C-2 General Commercial District.

(A) Intent. The C-2 District is established to provide for the proper grouping and development of commercial facilities to serve permanent residents and the general public.

(B) Permitted uses. The following uses shall be permitted by right:

- (1) General and medical offices;
- (2) Retail establishments;
- (3) Personal service establishments;

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- (4) Small child care centers as defined in § 156.002 above;
- (5) Medium child care centers as defined in § 156.002 above;
- (6) Large child care centers as defined in § 156.002 above;
- (7) Public and private schools;
- (8) Town-owned or leased facilities; and

(9) Accessory apartments located above/attached to commercial buildings. The total floor area of accessory apartments shall not exceed 50% of the floor area of the commercial structure to which it is accessory (floor area to be calculated exclusive of porches or decks).

(10) Electronic gaming operations, as defined in § 156.002, are permitted as an accessory use to any retail or eating establishment use provided that the following requirements are met:

(a) Minimum separation. Electronic gaming operations shall not be located within 1,000 feet in any direction from any other establishment to which this section applies as an accessory use. Measurement of distance separation shall be in a straight line from the property line of the proposed use to the nearest property line of the uses specified in division (B)(10). For the purposes of this section, a use shall be considered existing or established if it is in existence at the time an application is submitted.

(b) Hours of operation. Operating hours of the electronic gaming operations shall be the same as the normal operating hours of the business in which it is located.

(c) Maximum number of electronic gaming terminals. The maximum number of electronic gaming terminals for electronic gaming operations is 2 per business and only as an accessory use.

(d) Accessibility of electronic gaming terminals. All electronic gaming terminals shall be open for direct, unobstructed access by police officers, fire department personnel, and emergency response personnel, and shall be visible from the main entrance of the business.

(e) Age restrictions. No business engaged in the activity of electronic gaming operations as an accessory use shall allow, permit or condone any person under the age of 18 to engage in electronic gaming operations.

(f) Operations. No alcoholic beverages will be served or consumed on the premises of electronic gaming operations. If food or beverages (excluding alcoholic beverages) are served, the establishment must meet the requirements of the Dare County Department of Health.

(g) Minimum paved parking spaces. Off-street parking shall be provided at the ratio of 1 parking space per electronic gaming terminal.

(h) Signage. Establishments conducting electronic gaming operations shall prominently post the rules of the electronic gaming operations on the interior of the

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establishment in a manner that is clearly visible to all patrons and customers. All exterior signs for electronic gaming operations shall meet the standards outlined in § 156.130.

(i) Penalty. Violations of any provisions of division (B)(10) shall be subject to a civil penalty in the amount of \$500 per violation. Each day any single violation continues shall be considered a separate violation and subject to a civil penalty;

Commented [SC10]: Do we want to pull this criteria into its own section - perhaps 156.066?

(11) Plant nurseries and greenhouses; and

(12) Fine craft and folk art production.

(C) Special uses. The following special uses shall be permitted, subject to the requirements of this district and additional regulations and requirements imposed by the Town Council as provided in § 156.155 et seq.:

(1) Public and private utility facilities;

(2) Commercial or institutional structures greater than 5,000 gross square feet, excluding decks and porches, but less than 15,000 gross square feet;

(3) Hotel resort;

(4) Theaters;

(5) Private commercial recreational facilities such as swimming pools and tennis courts;

(6) Eating establishments as defined in § 156.002, and subject to the requirements § 156.129;

(7) Churches and religious institutions;

(8) Rental property management and maintenance offices;

(9) Transit stops;

(10) Agricultural buildings;

(11) Commercial animal production;

(12) Commercial crop production (indoor or outdoor);

(13) Livestock shelters and stables; and

(14) Microbreweries/microdistilleries.

(D) Dimensional requirements.

(1) Minimum lot size:

(a) Commercial lots shall be of sufficient size to meet requirements of the Dare County Health Department, to provide adequate siting for structures and to provide

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parking, loading and maneuvering space for vehicles as required by §§ 156.090 through 156.096 below; and

(b) In addition, a vegetated buffer strip at least 10 feet in width that provides year-round screening to adjacent properties is required where a commercial use or zone abuts a residential use or zone.

(2) Minimum front yard: 15 feet.

(3) Minimum side yard: 10 feet. No side yard required if commercial building constructed with a common wall. An additional 5-foot yard adjacent to the street is required for a corner lot.

(4) Minimum rear yard: 20 feet.

(5) Maximum allowable lot coverage by principal use and all accessory structures: 60%.

(6) Height limitation: 35 feet.

(7) No building or other facility, such as parking areas, incinerators, trash collection areas and the like, shall be located nearer than 50 feet to boundaries of RS-1 Districts. The width of a road and its right-of-way along the boundary may be included as part of all of the 50-foot separation zone.

(8) Maximum gross building size: 5,000 square feet excluding decks, porches and similar non-heated space, except as otherwise provided herein.

(Ord. 04-22, passed 11-3-2004, § 21; Am. Ord. 11-08, passed 1-4-2012; Am. Ord. 12-05, passed 8-1-2012; Am. Ord. 12-08, passed 11-7-2012; Am. Ord. 16-04, passed 7-6-2016; Am. Ord. 17-04, passed 6-7-2017; Am. Ord. 19-09, passed 1-15-2020; Am. Ord. 21-01, passed 6-2-2021)

§ 156.035 S-1 SPECIAL CONVENTIONAL DISTRICT.

(A) Intent. The S-1 Special District is established as a transitional area to allow broad flexibility of services and uses while establishing certain density limitations, setbacks, parking requirements and other general requirements.

(B) Permitted uses. With the exception of those uses specifically prohibited in § 156.040, all uses are permitted.

(C) Multiple building project. Projects with more than 1 principal building per lot shall be submitted for site plan review under §§ 156.059 and 156.117 ~~below~~, but shall be subject to the dwelling density limitations of division (D) below.

(D) Dimensional requirements.

(1) Minimum lot size; residential lots:

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(a) Single-family detached residential lot, 20,000 square feet of soils classified as “suitable” for septic tank ground absorption wastewater treatment systems within the USDA soil survey for Dare County or by the Dare County Department of Health;

(b) Single-family detached residential lot served by central water supply, 15,000 square feet of soils classified as “suitable” for septic tank ground absorption wastewater treatment systems either in the USDA soil survey for Dare County or by the Dare County Department of Health; and

(c) Single-family detached residential lot served by central water supply and central wastewater treatment plant, 15,000 square feet.

(2) The composition of soils on lots served by off-site wastewater treatment shall be as follows:

(a) Soils not classified as wetlands, coastal marsh, or United States Army Corps of Engineers 404 jurisdictional soils: not less than 11,250 square feet per lot; and

(b) Lots that are platted at greater than 15,000 square feet may have a greater amount of wetland soils, but must have at least 11,250 square feet of soils not classified as wetland, coastal marsh, or U.S. Army Corps of Engineers Section 404 jurisdictional soils.

(3) Minimum lot width: 75 feet, measured at the building setback line.

(4) Minimum front yard: 25 feet.

(5) Minimum side yard: 10 feet. For lots with 50 feet or less width existing prior to September 9, 1987 the minimum side yard setback shall be 8 feet. For lots with greater than 50 feet of width the side yard setback shall be 10 feet.

(6) Maximum allowable lot coverage by principal use and all accessory structures: 60%.

(7) Height limitation: 52 feet.

(8) Duplex/2-family structures: 30,000 square feet of soils classified as “suitable” for ground absorption wastewater treatment systems for structures to be served by a private well and septic tank. If a central water supply is available, the minimum lot size may be reduced to 25,000 square feet. If central water and off-site wastewater treatment is available, the lot size may be reduced to 20,000 square feet.

(9) Density limitations for multi-family structures, condominiums, townhouses, hotels and motels:

(a) Multi-family structures:

1. Structures on a lot or tract that have no soils classified as wetlands, coastal marsh, or U.S. Army Corps of Engineers Section 404 jurisdictional soils; 5 units per acre;

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2. Structures on a lot or tract that has between 01% and 19.9% of soils that are classified as wetlands, coastal marsh, or U.S. Army Corps of Engineers Section 404 jurisdictional soils; 4 units per acre; and

3. Structures on a lot or tract that has 20% or more of its soils classified as wetlands, coastal marsh or U.S. Army Corps of Engineers Section 404 jurisdictional soils; 3 units per acre.

(b) Hotels, motels, and similar structures:

1. Structures on a lot or tract that has no soils classified as wetlands, coastal marsh, or U.S. Army Corps of Engineers Section 404 jurisdictional soils; 10 rental units per acre;

2. Structures on a lot or tract that has between .01 and 19.9% of its soils classified as wetlands, coastal marsh, or U.S. Army Corps of Engineers Section 404 jurisdictional soils; 8 rental units per acre; and

3. Structures on a lot or tract that has more than 20% of its soils classified as wetlands, coastal marsh, or U.S. Army Corps of Engineers Section 404 jurisdictional soils; 6 rental units per acre.

(10) Group developments:

(a) The minimum lot size requirements for group development projects shall be the same as those for multi-family structures.

(b) Minimum rear yard: 20 feet.

(c) Maximum allowable lot coverage by principal use and all accessory structures: 60%.

(d) Height limitation: 52 feet.

(e) Maximum gross building size: 5,000 square feet excluding decks, porches and similar non-heated space, except as otherwise provided herein.

(11) Commercial lots:

(a) Minimum lot size: commercial lots shall be of sufficient size to meet requirements of the County Health Department, to provide adequate siting for structures and to provide parking, loading and maneuvering space for vehicles as required by §§ 156.090 through 156.096. In addition, a visual buffer is required where a commercial use or zone abuts a residential use or zone;

(b) Minimum front yard: 15 feet;

(c) Minimum side yard: 10 feet. No side yard required if commercial building constructed with a common wall. An additional 5 feet adjacent to the street is required for a corner lot;

(d) Minimum rear yard: 20 feet;

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(e) Maximum allowable lot coverage by principal use and all accessory structures: 60%; and

(f) Height limitation: 52 feet.

(Ord. 04-22, passed 11-3- 2004, § 22; Am. Ord. 16-02, passed 4-6-2016; Am. Ord. 16-04, passed 7-6-2016; Am. Ord. 21-01, passed 6-2-2021)

§ 156.036 V-C VILLAGE COMMERCIAL CONVENTIONAL DISTRICT.

(A) Intent. The V-C District is established to provide limited commercial areas to serve existing or developing residential neighborhoods in the town. The intent of this district is to provide the goods and services needed by permanent and seasonal visitors in concentrated locations on state maintained highways.

(B) Permitted uses. The following uses shall be permitted by right:

- (1) General and medical offices;
- (2) Retail establishments;
- (3) Personal service establishments;
- (4) Public and private schools;
- (5) Town-owned or leased facilities;
- (6) Minor home occupations;

(7) Major home occupations, provided the profession or occupation is a by-right permitted use in the district;

(8) Accessory apartments located above/attached to commercial buildings. The total floor area of accessory apartments shall not exceed 50% of the floor area of the commercial structure to which it is accessory (floor area to be calculated exclusive of porches or decks);

Commented [SC11]: Too restrictive?

- (9) Plant nurseries and greenhouses; and
- (10) Fine craft and folk art production.

(C) Special uses. The following special uses may be permitted, subject to the requirements of this district and additional regulations and requirements imposed by the Town Council as provided in §§ 156.155 et seq.:

(1) Gas pumps in conjunction with a permitted use under division (B) above; provided, that no principal or accessory building shall be located within 50 feet of a residential use or residential district, and that any gas pumps shall be set back at least 25 feet from all rights-of-way;

- (2) Public and private utility facilities;

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(3) Boat-launching and rental facilities;

(4) Eating establishments as defined in § 156.002, and subject to the requirements § 156.129.

(5) Group developments with a maximum area of 5,000 square feet per individual building excluding porches and decks;

(6) Resident businesses;

(7) Churches and other associated church facilities including fellowship halls, sanctuaries, parsonages, church schools, parking areas, offices, and columbaria structures, provided that the following requirements shall be met:

(a) Columbaria structures shall not significantly change the exterior appearance of the site visible from roadway rights-of-way and adjacent properties.

(b) Columbaria structures shall be constructed with minimum impact to surrounding areas.

(c) Columbaria structures shall not constitute a significant portion of the site.

(d) Columbaria structures shall meet the setbacks of the underlying zoning district.

(e) Columbaria structures shall not exceed 5 feet in height.

(8) Commercial or institutional structures greater than 5,000 gross square feet, excluding decks and porches, but less than 10,000 gross square feet; and

(9) Bed and breakfast inns.

(10) Rental property management/maintenance office.

Commented [SC12]: Modify and shift parameters to its own section nested under 156.057

(a) Buildings and sites shall be designed and constructed in strict accordance with the town commercial development and design standards.

(b) Buildings shall not exceed 5,000 square feet of gross floor area excluding decks, porches and similar non-heated space.

(c) Traffic/transportation.

1. The site plan shall incorporate a pedestrian friendly design that limits parking between commercial buildings and adjacent rights-of-way.

2. Vans and step vans are allowed for delivery of items (e.g. parcel delivery) however tractor trailers are not allowed.

(d) All repair work and maintenance activities, other than normal maintenance to the building and grounds, shall occur inside the principal structure.

(e) Freestanding signage shall be discouraged in settings where not practical or necessary to the nature of the business. All signage shall conform to § 156.130.

Commented [SC13]: Should this have a separate section similar to child care homes?

Attachment e

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(f) A vegetated buffer strip at least 20 feet in width that provides year round screening is required where this use abuts a residential zone.

- (11) Post offices;
- (12) Transit stops;
- (13) Agricultural buildings;
- (14) Commercial animal production;
- (15) Commercial crop production (indoor or outdoor);
- (16) Livestock shelters and stables; and
- (17) Microbreweries/microdistilleries.

(D) Dimensional requirements.

(1) Minimum lot area: 20,000 square feet. Commercial lots shall be of sufficient size to meet requirements of the Dare County Health Department, to provide adequate siting for structures, and to provide parking, loading and maneuvering space for vehicles as required by §§ 156.090 through 156.096 below. In addition, a vegetated buffer strip at least 10 feet in width that provides year-round screening to adjacent properties and a 20-foot wide setback is required where a commercial use or zone abuts a residential use or zone.

(2) Minimum front yard: 15 feet.

(3) Minimum side yard: 10 feet. No side yard required if commercial building constructed with a common wall. An additional 5-foot side yard adjacent to the street is required for a corner lot.

(4) Minimum rear yard: 20 feet.

(5) Maximum allowable lot coverage by principal use and all accessory structures: 60%.

(6) Height limitation: 35 feet.

(7) Maximum gross building size: 5,000 square feet excluding decks, porches and similar non-heated space, except as otherwise provided herein.

(Ord. 04-22, passed 11-3-2004, § 23; Am. Ord. 06-05, passed 6-7-2006; Am. Ord. 10-04, passed 3-3-2010; Am. Ord. 11-08, passed 1-4-2012; Am. Ord. 12-06, passed 10-3-2012; Am. Ord. 16-04, passed 7-6-2016; Am. Ord. 19-04, passed 12-4-2019; Am. Ord. 21-01, passed 6-2-2021)

§ 156.037 OCEAN AND SOUND OVERLAY DISTRICT.

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(A) Definition. The Ocean and Sound Overlay District shall consist of all waters abutting the town on the Atlantic Ocean and Currituck Sound that are within 1,000 feet of the town's shoreline, plus the adjacent CAMA Areas of Environmental Concern.

(B) Intent. The Ocean and Sound Overlay District is established to provide for the appropriate use of the ocean and sound waters that adjoin the town, including any island areas therein, as well as the Areas of Environmental Concern as established by the Coastal Area Management Act (CAMA) appurtenant thereto, to ensure the continued aesthetic, environmental, and recreational value that these waters provide to the town, its residents, visitors and the surrounding area. The Ocean and Sound Overlay District regulations are in addition to all other town ordinances that regulate, for example, the use of personal watercraft and driving on the beach, and that prohibit specified commercial activities in public trust areas. Nothing contained within this section shall be deemed, however, to prohibit or regulate commercial fishing and navigation. Whenever practical, the town encourages property owners to use natural design and materials when considering shoreline stabilization projects.

(C) Permitted uses.

(1) Swimming, boating, sailing, fishing, hunting, wading, crabbing, clamming, and other active and passive noncommercial recreational activities.

(2) Water-dependent commercial recreation activities, provided that the base of the activity is located in a zoning district that permits such activity or such base is located outside the planning and development regulation jurisdiction of the town and further provided that such activity meets all other relevant town ordinances.

(3) On all land abutting the ocean and sound waters, uses permitted shall be those established in the underlying zoning district, subject to all other relevant town ordinances as well as CAMA and other relevant state and federal agency permitting requirements.

(4) Piers and docks, provided such facilities are permitted by CAMA, U.S. Army Corps of Engineers or U.S. Coast Guard, whichever is applicable, and provided further that the activity associated with the pier or dock is also permitted by the zoning district where the pier or dock is anchored.

(5) Future recreational activities or uses (those not introduced on the waters of the town as of May 1, 2002) may be allowed as a special use, subject to procedures described in § 156.155. The purpose of the special use permit is to provide for appropriate review of new activities prior to their introduction and allow for conditions to ensure activities that are compatible with the character of the district.

(6) The following improvements when associated with the installation of a living shoreline or marsh restoration project in Currituck Sound. Such projects must obtain approval from all applicable state and federal agencies.

(a) Sills;

(b) Groins;

Attachment e

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(c) Riprap;

(d) Fill/addition of wetland soils to be planted with marsh vegetation.

(D) Prohibited activities.

(1) No permitted beach push or dune restoration activity may take place in the public trust area on weekends or holidays.

(2) No filling of wetland areas shall occur within the Ocean and Sound Overlay District.

(3) No parasail landing and takeoff or seaplane landing and takeoff or similar activities may take place within the Ocean and Sound Overlay District.

(4) No water skiing or tubing and similar recreational towing activities may take place within the Ocean and Sound Overlay District.

(5) The use or placement of sandbags for the purpose of temporary erosion control as outlined in the North Carolina Administrative Code (15A NCAC 07H .0308) and the North Carolina General Statutes (§ 113A-115.1).

(6) All other uses not expressly permitted are hereby prohibited.

(Ord. 07-08, passed 6-6-2007; Am. Ord. 10-14, passed 1-5-2011; Am. Ord. 17-04, passed 6-7-2017; Am. Ord. 17-15, passed 1-3-2018; Am. Ord. 21-01, passed 6-2-2021) Penalty, see § 156.999

§ 156.038 RESERVED.

§ 156.039 RESERVED.

§ 156.050 WALLS AND FENCES.

The setback requirements of this chapter shall not prohibit any necessary retaining wall or prohibit any wall or fence. However, within any residential district no wall or fence, including a retaining wall or bulkhead, shall exceed 6 feet in height, and within any commercial district no wall or fence, including a retaining wall or bulkhead shall exceed 10 feet in height.

Commented [SC1]: See Ordinance 25-05 revisions

(Ord. 04-23, passed 10-6-2004, § 24; Am. Ord. 05-04, passed 4-6-2005; Am. Ord. 06-01, passed 4-5-2006)

§ 156.051 BUILDING FEATURES EXEMPT FROM SETBACKS OR MINIMUM YARD REQUIREMENTS.

Building features that may be exempt from minimum yard requirements, setbacks or building restriction lines are described as follows:

Commented [SC2]: See Ordinance 26-03 revisions

(A) Sills, cornices and similar ornamental features as well as roof eaves and overhangs may project not exceeding 12 inches into any required front, side or rear yard or beyond any required front, side or rear setback or building restriction line;

Commented [SC3]: Practically speaking, this is difficult to confirm and enforce.

(B) Bay windows, stoops, covered entryways, stairs and similar features of a principal structure may project not exceeding 3 feet into any required front yard or beyond any required front setback or building restriction line (plus an additional 12 inches for features as noted in this section); and

(C) No ornamental feature, bay window, stoop, stairs, eave, overhang or similar feature of an accessory structure shall project into any required front, rear or side setback or building restriction lines applicable to accessory structures;

Commented [SC4]: Not sure why it matters whether it is a principal structure or accessory?

(D) Community ocean and sound access walkway structures located within common property designated as such at the time of subdivision plat recordation, within an easement granted to a subdivision or community association for the purposes of providing community access to the ocean or sound, or within the right-of-way of a private street, are exempt from the minimum yard requirements of this chapter as well as the applicable provisions of § 156.128(A)(2). Dune walkover structures subject to this exemption must still comply with all applicable standards found in § 156.124(C)(1);

(E) Private walkway structures less than 4 feet in width that directly connect to walkway structures listed in division (D) above are exempt from the minimum yard requirements of this chapter as well as the applicable provisions of § 156.128(A)(2). This exemption shall also apply to private walkway structures constructed for the purpose of providing ocean or sound access that are shared between 2 adjoining property owners. Dune walkover structures subject to this exemption must still comply with all applicable standards found in § 156.124(C)(1);

(F) Private walkway structures less than 4 feet in width constructed less than 12 inches above grade are exempt from the minimum yard requirements of this chapter as well as the applicable provisions of § 156.128(A)(2). Dune walkover structures and sound access walkways are not exempt from minimum yard requirements unless in compliance with the standards of § 156.051(E). Walkway structures are not exempt from minimum yard requirements if the walkway abuts a swimming pool deck or is located within 3 feet of a swimming pool; and

(G) Municipally owned walkways, boardwalks, multi-use paths and sidewalks are exempt from the minimum yard requirements of this chapter as well as the applicable provisions of § 156.128(A)(2).

(Ord. 04-23, passed 10-6-2004, § 24; Am. Ord. 05-04, passed 4-6-2005; Am. Ord. 06-01, passed 4-5-2006; Am. Ord. 08-05, passed 11-5-2008; Am. Ord. 17-07, passed 8-2-2017; Am. Ord. 21-01, passed 6-2-2021; Am. Ord. 22-08, passed 9-7-2022)

§ 156.052 REDUCTION IN MINIMUM YARD REQUIREMENTS IN RESIDENTIAL DISTRICTS BASED ON ERROR IN BUILDING, STRUCTURE OR SITE FEATURE LOCATION.

Notwithstanding any other provision of this chapter, the Zoning Administrator may approve a reduction in the minimum yard requirements where an existing or partially constructed building, ~~or structure, driveway, parking area, patio, swimming pool or pool deck, sign or similar feature~~ does not comply with the requirements applicable when construction ~~of a building or structure or similar features noted above~~ began, provided that:

Commented [SC5]: As we work through the definition of structure, we may want to come back to this.

(A) The Zoning Administrator determines that:

(1) The error does not exceed 10% of the minimum yard or setback requirement;

(2) The noncompliance occurred in good faith and through no fault of the property owner, or was the result of an error in the location of the building or other site feature subsequent to the issuance of a building permit, if it was required;

(3) The reduction will not be detrimental to the use and enjoyment of other property in the immediate vicinity or result in unsafe conditions;

(4) To enforce compliance with the minimum yard or setback requirements would cause unreasonable hardship upon the owner; and

(5) The reduction will not result in an increase in density or floor area ratio from that permitted by the applicable zoning district regulations.

(B) In approving a like reduction, the Zoning Administrator shall allow only a reduction necessary to provide the requested relief and may prescribe conditions, including, but not limited to, landscaping and screening measures, to mitigate any negative impacts of the reduction.

(C) Upon the issuance of written approval of a reduction for a particular building, ~~structure, driveway, parking area, sign, structure~~ or similar site feature in accordance with the provisions of this section, the same shall be deemed to be lawful.

(Ord. 04-23, passed 10-6-2004, § 24; Am. Ord. 05-04, passed 4-6-2005; Am. Ord. 06-01, passed 4-5-2006)

§ 156.053 VERTICAL ADDITIONS TO NON-CONFORMING STRUCTURES.

(A) Notwithstanding any other provision of this chapter, for single-family dwellings built prior to July 3, 2002, with principal structures that encroach into the minimum required yards of a residential zoning district, additions shall be permitted within the existing building footprint, exclusive of uncovered decks, provided that the completed structure shall not exceed the maximum building height of the zoning district in which it lies, and provided that the side yard shall not be less than 8 feet, and the front and rear yards shall be not less than 15 feet, and that the addition conforms to all other provisions of the zoning district regulations.

(B) Vertical additions to uncovered decks shall be permitted only as additional uncovered decks of the same or less footprint.

(C) Notwithstanding any other provision of this chapter, for any single-family dwelling built prior to July 3, 2002 that exceeds the maximum height for the zoning district in which it is located, an addition can be constructed to match the height of the existing roofline, provided that the addition does not exceed the maximum building height of the zoning district by more than one foot. The addition must conform with all other provisions of the town's adopted zoning, flood damage prevention, and building code regulations.

Commented [SC6]: This was a recent amendment to provide some flexibility when constructing additions to existing older homes

(Ord. 04-23, passed 10-6-2004, § 24; Am. Ord. 05-04, passed 4-6-2005; Am. Ord. 06-01, passed 4-5-2006; Am. Ord. 17-02, passed 4-5-2017; Am. Ord. 21-01, passed 6-2-2021; Am. Ord. 25-03, passed 6-4-2025)

§ 156.054 SPECIAL USES FOR SPECIFIED IMPROVEMENTS TO SINGLE-FAMILY DWELLINGS IN EXISTENCE ON JULY 1, 2003.

The Town Council may, by special use permit, modify the minimum yard and building setback and height requirements to allow improvements to existing single-family homes that had approved certificates of occupancy on July 1, 2003, in accordance with the following provisions:

(A) The Zoning Administrator shall review the proposed application and determine if a special use permit is necessary to permit reasonable opportunity to improve the subject property;

(B) Upon determination by the Zoning Administrator that a special use permit is necessary, the town shall process the application and schedule an evidentiary public

hearing by the Town Council in accordance with the procedures set forth in § 156.155 as well as the procedures set forth below:

(C) The Town Council may grant a special use only after determining that the application meets the following criteria:

(1) The site for the proposed use is adequate in size and shape, and the proposed use will not negatively affect adjacent property or the surrounding area;

(2) The special use will not be inconsistent with the objectives specified in the CAMA Comprehensive & Land Use Plan;

(3) The applicant has demonstrated that the requirements of this chapter are unreasonable or impractical due to unusual building design, lot shape or mature vegetation; or there are practical siting constraints where original placement of the dwelling on the lot prohibits reasonable improvements that meet existing requirements;

(4) Any height special use authorized under the terms of this section for an addition to an existing structure shall be limited to no greater than 5 feet beyond the maximum height permitted in the zoning district; and

(5) The proposed structural modifications meet sound residential design objectives to:

(a) Minimize loss of privacy on neighboring properties;

(b) Maximize image of quality residential development to the street frontage; and

(c) Avoid reduction of light and air to neighboring properties.

(Ord. 04-23, passed 10-6-2004, § 24; Am. Ord. 05-04, passed 4-6-2005; Am. Ord. 06-01, passed 4-5-2006; Am. Ord. 09-07, passed 8-5-2009; Am. Ord. 21-01, passed 6-2-2021)

§ 156.055 ADMINISTRATIVE REDUCTION IN MINIMUM YARD REQUIREMENTS FOR IMPROVEMENTS TO SINGLE-FAMILY RESIDENTIAL DWELLINGS IN EXISTENCE ON JULY 1, 2003.

The Zoning Administrator may approve a reduction in the minimum yard requirements for existing single-family homes that had approved certificates of occupancy on July 1, 2003, only to accommodate limited improvements to an existing residence and to approve construction of driveways on substandard lots or shared driveways in accordance with the following provisions:

(A) The property owner or contract purchaser shall submit an application to the Zoning Administrator. At the time of application, the applicant shall pay a fee in accordance with the town's fee schedule;

(B) The applicant shall submit all information deemed necessary by the Zoning Administrator to permit adequate review of the application;

Commented [SC7]: Staff will try to provide some context as to the origins of this section of code at the meeting

(C) The applicant shall provide notice, by certified mail, to the homeowners' association in the community to which the subject property belongs and to owners of each property abutting or across the street from the subject property informing them that a request for reduction of minimum yard requirements has been submitted and will be considered by the Zoning Administrator. If the property abutting or across the street from the subject property is of condominium ownership, then notification sent to the condominium association shall be sufficient to satisfy this provision;

(D) For applications concerning residential properties located in neighborhoods with homeowners' association architectural review processes, the applicant shall submit evidence of approval of the requested special use by the applicable homeowners' association. For properties without homeowners' association architectural review processes, the applicant shall submit a notarized affidavit stating that an architectural review process does not exist in the subject community;

(E) The Zoning Administrator may approve a reduction upon finding that the proposal meets the following criteria:

(1) The improvement proposed is consistent with the Comprehensive & Land Use Plan;

(2) The improvement proposed does not increase the footprint of the existing single-family dwelling, nor does it convert structural elements that are not currently under roof (such as open decks) to living space;

(3) The proposed expansion will not adversely affect adjacent property or the surrounding area;

(4) The applicant has demonstrated that the proposed improvement cannot reasonably or logically be accommodated elsewhere on the lot (in the case of shared driveways or individual driveways on narrow lot frontages that render the combination of setback and driveway width standards impossible to attain); and

(5) The proposed structural modifications meet sound residential design objectives to:

(a) Minimize loss of privacy on neighboring properties; and

(b) Avoid reduction of light and air to neighboring properties.

(F) The Zoning Administrator may impose conditions upon any reduction as deemed necessary in the public interest to secure compliance with the considerations in this section; and

(G) If the Zoning Administrator does not approve a reduction, the applicant may file a special use for consideration by the Town Council or a variance for consideration by the Board of Adjustment, in accordance with the provisions of this chapter.

(Ord. 04-23, passed 10-6-2004, § 24; Am. Ord. 05-04, passed 4-6-2005; Am. Ord. 06-01, passed 4-5-2006; Am. Ord. 21-01, passed 6-2-2021)

§ 156.056 BUILDING FEATURES AND STRUCTURES EXEMPT FROM DISTRICT HEIGHT REGULATIONS.

(A) The following architectural features may extend no more than 5 feet above the applicable zoning district height limit:

(1) Chimneys;

(2) Cupolas/observation towers, provided the floor area of the structure is no greater than 64 square feet, including the stairwell; and

(3) Parapet walls and mechanical appurtenances, provided they extend no more than 4 feet above the roof line of the building to which they are attached.

(B) Certain structures, including wind turbines, wireless telecommunications systems, and water towers, are allowed to exceed maximum height limitations of the zoning district in which they are located, subject to the standards, limitations, and procedures as set forth in other applicable sections of this chapter.

(C) Church spires may extend no more than 30 feet above applicable zoning district height limit.

(D) This section shall not apply to variances to the height regulations contained in this chapter, which shall be considered by the Board of Adjustment in accordance with the procedures of § 156.167.

(Ord. 04-23, passed 10-6-2004, § 25; Am. Ord. 10-10, passed 1-5-2011; Am. Ord. 10-13, passed 1-5-2011; Am. Ord. 21-01, passed 6-2-2021)

Commented [SC8]: We may want to clarify floor area

Commented [SC9R8]: We will have an example to consider at the meeting.

Commented [SC10]: Do we want to reference those sections?

AN ORDINANCE AMENDING THE PLANNING BOARD DESCRIPTION AND DUTIES FOR THE TOWN OF DUCK, NORTH CAROLINA

Ordinance 23-07

WHEREAS, during their recent appointment of new Planning Board members, the Duck Town Council recognized the need to update the existing by-laws of the Planning Board; and

WHEREAS, following the Council's direction, staff reviewed the existing Planning Board by-laws and Sections 30.35 through 30.40 of the Duck Town Code, *Planning Board*, and prepared the following amendments; and

WHEREAS, these amendments update and move many of the Planning Board's organizing principles from the by-laws to the Town Code, leaving primarily procedural matters in a Rules of Procedure document for the Board members; and

WHEREAS, these amendments serve a significant public purpose by providing a more comprehensive description of the Planning Board and its duties in the Town Code, making this knowledge more publicly accessible to potential Planning Board applicants, persons submitting development applications and the general public.

NOW, THEREFORE, BE IT ENACTED AND ORDAINED by the Duck Town Council of the Town of Duck, North Carolina, as follows:

PART 1. Sections 30.35 through 30.40 of the Duck Code of Ordinances are hereby amended and restated in their entirety as follows (with additions and deletions indicated in red):

PLANNING BOARD

30.35 ESTABLISHED; JURISDICTION.

There is hereby established a board known as the Duck Planning Board, hereinafter referred to as the Planning Board, whose jurisdiction shall include the area within the corporate limits of the town.

30.36 PURPOSE.

The Planning Board shall serve primarily in an advisory capacity to the Town Council in order to assist in matters of public health, safety, convenience and welfare of the citizens. To this end, the Planning Board will advise the Town Council on plans for the future development of the Town so that residential areas may be provided with healthy surroundings, so that the needs and rights of businesses and individual property owners may be recognized, and so that transportation systems, recreational facilities and land use in the Town may develop in an efficient manner for the benefit of all.

30.37 COMPOSITION; TERMS; VACANCIES; ATTENDANCE OF MEMBERS.

Agenda Item 8

(A) The Planning Board shall be composed of 5 members, who shall be real property owners of the Town.

(B) The members shall be appointed by the Town Council for terms of 3 years staggered per the initial appointment of the board. Board members shall be eligible for reappointment for additional terms.

(C) Vacancies occurring for reasons other than expiration of terms shall be filled as they occur for the period of the unexpired term. Faithful attendance at the meetings of the Planning Board is considered a prerequisite for the maintenance of membership on the Planning Board.

(D) Prior to engaging in the duties prescribed below, all appointed Board members shall qualify for service by completing an Oath of Office.

(E) The members may be compensated at a rate approved by the Town Council.

30.38 OFFICERS; RULES; RECORDS; QUORUM.

(A) Officers. The Planning Board shall elect a Chair and Vice-Chair who shall fulfill the duties described below. The Director of Community Development or his/her designee shall serve as the Secretary.

(B) Election of Officers. On the first regular meeting after May 1 of each year, nominations of officers (Chair and Vice-Chair) shall be made from the floor by Planning Board members and elections shall follow immediately thereafter. Members receiving the majority vote of the Board for the above offices shall serve one (1) year or until their successors take office. A vacancy in either office shall be filled immediately by regular election procedures for the unexpired term of the office vacated. Officers shall be eligible for reelection.

(C) Duties of the Chair. The Chair shall preside at all meetings of the Planning Board and shall have the duties normally conferred by parliamentary procedures of such officers. To fulfill these duties, the Chair shall take whatever action is necessary to provide a full opportunity for public comments; focus comments and discussion on issues directly related to the item being considered; ensure polite and orderly proceedings; and otherwise promote the efficient and effective disposition of matters before the Board. Such actions may include limiting the time allotted to speakers, interrupting personal attacks or digressions into immaterial issues, and ordering an end to disorderly conduct. The Chair shall decide all points of order and procedure subject to Roberts Rules of Order.

(D) Duties of the Vice Chair. The Vice Chair shall perform the duties of the Chair in the absence or incapacity of the Chair. When serving in that capacity, the Vice Chair shall have the same powers and duties as the Chair.

(E) Absence of Chair and Vice Chair. Should both the Chair and the Vice Chair be absent at any meeting, the Chair shall appoint a temporary chair to serve at that meeting.

Agenda Item 8

(F) Duties of the Secretary. The Secretary shall keep the minutes and records of the Planning Board for regular and special meetings; conduct all correspondence of the Board and act as custodian of all Board records; arrange for all public notices required to be given; notify Board members and interested parties of pending meetings and their agenda; and supervise the clerical work of the Board.

(G) The Planning Board shall adopt rules for transaction of its resolutions, discussions, findings, and recommendations.

(H) Meetings. The Planning Board shall schedule at least 1 meeting monthly, and all of its meetings shall be open to the public.

(I) Quorum. There shall be a quorum of at least 3 members for the purpose of taking any official action required by this subchapter.

(J) The Planning Board shall keep the Council and the general public informed and advised as to these matters.

30.39 MEETINGS.

(A) The Planning Board shall schedule at least 1 meeting monthly, and all of its meetings shall be open to the public. Additional meetings may be scheduled, on an as-needed basis, and such meetings shall be special meetings of the Board.

(B) Meeting Cancellation. The Chair may cancel or reschedule a scheduled regular meeting on determining that there will be no business for the Board to consider at the meeting, or that so many members have indicated their probable absence at the meeting that a quorum will not be present. If a meeting is cancelled, the Secretary shall notify all Board members about the cancellation as soon as practicable.

(C) The Secretary shall ensure that each member of the Board is provided a written notice prior to each meeting. Such notice shall include the meeting agenda and all pertinent staff reports. If the Board recesses a regular or special meeting for which proper notice was given, after the Chair has announced in open session the time and place at which the meeting will be continued, no further notice need be given for the continued meeting.

30.40 POWERS AND DUTIES.

At the direction of the Town Council, the Planning Board is authorized to:

(A) Prepare plans and to coordinate the plans of the Town with plans of others so as to bring about the orderly and harmonious development of the area.

(B) From time to time, review and recommend revisions to a land use plan as required by the North Carolina Coastal Area Management Act.

Agenda Item 8

(C) Determine whether specific development proposals conform to the principles and requirements of the Town Code and comprehensive plan for the area and to make recommendations concerning them.

(D) Review and make recommendations to the Town Council on requests for rezoning; conformance with the Land Use Plan; and amendments to the zoning, subdivision regulations, and other land use regulations.

(E) Prepare and recommend ordinances promoting orderly development of the area or amendment of the zoning, subdivision, and other land development regulations based upon its studies and consistency with the comprehensive plan.

(F) Conduct special studies or perform any other duties which may lawfully be assigned to it by the Town Council.

(G) Acquire whatever information and knowledge is necessary to make fully informed and legally sound decisions and recommendations in the interest of the Town. To that end, members are encouraged to expand their knowledge and understanding of planning issues through training opportunities.

(H) Appoint subcommittees as needed to research or review issues requiring more detailed analysis.

(I) Keep the Town Council and the general public informed and advised as to matters considered by the Board.

(J) Motions and Voting. The privilege of making motions, substitute motions, amendments to motions and voting on all official acts of the Board shall reside in the members only. A voice vote shall be recorded on all official acts of the Board.

PART 2. This ordinance shall be effective upon its adoption.

Don Kingston, Mayor

ATTEST:

Lori Ackerman, Town Clerk

Date adopted: _____

Motion to adopt by: _____

Vote: _____AYES _____NAYS

**TOWN OF DUCK PLANNING BOARD
RULES OF PROCEDURE**

ADOPTED 7/12/23

Article I – Purpose.

Subject to the parameters outlined in Town Code Sections 30.35 through 30.40, the Planning Board is appointed to serve primarily in an advisory capacity to the Town Council on plans for the future development of the town so that residential areas may be provided with healthy surroundings, so that the needs and rights of businesses and individual property owners may be recognized, and so that transportation systems, recreational facilities and land use in the town may develop in an efficient manner for the benefit of all.

Article II – Meeting Conduct & Voting Procedures.

Section 1 – Conduct of Meetings – The Chair shall preside over all Board meetings and shall take whatever action is necessary to enforce compliance with these rules of procedure, provide a full opportunity for public comments, focus comments, and discussion on issues directly related to the item being considered, ensure polite and orderly proceedings, and otherwise promote the efficient and effective disposition of matters before the Board. Such actions may include limiting the time allotted to speakers, interrupting personal attacks or digressions into immaterial issues, and ordering an end to disorderly conduct.

Section 2 – Consideration of Agenda Items – The Chair shall begin the Board’s consideration of each agenda item by announcing the title of the item, identifying the nature of the decision involved, and briefly explaining the steps in Board consideration of the item. In doing so, the Chair shall note the opportunity for public comments. The Chair shall then ask Town staff to present findings and recommendations for Board action. Following the staff report, Board members may ask staff members for more information about the item and request clarification or explanation of the reasons for the staff’s findings and recommendation. The Chair shall provide the applicant an opportunity to make a presentation and respond to staff findings and recommendations. The applicant is not, however, required to make a presentation. Board members may ask the applicant for more information about the proposal or request the applicant’s response to staff recommendations, and may ask the staff to clarify their recommendations in light of the applicant’s comments. The Chair shall then solicit comments on the item from persons attending the meeting, asking them to first state their name and address.

Section 3 – Questions from Non-Board Members – Persons other than Board members who have questions related to previous presentations and comments shall direct them to the Chair, who may then redirect them to the appropriate persons. The Chair may choose not to redirect questions that are immaterial, rhetorical, or that constitute a personal attack.

Section 4 – Board Discussion – If the item involves a request for specific Board action, the Chair shall invite Board members to formally discuss the item and recommended action, without the need for a prior motion. Otherwise, the Chair shall state that a motion is in order, and Board members may discuss the item only in response to a motion for specific Board action. The Chair shall determine the order in which Board members are recognized to comment and shall ordinarily give each member present an opportunity to comment before allowing one member to comment a second time. Only Board members may participate in the Board’s discussion of an item. If, however, the discussion raises requests for more information or questions about the previously heard presentations and comments, the Chair may relay those requests and questions to the appropriate persons and invite their response in the context of the Board discussion.

Section 5 – Board Action – Generally, a Board action is adopted by vote after a Board member makes a proper motion for action; another Board member seconds the motion; the Chair restates the motion (including making any clarifications); all Board members have an opportunity to discuss the motion; the Chair restates the motion again and asks for a vote; the requisite proportion of Board members present vote in favor of the motion; and the Chair announces the result of the vote.

Section 6 – Approval of Minutes – After the Board has disposed of routine business matters on the agenda, the Chair shall ask Board members if they wish to make any corrections and revisions to the draft minutes of previous Board meetings, as noted on the agenda. The Board may adopt or revise minutes by voting on a proper motion for action or by unanimous consent.

Section 7 – Reports – After the Board has disposed of all other business on the agenda, the Chair shall invite the Director of Community Development to report any information they believe is likely to be of interest to the full Board, e.g. information about the disposition or status of matters previously considered by the Board, notification about matters likely to demand Board consideration in the near future, information about the status of ongoing staff projects, etc. The Chair may then report any additional information to the Board. Reports should be limited to the presentation of information only, and should not involve requests for Board action unless for the purposes of referring the matter to the staff or scheduling it for consideration at a later meeting.

Article III – Conduct of Board Members.

Section 1 – Conflicts of Interest – To preserve public confidence in the integrity of the Planning Board and the Town’s governmental process, each Board member shall have the duty to avoid even the appearance of a conflict of interest.

Section 2 – Meeting Attendance – Each Board member is responsible for faithfully attending all regular Board meetings. Any Board member who expects to be absent at an upcoming meeting shall so notify the Chair or Secretary as soon as possible. If any member is absent from any two (2) consecutive regular meetings or three (3) regular meetings held within a twelve-month period beginning each May 1st, the Chair shall forward that member’s name and attendance record to the Town Council along with a recommendation that the Council request the member’s resignation and appoint a new member as a replacement.