

UNIFIED DEVELOPMENT ORDINANCE



Town of Pine Level

North Carolina

Adopted December 13, 2021
Amended December 8, 2025

([Zoning Ordinance](#) and [Subdivision Ordinance](#))

ZONING ORDINANCE



Town of Pine Level North Carolina

Amended December 8, 2025

PREPARED FOR:

**Town of Pine Level, North Carolina
Board of Commissioners**

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ARTICLE I - GENERAL PROVISIONS

101 AUTHORITY AND ENACTMENT

In pursuance of the authority granted by the General Statutes of North Carolina, Chapter 160A, and Chapter 160D, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF PINE LEVEL, as follows:

102 TITLE

This ordinance shall be known and may be cited as the Zoning Ordinance of the Town of Pine Level, North Carolina, and may be referred to as the Zoning Ordinance.

103 PURPOSE

For the purpose of promoting the health, safety, morals, and general welfare of our citizens and the peace and dignity of the Town, this ordinance is adopted by the governing body to regulate and restrict the height, number of stories, and size of buildings and other structures, the percentage of lots that may be occupied, the size of yards, courts, and other open spaces, the density of population, and the location and use of buildings, structures, and land for trade, industry, residence, or other purposes.

The zoning regulations in this ordinance are in accordance with a comprehensive plan and are designed to lesson 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; and to facilitate the adequate provision of transportation, water, sewerage, schools, parks, and other public requirements. The regulations have been made with reasonable consideration, among other things, as to the character of the jurisdiction and its areas and their peculiar suitability for particular uses, and with a view to conserving the values of buildings and encouraging the most appropriate use of land throughout the jurisdiction.

104 JURISDICTION

The area to which this ordinance applies is shown on the official zoning map.

105 INTERPRETATION OF REGULATIONS

The regulations in this ordinance shall be enforced and interpreted according to the following rules:

- 105.1 Uses not designated in the district regulations as permitted or special uses shall be prohibited. Special uses are permitted according to the additional regulations imposed. These special uses can be approved only by the Town Board as specified in this ordinance. Additional uses may be added to the ordinance by amendment.
- 105.2 Regulations set forth by this ordinance shall be minimum regulations. If the requirements set forth in this ordinance are at variance with the requirements of any other lawfully adopted uses, regulations, or ordinances, the more restrictive or higher standard shall govern.

- 105.3 Unless restrictions established by covenants with the land are prohibited by or contrary to the provisions of this ordinance, nothing herein contained shall be construed to render such covenants inoperative.
- 105.4 Farm use on bona fide farms in the extraterritorial jurisdiction ("ETJ") is exempted from these ordinances to the same extent it would be exempt from county zoning.

106 VESTED DEVELOPMENT RIGHTS

106.1 In General

Any amendments, modifications, supplements, repeal or other changes in these regulations or the zoning maps shall not be applicable or enforceable without the consent of the owner with regard to buildings and uses:

- (A) For which a building permit has been issued prior to the effective date of the ordinance making the change so long as the permit remains valid and unexpired pursuant to N.C.G.S. 160D-403(c) and the building permit has not been revoked pursuant to N.C.G.S. 160D-403(f); or;
- (B) For which a zoning permit has been issued prior to the effective date of the ordinance making the change so long as the permit remains valid and unexpired pursuant to this article; or
- (C) For which a vested right has been established and remains valid and unexpired pursuant to this section.

106.2 Additional Procedures For Establishing A Vested Right

A vested right to commence a planned development or use of property according to a site specific development plan shall be established upon approval of a special use permit or special use zoning by the Town Board. The vested right thus established is subject to the terms and conditions of the site plan. Only those design elements shown on or made a part of the site plan or permit shall be vested.

106.3 Term of a vested right

Any building permit issued shall be valid for a term of six months. Unless otherwise adjusted by local ordinance or State statute, development approvals are valid for twelve months.

A right, which has been vested by the Town of Pine Level, shall remain vested for a period of three years from date of approval. A right for a multi-phase development, being a long-term project consisting of at least 25 acres, shall remain vested for a period of seven years from date of approval. Modifications or amendments to an approved plan do not extend the period of vesting unless specifically so provided by the Town Board when it approves the modification or amendment. A vested right obtained under this sub-section is not a personal right, but shall attach to and run with the subject property. A right which has been vested under the provisions of this sub-section shall terminate at the end of the applicable vesting period with respect to buildings and uses for which no valid building permit has been issued except that:

- (A) When a vested development plan has been at least fifty percent completed by the end of the vesting period, the project as a whole shall be given two more years to complete development in conformance with the approved plan not to exceed a total vested period of five years; and
- (B) Prior to the vested right terminating at the end of the three-year period, the owner of the property may petition the appropriate board for a one-time, two-year extension of the vested right not to exceed a total vested period of five years. In its deliberations regarding the extension request, the board may consider, among other things:
 - (1) the percentage of the project completed;
 - (2) a demonstration by the petitioner of good faith efforts made towards project completion;
 - (3) the reasons for the delay of project build-out; and
 - (4) the compatibility of the planned development with current Town plans and the surrounding landscape. The board may choose to extend the vested right for the entire project or only a portion of the project and may require one or more design features shown on the plan or incorporated in the permit to meet the current code.

106.4 Declaration of a vested right upon voluntary annexation.

A petition for annexation filed with the Town under G.S. 160A-31 or G.S. 160A-58.1 shall contain a signed statement declaring whether or not any zoning vested right with respect to the properties subject to the petition has been established. A statement that declares that no zoning vested right has been established under G.S. 160D-102(33) or G.S. 160D-108, or the failure to sign a statement declaring whether or not a zoning vested right has been established shall be binding on the landowner, and any such zoning vested right which may have existed shall be terminated.

106.5 Permit Choice

If a land development regulation is amended between the time a development permit application was submitted and a development permit decision is made or if a land development regulation is amended after a development permit decision has been challenged and found to be wrongfully denied or illegal, applicant shall have the right to choose which regulation to proceed under. In the event that applicant has elected determination of permit under prior rules, the Town shall not require applicant to wait on final action of the proposed change before proceeding with the approval process.

107 LEGAL STATUS PROVISIONS

- 107.1 In its interpretation and application, the provisions of this ordinance shall be held to be minimum requirements, adopted for the promotion of the public health, safety, and general welfare. Wherever the requirements of lawfully adopted rules, regulations, ordinances, deed restrictions, or covenants are at variance with the requirements of this ordinance, the most restrictive, or that imposing the highest standards, shall govern.

107.2 This ordinance and the various parts, sections, subsections, and clauses thereof, are hereby declared to be severable. If any part, sentence, paragraph, subsection, section, or clause is adjudged unconstitutional or invalid, it is hereby provided that the remainder of the ordinance shall not be affected thereby. If any part, sentence, paragraph, subsection, section, or clause is adjudged unconstitutional or invalid as applied to a particular property, buildings, or structures shall not be affected hereby. Whenever any condition or limitation is included in an order authorizing a Zoning Permit, Special Use Permit, Variance, Certificate of Zoning Compliance, Certificate of Occupancy, or site plan approval, it shall be conclusively presumed that the authorizing officer or body considered such condition or limitation necessary to carry out the spirit and purpose of this ordinance or the requirements of some provisions hereof, and to protect the public health, safety, and welfare, and that the officer or board would not have granted the authorization to which the condition or limitation pertains except in the belief that the condition or limitation was lawful.

107.3 Repeal of Conflicting Ordinances

All ordinances or parts of ordinances of the Town of Pine Level which are in conflict or inconsistent with this ordinance are repealed and superseded to the extent necessary to give this ordinance full force and effect.

107.4 Statute of Limitations

In accordance with G.S. 160D-1405, a cause of action as to the validity of this ordinance, or amendment thereto, shall accrue upon the adoption of this ordinance or amendment thereto, and shall be brought within two (2) months, which shall be calculated as sixty (60) days, as provided in G.S. 1-54-1.

107.5 Effective Date

This ordinance shall take effect and be in force from and after the 13th day of December, 2021.

107.6 Adoption

Duly adopted by the Board of Commissioners of the Town of Pine Level, North Carolina, this the 8th day of December, 2025.

Jeff Holt, Mayor

Ashley Willoughby, Town Clerk

ARTICLE II - DEFINITIONS

201 GENERALLY

For the purposes of interpreting this ordinance, certain words or terms are defined in this Article. Except as defined herein or in other Sections of this ordinance, all words used in this ordinance shall have their customary dictionary definition. Unless the context clearly indicates otherwise, the terms defined in this ordinance shall have the meanings indicated below:

202 INTERPRETATION OF COMMONLY USED TERMS AND WORDS

- 202.1 Words used in the present tense include the future tense.
- 202.2 Words used in the singular number include the plural and words used in the plural include the singular. Words used in the masculine gender include the feminine gender.
- 202.3 "Person" includes a firm, association, organization, partnership, corporation, trust, and company, as well as an individual.
- 202.4 "Lot" includes the words "plot", "parcel", and "tract".
- 202.5 The word "structure" includes the word "building".
- 202.6 The word "shall" is always mandatory and not merely directory.
- 202.7 "Used", as applied to any land or building, shall be construed to include the words "intended, arranged, or designed to be used".
- 202.8 "Map", "zoning map", or "Pine Level Zoning Map" shall mean the Official Zoning Map, Pine Level, North Carolina.
- 202.9 The words "town board", "governing body", and "Pine Level Board of Commissioners" shall refer to the Board of Commissioners of the Town of Pine Level, North Carolina.
- 202.10 The words "planning board" shall refer to the Planning Board of the Town of Pine Level, North Carolina.
- 202.11 The words "board of adjustment" shall refer to the Board of Adjustment of the Town of Pine Level, North Carolina, established by this ordinance.

203 DEFINITION OF COMMONLY USED TERMS AND WORDS

For the purpose of interpreting this ordinance, certain words and terms used in this ordinance are defined as follows. Except as defined herein, all other words used in this ordinance shall have their usual, customary dictionary meaning.

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 N.C.G.S. §160D or local government development regulations. These are sometimes referred to as ministerial decisions or administrative determinations.

Administrative hearing: A proceeding to gather facts needed to make an administrative decision.

Abutting: The property directly touches another piece of property.

Adult Establishments: Any principal or accessory structure or use of land, which meets the definition of adult establishment as set forth in G.S. 14-202.10 and the Pine Level Code of Ordinances, but excluding "Massage and Bodywork Therapy".

Accessory building, structure, or use: A building, structure, or use that is (1) on the same lot with, or (2) of a nature customarily incidental or subordinate to, and (3) of a character related to the principal use or structure on the lot.

Alley: A strip of land, owned publicly or privately, set aside primarily for vehicular service access to the back or side of properties otherwise abutting on a street.

Amusement, Commercial Indoor: Any business establishment which is primarily engaged in providing an amusement activity such as a video arcade, billiard parlor, skating rink or similar activity as a principal use to the general public, but does not include indoor motion picture theaters.

Amusement, Commercial Outdoor: Any business establishment which is primarily engaged in providing an amusement activity such as a miniature golf course, skateboard course, water slide, mechanical ride, Par 3 golf course, golf driving range, or go-cart course, fish ranch, or similar activity to the general public, but does not include outdoor motion picture theaters, raceways, drag strips, or motorcycle courses.

Automobile, junked: A motor vehicle that is (1) partially dismantled or wrecked; or (2) cannot be self-propelled or moved in the manner in which it was originally intended to move; or (3) does not display a current license plate.

Bed & Breakfast Inn: A transient lodging establishment, generally in a single-family dwelling or detached guesthouses, primarily engaged in providing overnight or otherwise temporary lodging for the general public and may provide meals for compensation.

Bedroom: See "*Sleeping Room.*"

Bona fide farm purposes: Agricultural activities as set forth in G.S. 160D-903. Bona fide farm purposes include the production and activities relating or incidental to the production of crops, grains, fruits, vegetables, ornamental and flowering plants, dairy, livestock, poultry, and all other forms of agriculture, as defined in G.S. 106-581.1.

Building: Any structure having a roof and is used or intended for supporting or sheltering any use or occupancy. *2018 NC Building Code §R202*

Building, height of: The vertical distance measured from the grade to the highest point of the coping of a flat roof; to the deck line of a mansard roof; or to the height level between the eaves and ridge of a gable, hip, or gambrel roof.

Building Line, front: An imaginary line drawn parallel to the front lot line and tangent with the front facade of the principal building, not including any extensions into the front yard such as porches, steps, bay windows or landings, etc.

Condominium: A project meeting the requirements of the North Carolina General Statutes, Chapter 47A. The type of structure and use rather than the condominium form of ownership shall be the determining factor in deciding whether a use is permitted in a district.

Day Care Centers, Child or Adult: Any facility, other than a private dwelling, operated for the purpose of providing care, protection and guidance to children or adults during only part of a 24-hour day. This term includes nursery schools, preschools, day care centers for individuals, and other similar uses, but excludes public and private educational facilities or any facility offering care to individuals for a full 24-hour period.

Day Care, Home Occupation: An operation in which day care is provided in a private dwelling for up to five preschool-age children, or up to eight other children and/or adults.

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. For the purposes of Article 12 of N.C.G.S. §160D, the term does not include any manufactured home, mobile home, or recreational vehicle, if use solely for a seasonal vacation purpose. See *N.C.G.S. §160D-102(15)*.

Dwelling, Single-Family Detached: A building occupied by one (1) family, the building housing only one (1) dwelling unit, but excluding manufactured homes and townhouses.

Dwelling, Two-Family: A building occupied by two (2) families, the building having two (2) dwelling units, but excluding manufactured homes and townhouses.

Dwelling, Multi-Family: A building occupied by more than two (2) families, the building having more than two (2) dwelling units, but excluding manufactured homes and townhouses.

Dwelling Unit: A building or portion thereof designed, arranged, and/or used for the living quarters for one (1) or more persons living as a single family, with cooking facilities, excluding units in rooming, boarding, a bed & breakfast houses, family or group care homes, or hotels or motels or other buildings designed for transient residence. See *2018 NC State Building Code: Residential Code §R202*.

Electronic Gamin Operations: Any business enterprise, whether as a principal or an accessory use, where persons utilize electronic machines, including but not limited to computers and gaming terminals, to conduct games of chance, including sweepstakes, and where cash, merchandise or other items of value are redeemed or otherwise distributed, whether or not the value of such distribution is determined by electronic games played or by predetermined odds. This term includes, but not limited to internet cafés, internet sweepstakes, beach sweepstakes or cybercafés. This does not include any lottery approved by the State of North Carolina.

Family: One (1) or more persons related by blood, adoption, or marriage, living together as a single housekeeping unit, exclusive of household servants. A number of persons not exceeding five (5) living together as a single housekeeping unit though not related by blood, adoption, or marriage, shall be deemed to constitute a family, as shall a foster care home approved by the State.

Family Care Home: An adult care home with support and supervisory personnel that provides room and board, personal care and habilitation services in a family environment for not more than six (6) resident handicapped persons as regulated by NC General Statute 168-1.

Flea Market: A market held in an open area or structure where goods are sold to the general public by individual sellers from open or semi-open facilities or temporary structures. Periodic non-profit fund raising activities are excluded from this definition.

Floor area, gross: The number of square feet of total floor area bounded by the exterior faces of a structure, plus the number of square feet of unenclosed space devoted to the conduct of the use, excluding basements and unenclosed porches, balconies, and terraces, unless used in conjunction with the use, such as for outdoor eating, merchandising, storage, assembly, or similar uses, and excluding off-street parking and loading areas.

Health Officer: The words "Health Officer" shall mean the director of the Johnston County Health Department or his authorized representative.

Home Occupation: An incidental use of a dwelling unit for gainful employment involving the manufacture, provision, or sale of goods and/or services. The term "home occupation" shall not be deemed to include a bed and breakfast home.

Kennel: An establishment for the keeping or breeding of dogs for profit.

Light Manufacturing and Processing: Product assembling or mixing, where previously processed components or manufactured parts produced off-site are fitted together into a complete machine or blended together to form a non-combustible and non-explosive product. Product packaging, including bottling, canning, packing, wrapping, and boxing of products assembled or manufactured off-site. The assembling or packaging shall not produce noise, vibration, hazardous waste materials, or particulate that create significant negative impacts to adjacent land uses. Odors produced on-site shall not negatively affect other businesses or properties in the area. Examples of assembling include but are not limited to the production of the following: clothes; furniture (where wood is milled off-site); pharmaceuticals; hardware; toys; mechanical components; electric or electronic components; small vehicle assembly; and computer software. Examples of packaging include facilities for bottling beverages, canning and wrapping foods, and boxing electronic components.

Lot: A single lot of record, or more than one (1) contiguous lot of record in the same ownership, which lot or lots of record are not divided by any street or public alley, and excluding any part of a lot or lots of record which, when severed from contiguous land in the same ownership, creates a non-conformity or a lot or parcel which does not meet the dimensional requirements of this ordinance.

Lot, corner: A lot abutting on two intersecting or intercepting streets, where the interior angle of intersection or interception does not exceed 135 degrees.

Lot coverage, maximum in percent: The maximum percent of the lot which may be covered with structures. All yard requirements must be met in addition to lot coverage requirements.

Lot depth: The average horizontal distance between the front lot line and the rear lot line. For "Flag Lots", the distance shall be measured from the point where the access strip joins the main portion of the lot.

Lot, Flag: A lot that has access to a public right-of-way by means of a narrow strip of land in accordance with section 304.3.

Lot of record: A lot which is part of a subdivision recorded in the Johnston County Office of the Register of Deeds, or a lot described by metes and bounds, the description of which has been so recorded.

Lot width: The horizontal distance between side lot lines measured at the required front setback.

Manufactured Home – Class A: A structure that:

- (A) consists of a single unit substantially assembled at the factory or of two (double-wide) or three (triple-wide) principal components totally assembled at the factory and joined together at the site; and
- (B) is designed so that the total structure (or in the case of a double-wide or triple-wide, each component thereof) can be transported on its own chassis; and
- (C) is over thirty-two (32) feet long and over eight (8) feet wide; and
- (D) is designed to be used as a dwelling and provides complete, independent living facilities for one (1) family, including permanent provisions for living, sleeping, eating, cooking, and sanitation; and
- (E) is actually being used, or is held ready for use, as a dwelling; and
- (F) is not permanently attached to a foundation. A structure that is otherwise defined herein as a manufactured home is permanently attached to its foundation if:
 - (1) the foundation was constructed in such a way or at such expense as to make it unlikely that the manufactured home placed upon it will later be removed; or
 - (2) if the manufactured home cannot be removed from the foundation without great expense or severe damage to the manufactured home.

Manufactured Home – Class B: A manufactured home constructed after July 1, 1976, that meets or exceeds the construction standards promulgated by the U.S. Department of Housing and Urban Development that were in effect at the time of construction, but which does not meet the definition of a Class A manufactured home.

Massage and Body Work Therapy: A business that offers “massage and bodywork therapy”, which is legally defined as, “systems of activity applied to the soft tissues of the human body for therapeutic, educational or relaxation purposes” and who employ therapists licensed by the North Carolina Board of Massage and Body Work Therapy.

Mobile Home: See “*Manufactured Home definition*”

Modular or Prefabricated Construction: A dwelling unit constructed on-site in accordance with the North Carolina Residential Building Code and composed of components substantially assembled in a manufacturing plant and transported to the building site for final assembly on a permanent foundation.

Manufactured Home Park: Any plot of ground upon which two (2) or more manufactured homes, occupied for dwelling or sleeping purposes, are located, regardless of whether or not a charge is made for such accommodations.

Net Acreage, Acres, Land Area, Square Footage of Land Area: Land area with streets, right-of-ways, driveways which serve as access to more than two (2) units or uses, and major transmission line easements not included in its measurement.

Personal Services (Other): Establishments not defined elsewhere in this section which provide non-medically related services, including beauty and barber shops; clothing rental; dry cleaning pick-up stores; Laundromats (self-service laundries); shoe repair shops; tanning salons. These uses may also include accessory retail sales of products related to the services provided.

Principal Building, Use, or Structure: The main use of a lot or the building or structure in or on which the main use of the lot takes place.

Repair and Maintenance Shops (other): Establishments primarily engaged in the provision of repair services to individuals and households, rather than businesses, but excluding automotive and heavy equipment repair use types. Typical uses include appliance repair shops, shoe repair, watch or jewelry repair shops, or repair of musical instruments.

Restaurant: An establishment whose primary purpose is serving meals to patrons.

Restaurant, Drive-in or Take-out: Any restaurant which makes provision for curbside service, outdoor service, or a drive-in window, or any restaurant more than ten percent (10%) of whose average daily customers take their food or beverages out of the restaurant.

Restaurant, indoor: Any restaurant except a drive-in or take-out restaurant.

Retail Sales Establishment, Small-scale: Establishments of 10,000 square feet or less gross floor area engaged in the sale or rental of goods for consumer or household use; excluding, however, building materials and/or supplies, sales, or rental; and food sales or markets. Typical uses include sale of consumer goods or art or craft objects, flower shops, gift shops, and boutiques.

Retail Sales Establishment, Medium-scale: Establishments of more than 10,000 square feet, but less than 75,000 square feet of gross floor area engaged in the sale or rental of goods for consumer or household use; excluding, however, animal sales or service; building materials

and/or supplies, sales, or rental; and food sales or markets. Typical uses include sale of consumer goods or art or craft objects, flower shops, gift shops, and boutiques.

Retail Sales Establishment, Large Scale: A singular retail or wholesale user (including uses commonly called “Big box” stores) who occupies no less than 75,000 square feet of gross floor area, typically requires high parking to building area ratios, and has a regional sales market. Regional retail/wholesale sales can include but are not limited to: membership warehouse clubs that emphasize bulk sales, discount stores, and department stores.

Right-of-way, street: A strip of land, owned publicly or privately, which affords the principal means of access to abutting property.

Roof Line: The top edge of the roof or the top edge of the parapet, whichever forms the top line of the building silhouette, but not including penthouses or equipment structures.

Shopping Center: Two (2) or more retail and wholesale trade establishments planned, and constructed, as a single unit with off-street parking and loading facilities provided on the property.

Sign: Any outdoor letter, symbol, number, trademark, or other form of publicity or combination of these as well as the surface on which they are painted or to which they are attached, and any background material, coloring, shapes, or other trim shall be considered a sign, unless entirely enclosed by a fence or wall such that the above items and any structure or lighting attached to or accessory to them cannot be seen off the premises on which they are located. Works of fine art which in no way identify or advertise a product or business shall be excluded from this definition.

Signs Types:

Identification sign - A sign which contains any or all of the following: the name of the occupants, owner, or establishment, the type of establishment, the name of the franchise, the hours of operation, and house number, when located on the site of the establishment.

On-site advertising sign - A sign which contains information about an establishment or the products or services that it offers, other than that contained in an identification sign, when located on the same site as the establishment to which it refers.

Off-site advertising sign (billboard) - A sign which contains information about an establishment, business, commodity, activity, or service not conducted, sold, or offered upon the premises where such sign is located and not otherwise allowed in Table 402.5, and which is not specifically regulated in Table 402.5 as a directional sign to churches, meeting halls, civic clubs, or garage sales, or as a temporary sign.

Ground sign - A sign erected on a freestanding frame, mast, and/or pole and not attached to any building, fence, or wall.

Projecting sign - A sign which extends beyond and is attached to a building wall and may extend over a public right-of-way.

Roof sign - A sign attached to and extending upward from a roof of a structure.

Snipe sign - An off-premises sign that is tacked, nailed, posted, pasted, glued, or otherwise attached to trees, poles, stakes, fences, or to other objects.

Wall sign - A sign which is attached flat to the wall or facade of a building, or to a fence or wall.

Tent sign, A-sign- A type of portable message sign constructed in such a manner as to form an "A."

Site Specific Development Plan: A plan submitted to the Town in which the applicant requests vesting pursuant to this ordinance, describing with reasonable certainty on the plan the type and intensity of use for a specific parcel or parcels of property. The plan may be in the form of, but not be limited to, any of the following plans or approvals: a subdivision plat, a preliminary or general development plan, a special use permit, or any other land-use approval designation as may be utilized by the Town. Unless otherwise expressly provided by the Town, the plan shall include the approximate boundaries of the site; significant topographical and other natural features affecting development of the site; the approximate location on the site of the proposed buildings, structures, and other improvements; the approximate dimensions, including height, of the proposed buildings and other structures; and the approximate location of all existing and proposed infrastructure on the site, including water, sewer, roads, and pedestrian walkways.

Sleeping room: A room designated as sleeping or bedroom on the plans and permit application. See *2018 NC State Building Code: Residential Code §R202*.

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. See *2018 NC State Building Code: Residential Code §R202*.

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. See *N.C.G.S. §160D-102(30)*.

Structure: Anything constructed or erected with a fixed location on the ground, or attached to something having a fixed location on the ground. Among other things, structures include buildings, manufactured homes, fences, signs, and swimming pools.

Temporary Event: A use established for a fixed time period for short term events. Uses may include but are not limited to: religious tent revivals, seasonal farm/produce stands, holiday tree lots, carnivals and civic festivals.

Temporary Use: A use established for a fixed period of time for a purpose which may not normally be permitted in a zoning district, or which does not meet all zoning requirements, but which is necessary in special situations. Examples include but are not limited to temporary manufactured homes, construction office trailers, etc.

Townhouse: A dwelling unit constructed in a series or group of attached units with property lines separating such units.

Variance: A relaxation of the terms of this ordinance under the specific conditions set forth in Section 601.3 (B)(2).

Yard: An open space on the same lot with a principal structure or use unobstructed and unoccupied by any structure or portion thereof or parking or loading area, except as provided in this ordinance.

Yard, Front: a yard extending the full width of the lot and situated between the right-of-way line and the front line of the principal structure or use projected to the side lines of the lot. Depth of required front yards shall be measured at right angles to a straight line joining the foremost points of the side lot lines. The foremost point of the side lot lines in the case of rounded property corners at street intersections shall be assumed to be the point at which the side and front lines would have met without such rounding. The foremost points of the side lot lines in the case of lots having an access strip extending from the front of the main portion of the lot in order to comply with the requirements of Section 304.3 of this ordinance shall be measured at the place where the access strip joins the main portion of the lot. However, nothing may be placed in the access strip that is not permitted by this ordinance to be placed in a front yard. Front and rear yard lines shall be parallel.

Yard, Rear: a yard extending the full width of the lot and situated between the rear line of the lot and the principal structure or use projected to the side lines of the lot.

Yard, Side: a yard extending along either side of a lot measured from front yard line to rear yard line and lying between the side lot line and the principal structure or use on the lot.

Yard/Garage Sale: a display and sale from a residence or residential property, of personal property which has been owned or previously used. The terms "Yard Sale or Garage Sale" does not include the mere incidental sale of one or two items of personal property when the sale is not part of a general sale of a number of items of personal property. Periodic non-profit fund raising activities are excluded from this definition.

Zoning Administrator: the official, or their designee, charged with the enforcement of this ordinance.

ARTICLE III - DISTRICT REGULATIONS

301 ESTABLISHMENT OF DISTRICTS

301.1 General Use Districts Established

The following general use districts are hereby established for the Town of Pine Level and its extra-territorial jurisdiction, and land within said areas shall be designated on the Official Zoning Map by the following symbols:

General Use District	Symbol
<u>Residential Districts</u>	
Residential-Agricultural	RA
Residential Subdivision	RS
Single and Multi-Family	RH
Residential - Manufactured Home	RMH
<u>Commercial & Industrial Districts</u>	
Commercial	C
Highway Business	HB
Light Industrial	LI
<u>Mixed Use Districts</u>	
Main Street	MS

301.2 Special Use Districts

A special use district corresponds to each of the general use districts authorized in this ordinance. The purpose of these districts is identical to that of the corresponding general use district as indicated in this article, except that a special use permit is required as a pre-requisite to any use or development. It is recognized that certain types of zoning districts would be inappropriate at particular locations in the absence of special conditions. The intent of the special use district is to promote greater land use compatibility by allowing landowners to voluntarily place their property into classifications in which a special use permit is required as a prerequisite to any use or development.

As a voluntary procedure, the special use district amendment process is intended for firm development proposals. It is not intended or suited for securing early zoning for tentative or speculative proposals that will not be undertaken for some time.

Property may be placed in a special use district only in response to a petition by the owners of all property to be included. Specific conditions applicable to these districts may be proposed by the petitioner or the Town, but only those conditions mutually approved by the Town and the petitioner may be incorporated into the zoning regulations or permit requirements. Conditions and site specific standards imposed in a special use district shall be limited to those that address the conformance of the development and use of the site to Town ordinances and an officially adopted comprehensive or other plan and those that address the impacts reasonably expected to be generated by the development or use of the site.

301.3 Purpose Statements

District purpose statements in this article refer only to the general objectives for each zoning district.

302 RESIDENTIAL ZONING DISTRICT STANDARDS

302.1 RA – Residential-Agricultural District

- (A) The purpose of this district is to provide areas for low-density residential development and agriculture uses.
- (B) Dimensional Requirements

RA District USE	Minimum Lot Area			Minimum Setbacks			Max Lot coverage in %	Height (ft)
	Area (sqf)	Width (ft)	Depth (ft)	Front (ft)	Rear (ft)	Side (ft)		
Single-family dwelling or Class A manufactured Home on individual lot.	25,000	100	150	30	25	15	40%	35
Two-family dwelling or two townhouse units	25,000	100	150	30	25	15	40%	35
Multi-family dwelling								
Other building or use	25,000	100	150	30	25	15	40%	35

- Notes: (1) Where there is no public water and/or sewer, lots must meet requirements of the Johnston County Health dept as well as the requirements of this ordinance.
- (2) As it relates to Townhomes, the provisions of Section 412.2 of the Subdivision Ordinance shall apply to this District. (Amended 12-11-2022)

302.2 RS – Residential Subdivision District

- (A) The purpose for this district is to provide for existing residential subdivisions and the establishment of new single-family dwelling subdivisions.

(B) Dimensional Requirements:

RS District	Minimum Lot Area			Minimum Setbacks			Max Lot coverage in %	Height (ft)
	Area (sqf)	Width (ft)	Depth (ft)	Front (ft)	Rear (ft)	Side (ft)		
Single-family dwelling	15,000	100	150	30	25	10	40%	35
Manufactured home on individual lot								
Two-family dwelling or two townhouse units								
Multi-family dwelling								
Other building or use	25,000	100	150	30	25	10	40%	35

Notes: (1) Where there is no public water and/or sewer, lots must meet requirements of the Johnston County Health department as well as the requirements of this ordinance.

302.3 RH – Single and Multi-Family Residential District

(A) The purpose of this district is to provide for a compatible mixture of single-family and multi-family dwellings and complexes.

(B) Dimensional Requirements:

RH District	Minimum Lot Area			Minimum Setbacks			Max Lot coverage in %	Height (ft)
	Area (sqf)	Width (ft)	Depth (ft)	Front (ft)	Rear (ft)	Side (ft)		
Single-family dwelling	10,000	80	100	30	25	10	40%	35
Manufactured home on individual lot								
Two-family dwelling or two townhouse units	15,000	100	100	30	25	10	40%	35
Multi-family dwelling	(2)	100	100	30	25	10	40%	35
Other building or use	15,000	100	100	30	25	10	40%	35

Notes: (1) Where there is no public water and/or sewer, lots must meet requirements of the Johnston County Health dept as well as the requirements of this ordinance.

(2) 25,000 square feet for three units, plus 5,000 square feet for each additional unit.

(3) As it relates to Townhomes, the provisions of Section 412.2 of the Subdivision Ordinance shall apply to this District. (Amended 12-11-2022)

302.4 RMH – Manufactured Home Residential District

(A) The purpose of this district is to provide areas for the location of manufactured homes.

(B) Dimensional Requirements:

RMH District	Minimum Lot Area			Minimum Setbacks			Max Lot coverage in %	Height (ft)
	Area (sqf)	Width (ft)	Depth (ft)	Front (ft)	Rear (ft)	Side (ft)		
Single-family dwelling	10,000	80	100	30	25	10	40%	35
Manufactured home on individual lot	10,000	80	100	30	25	10	40%	35
Two-family dwelling or two townhouse units (Amended 12-11-2022)								
Multi-family dwelling (Amended 12-11-2022)								
Other building or use	15,000	100	100	30	25	10	40%	35

Notes: (1) Where there is no public water and/or sewer, lots must meet requirements of the Johnston County Health Department as well as the requirements of this ordinance.

303 COMMERCIAL AND INDUSTRIAL ZONING DISTRICT STANDARDS

303.1 C – Commercial District

- (A) The purpose of this district is to provide areas for offices, services, and businesses to create commercial growth areas in Pine Level.
- (B) Dimensional Requirements:

C District	Minimum Lot Area			Minimum Setbacks			Max Lot coverage in %	Height (ft)
	Area (sqf)	Width (ft)	Depth (ft)	Front (ft)	Rear (ft)	Side (ft)		
All uses	None	None	None	None	15	see (1)	N/A	50

Notes: (1) No side yard is required, however when a side yard is provided it must be a minimum of five feet wide.

303.2 HB – Highway Business District

- (A) The purpose of this district is primarily intended to accommodate retail service and distributive uses. The district is established to provide locations for establishments which require high visibility and good road access, or which cater primarily to passing motorists.
- (B) Dimensional Requirements:

HB District	Minimum Lot Area			Minimum Setbacks			Max Lot coverage in %	Height (ft)
	Area (sqf)	Width (ft)	Depth (ft)	Front (ft)	Rear (ft)	Side (ft)		
All uses	25,000 (1)	100	150	30 (2)	25	10	40	50

Notes: (1) Minimum lot area is per site – more than one use can be grouped on a site or in a building.

(2) For lots fronting the US Highway 70 corridor, the front setback shall be fifty (50) feet.

303.3 LI – Light Industrial District.

- (A) The purpose of this district is to provide locations for manufacturing, wholesaling, and warehousing uses which can be conducted without harmful effects on the citizens of Pine Level.
- (B) Dimensional Requirements:

LI District	Minimum Lot Area			Minimum Setbacks			Max Lot coverage in %	Height (ft)
	Area (sqf)	Width (ft)	Depth (ft)	Front (ft)	Rear (ft)	Side (ft)		
All uses	25,000	100	150	50	25	20	40	50

304 MIXED USE DISTRICTS

304.1 MS- MAIN STREET DISTRICT

- (A) The purpose of this district is to provide areas for offices, services, businesses, and residential apartments within the Downtown areas in Pine Level.
- (B) Dimensional Requirements:

MS District	Minimum Lot Area			Minimum Setbacks			Max Lot coverage in %	Height (ft)
	Area (sqf)	Width (ft)	Depth (ft)	Front (ft)	Rear (ft)	Side (ft)		
Single-family dwelling	6,000	60	100	30	25	10	40%	50
Two townhouse units	15,000	100	100	30	25	10	40%	35
Commercial Dwellings, Multi-family	None	None	None	None	15	see (1)	N/A	50
Commercial	None	None	None	None	15	see (1)	N/A	50

Notes: (1) No side yard is required, however when a side yard is provided it must be a minimum of five feet wide.

(2) As it relates to Townhomes and apartments, the provisions of Section 412.2 of the Subdivision Ordinance shall apply to this District. (Amended 12-11-2022)

(3) Commercial and Residential apartments requirements:

- A. Any existing and/ or new development shall be required to have a base ground level dedicated for commercial and/or storefront use followed by a max of two (2) floors which would be allowed for dwelling units or apartments. No dwellings units or apartments shall be allowed on the ground level within any new or existing commercial buildings.
- B. All existing and/or new development that contains commercial and residential units shall be required to have an entryway for the residences separate from any commercial entryway.
- C. No dwelling unit or apartment shall be allowed dual usage of the property as a residence and business except for what is allowed within the Home Occupancy in section 405.35.

(4) Commercial and storefront property requirements:

- A. All commercial, storefront, and other business properties shall maintain transparent windows that allow visibility into the business and/or building. No materials or objects shall be used to block, distort, obstruct, and/ or hinder the visibility for any period of time.
- B. Shall have at least one (1) front door entry access.

(5) Single-Family Dwellings

- A. No new or existing single-family home and/ or residential home shall be allowed dual usage of the property as a residence and business except for what is allowed in the Home Occupancy in section 405.35

(6) Townhomes requirements

- A. 25,000 square feet for three units, plus 5,000 square feet for each additional unit.

305 GENERAL REGULATIONS

305.1 Application of Regulations

The regulations set forth in this ordinance shall effect all land, every structure, and every use of land and/or structure and shall apply as follows:

- (A) No structure or land shall hereafter be used or occupied and no structure or part thereof shall be erected, moved, or structurally altered except in compliance with the regulations of this ordinance for the district in which it is located.
- (B) No structure shall hereafter be erected or altered so as to exceed the height limit or density regulations of this ordinance for the district in which it is located.
- (C) No lot, even though it may consist of one (1) or more adjacent lots of record in single ownership, shall be reduced in size so that the lot area per dwelling unit, lot width, yard, and lot coverage requirements and other requirements of this ordinance are not maintained. This prohibition shall not be construed to prevent the purchase or condemnation of narrow strips of land for public utilities or street right-of-way purposes.
- (D) No part of a yard or other open space required about any structure or use for the purpose of complying with the provisions of this ordinance shall be included as a part of a yard or other open space similarly required for another structure or use.
- (E) In any district, no more than one (1) principal building or use may be erected on a single lot of record, except as specifically permitted in other sections of this ordinance.

305.2 Visibility at Intersections

On a corner lot, nothing shall be erected, placed, planted, or allowed to grow in such a manner as materially to impede vision between the height of two and one-half (2-1/2) and ten (10) feet in a triangular area formed by a diagonal line between the two (2) points on the right-of-way lines, twenty (20) feet from where they intersect.

305.3 Street Frontage Required

Every principal building, structure, or use shall abut at least fifty (50) feet on a public street dedicated to and maintained by the Town of Pine Level, or the North Carolina Department of Transportation except as provided in this section below:

- (A) [Intentionally Omitted]
- (B) Multi-family, townhouse and commercial complex developments shall have right of access through common areas or drives at least twenty-four feet in width leading to a publicly maintained street.

- (C) In the RA District, a recorded easement of at least thirty (30) feet to a publicly maintained street or highway. The easement may serve only one recorded lot or tract.

305.4 Complexes

Office centers, institutional, industrial, multi-family dwelling and similar complexes may have more than one (1) principal building on a single lot provided that the following requirements are met:

- (A) Uses in complexes shall be limited to those permitted within the zoning district in which the project is located.
- (B) The overall intensity of land use shall be no higher, and the standard of open space no lower, than that permitted in the district in which the project is located.
- (C) The distance of every building from the nearest property line shall meet the front yard setback and side yard requirements of the district in which the project is located (except for Multi-Family Dwellings, Condominiums and Town Houses) in which case Section 405.27(B) shall apply.
- (D) The building heights shall not exceed the height limits permitted in the district in which the project is located.
- (E) The buildings shall be located so as to provide access for emergency vehicles.

305.5 Exceptions & Modifications

- (A) Existing Front Yard Setbacks. The minimum front yard requirements of this ordinance for dwellings shall not apply on any lot where the average front yard depth of existing dwellings is less than the minimum required. In such situations, the subject dwelling is not required to meet the district minimum front yard, but must meet either: the adjacent dwelling with the greatest front yard depth, or the average front yard of existing dwellings located wholly or in part within one hundred (100) feet on each side, whichever is greater.

When averaging to determine yard depth, only dwellings within the same block, in the same zoning district, and on the same side of the street may be used.

- (B) Corner Lots in any residential district shall have the side yard setbacks along the side street(s) increased by ten (10) feet.
- (C) The zoning administrator may approve structures not intended for human occupancy which exceed the height limitations of this ordinance such as: church spires, belfries, cupolas, domes, monuments, water towers, observation towers, transmission towers, chimneys, smokestacks, conveyors, flag poles, radio towers, masts, aerials, and similar structures.

- (D) Uncovered stairs, landings, terraces, porches, balconies, and fire escapes may project into any yard, but such projection may not exceed three (3) feet and may not be closer than ten (10) feet to any lot line.
- (E) Architectural projections, such as chimneys, flues, sills, eaves, belt courses, and ornaments, may project into any required yard, but such projection shall not exceed three (3) feet.
- (F) The requirements of this ordinance do not apply to roads, water, sewer, gas, electric, telephone, and similar utility lines except where specifically mentioned in this ordinance.
- (G) Lot width on lots which front on the turn-around circle of a cul-de-sac may be measured at the lot line formed by connecting the midpoint the side lot line of the shorter side with a point on the longer side lot line which is the same distance from the front lot line as the midpoint of the shorter side, or if both side lot lines are the same length, at the line connecting the midpoints of the side lot lines. All yard requirements must be met on such lots. If a lot has more than two (2) sides, the side lot lines to be used are the two (2) which connect with the front lot line.
- (H) Flag lots as defined in Section 203 may be permitted by the Board of Adjustment so long as the access to the public street is a minimum of fifty (50) wide and the lot meets the minimum building width for the zoning district at the front setback line. A flag lot shall serve only one single-family dwelling.

306 ZONING MAP

The boundaries of the districts are hereby established as shown upon the map accompanying this ordinance and made a part hereof, entitled, "Official Zoning Map, Town of Pine Level, North Carolina and Its Extra Territorial Jurisdiction". The zoning map and all the notations, references, and all amendments thereto, and other information shown thereon is hereby made a part of this ordinance and the same as if such information set forth on the map were all fully described and set out herein. The zoning map properly attested is on file in the office of the Zoning Administrator and is available for inspection by the public.

307 UNCERTAINTY AS TO BOUNDARIES

The boundaries of such districts as are shown upon the map adopted by this ordinance are hereby adopted and the provisions of this ordinance governing the use of land and buildings, the height of buildings, the sizes of yards about buildings, and other matters as hereinafter set forth, are hereby established and declared to be in effect upon all land included within the boundaries of each and every zone shown upon said map.

If uncertainty exists as to the boundaries of the use districts shown on the official zoning map which is not resolved by the ordinance or ordinances establishing and amending such boundaries, the following rules shall apply.

- 307.1 Boundaries indicated as approximately following the centerlines of streets, highways, or alleys shall be construed to follow such centerlines.
- 307.2 Boundaries indicated as approximately following platted lot lines shall be construed as following such lot lines.
- 307.3 Boundaries indicated as approximately following governmental incorporation or extraterritorial jurisdiction boundaries shall be construed as following such jurisdictional boundaries.
- 307.4 Boundaries indicated as approximately following the center of railroad lines shall be construed to be midway between the main track or tracks.
- 307.5 Boundaries indicated as approximately following the centerlines of streams, rivers, lakes, or other bodies of water shall be construed as following such centerlines.
- 307.6 Boundaries indicated as flowing shorelines shall be construed to follow such shorelines, and if the shoreline is changed either naturally or as permitted by law, such a boundary shall be construed as moving with the actual shoreline.
- 307.7 Boundaries indicated as following the contours of certain elevations or soils of a particular type shall be construed as following the actual height or soil contour as determined by accepted survey practices.
- 307.8 Boundaries indicated as parallel to or extensions of natural or man-made features indicated in subsections 307.1 through 307.7 above shall be so construed.
- 307.9 Distances not specifically indicated shall be determined by the scale of the official zoning map.

Where uncertainties continue to exist after application of the above rules, appeal may be taken to the Board of Adjustment as provided in Article VI of this ordinance.

308 AMENDMENTS TO THE OFFICIAL MAP

Amendments to the official zoning map shall be adopted by ordinance as provided in Article VI. Promptly after the adoption or amendment, the Zoning Administrator shall alter or cause to be altered, the official zoning map to indicate the amendment. The Town Clerk shall enter in writing upon the face of the map a certification indicating the alteration and citing the date of adoption and the effective date of the amendment, as well as the book and page of record of the ordinance amending the map.

309 TABLE OF PERMITTED USES

Uses allowed in the districts named in this ordinance shall be in accordance with Table 309.1 in which “P” signifies that the use is permitted as of right, “S” indicates that the use is a special use which requires approval of the Pine Level Board of Commissioners, “D” indicates that the use is permitted as of right, but subject to development standards approved by the zoning administrator, and a blank indicates that the use is NOT permitted in that zoning district.

Table 309.1

USE	Zoning District							
	RA	RS	RH	RMH	C	HB	LI	MS
<i>Agricultural</i>								
Farming (Row Crops)	P	P	P	P	P	P	P	
Farming (Livestock)	D							
Commercial plant nurseries and greenhouses	P				P	P	P	
Beehives	S	S	S	S				
<i>Residential</i>								
Dwelling, Single-family-detached	D	D	D	D				S
Dwelling, Two-family	S		S	D				
Dwellings, Multi-family and complexes			S					
Dwelling, Two-family and Multi-family			S					S
Dwellings, Townhouse (Amended 12-11-2022)	S		S					S
Modular Home	D	D	D	D				
Manufactured Home, Class A on individual lots	D			D				
Manufactured Home, Class B on individual lots	S			D				
Manufactured Home Park				S				
<i>Education, Government & Institutional</i>								
Cemeteries	P		P	P				
Church or religious institutions	P	P	P	P		P		
Community Center	P	S	S	S				S
Day Care Centers, Child or Adult	S	S	S	S	S	S		S
Day Care, Home	D	D	D	D				
Family Care Home	D	D	D	D				
Fraternal organizations not open to the public	S	S	S	S		S		
Group Home			S					
Libraries	S	S	S	S	P	P		S
Museums	S		S	S	P	P		S

USE	Zoning District							
	RA	RS	RH	RMH	C	HB	LI	MS
Nursing homes, clinics, hospitals, except animal hospitals			S	S	S	S		
Clinics, except animal hospitals			S	S	S	S		S
Public educational institutions and private schools having a curriculum the same as ordinarily given in public schools	P	P	P	P				S
Public buildings; uses and utilities	S	S	S	S	S	P	P	S
Recreation								
Amusement Parks	S					S		
Amusement, Commercial, Indoor	S				S	S		S
Amusement, Commercial, Outdoor	S					S	P	
Assembly Halls & Arenas	S				P	P	P	S
Campgrounds	S					S		
Electronic Gaming Operations <i>(adopted June 7, 2012)</i>					S	S		
Golf Courses (public) and driving range, excluding carpet or miniature	S	S	S					
Tennis & Swim Clubs	S	S	S	S				
Parks, Public	P	P	P	P	P			P
Playgrounds	P	P	P	P				
Recreational Vehicle Park	S					P	P	
Riding Stables	S							
Retail, Wholesale & Services								
Automobile rental & leasing						P	P	
Automobile repair services					P	P	P	
Automobile Sales						P		
Automobile service stations					P	P	P	
Automobile storage yard						S	P	
Bed & Breakfast Establishment	S	S	S					S
Building Contractors, general						P	P	
Building Contractors, heavy							P	
Building Materials supply						P	P	
Car washes					P	P	P	
Club, Private					S	S		
Convenience Store w/Gasoline sales					P	P	P	

USE	Zoning District							
	RA	RS	RH	RMH	C	HB	LI	MS
Convenience Store w/o Gasoline sales					P	P	P	S
Farmers Market					P	P	P	S
Farmers Supply Store						P	P	S
Financial Institutions					P	P	P	S
Flea Market						S	S	
Fuel dealer							P	
Fuels, bulk storage							P	
Heavy equipment sales, repair, leasing & storage							P	
Hotels and motels					P	P	P	
Kennels	S					S		
Offices-businesses, professional and public					P	P	P	S
Parking lot or deck					P	P	P	S
Personal Services					P	P	P	S
Repair & maintenance shops (other)					P	P	P	S
Restaurant with drive-through					P	P	P	
Restaurant without drive-through					P	P	P	S
Retail Sales Establishment – Small Scale & Medium Scale					P	P	P	S
Retail Sales Establishment – Large Scale						P	P	S
Salvage Yard							S	
Shopping Centers					D	D		S
Veterinary Services					P	P	P	S
Manufacturing, Warehousing, Transportation & Utility Uses								
Light Manufacturing and Processing							P	
Freight Terminal							S	
Telecommunications Tower (Amended 4-8-2024)	S					S	S	
Utility equipment & storage yards							D	
Utility lines & related equipment	P	P	P	P	P	P	P	P
Utility substations	D	D	D	D	D	D	D	D
Warehousing – (except self-storage)							P	

USE	Zoning District							
	RA	RS	RH	RMH	C	HB	LI	MS
Warehousing – Self-Storage						P	P	
Wind Farms/Solar Farms (not allowed in any district as per Town Board								
<i>Accessory, Temporary, or Other Uses</i>								
Accessory residences for watchmen or caretakers						D	P	
Adult Establishments								
Automatic Teller Machine					P	P	P	S
Cafeterias and snack bars within an industrial use.							P	
Domestic Animal Pens	D	D	D	D				
Electronic game machines and pinball machines – Accessory use does not include machines used for Electronic Gaming Operations					D	D		
Home Occupations as regulated in Section 405.35	D	D	D	D				S
Outdoor Display of Merchandise					D	D	D	D
Outdoor storage						D	D	
Temporary Uses	S	S	S	S	S	S	S	S
Temporary Events	D	D	D	D	D	D	D	S

ARTICLE IV - DEVELOPMENT STANDARDS

401 PARKING AND LOADING REQUIREMENTS

401.1 Off-Street Parking Requirements

There shall be provided at the time of the erection of any building or the establishment of any use or at the time any principal building or use is enlarged or increased in capacity by adding dwelling units, guest rooms, seats, floor, storage, or sales area; or before conversion from one type of use or occupancy to another, permanent off-street parking in the amount specified by this section. Such parking space may be provided in a parking garage or properly graded open space.

The following regulations concerning required parking shall apply:

- (A) Each zoning permit application filed with the zoning administrator shall include information as to the location and dimensions of off-street parking space and means of ingress and egress to such space. This information shall be in sufficient detail to determine whether or not the requirements of this section are met. No Certificate of Occupancy shall be issued until the parking requirements and regulations are fully met.
- (B) The required parking space for any number of separate uses may be combined in one (1) lot but the required space assigned to one (1) use may not be assigned to another use, except that one-half (1/2) of the parking space requirement for churches, theaters, or assembly halls whose peak attendance will be at night or on Sundays may be assigned to a use which will be closed at night and on Sundays.
- (C) If the off-street parking space required by this ordinance cannot be reasonably provided on the same lot on which the principal use is located, such space may be provided on any land within four hundred (400) feet of the main entrance to such principal use.
- (D) Parking space sizes shall be governed by the following dimensions:

Parallel stall	20' x 10.0'
Angle stall	20' x 10.0'
90° stall	20' x 10.0'

- (E) Minimum aisle widths shall be:

Parking Angle	Aisle Width in Feet	
	One Way Traffic	Two-Way Traffic
0°	12	24 (0° only)
30°	11	N/A
45°	13	N/A
60°	18	N/A
90°	24	24

- (F) A safe means of ingress and egress shall be provided for all parking spaces and driveways for uses other than single and two-family residential and shall be at least twenty-four (24) feet wide.
- (G) When off-street parking for more than ten (10) vehicles is provided, the following regulations shall apply in addition to all other regulations in this Article.
- (1) Surfacing: All such parking lots shall be graded and surfaced with blacktop or concrete, or other such surfacing material to ensure a dustless surface condition.
 - (2) Markings: Each parking stall shall be marked off and maintained so as to be distinguishable.
 - (3) Lighting: Any lighting shall be so arranged as to direct the light and glare away from streets and adjacent property.
 - (4) Yards: All such parking lots shall observe a minimum front yard of not less than eight feet (8) feet and a side yard on a corner lot of not less than eight (8) feet. Parking lots in residential-agricultural and residential districts shall have front yards of not less than fifteen (15) feet and side and rear yards of not less than five (5) feet. Yard surrounding parking lots shall be planted and maintained in accordance with the landscaping requirements of Section 403.5 of this ordinance.
 - (5) Curbs or Bumpers: The required yards shall be set off from parking areas by either continuous curb or one (1) non-continuous stationary bumper for each parking space abutting on a yard, which curb or bumper shall not be less than five (5) inches or more than two (2) feet high.
 - (6) Drainage: Parking lots shall not drain onto or across public sidewalks, or into adjacent property except into a natural watercourse or a drainage easement. In already developed areas where this condition would be impossible to meet, the Zoning Administrator may exempt the developer from this requirement, provided that adequate provision is made for drainage.
 - (7) Separation of Bumper and Walkways: in the event any parking stall abuts upon a walkway, there shall be a space of three and one-half (3 ½) feet between the wheel bumper or curb and the edge of the walkway.
 - (8) Entrances and Exits: On all corner lots, all vehicular openings shall be located at least twenty (20) feet from the point of intersection of established street right-of-way lines. No entrance and exit, whether or not on a corner lot, shall exceed thirty (30) feet in width at the property line or forty (40) feet in width at the curb line. There shall be a minimum distance between driveways of twenty-five (25) feet measured along the curb line unless such driveways are less than five (5) feet apart.

- (9) Internal Circulation: Sufficient area shall be provided within the property lines of the parking lot, exclusive of required yards, so that all vehicles may enter and leave the lot in a forward motion.
- (H) Exceptions
 - (1) The Zoning Administrator may withhold a permit or Certificate of Occupancy if a parking layout not specifically prohibited by this Section would be likely to cause avoidable safety or traffic congestion problems until modification is made. The applicant may appeal the Zoning Administrator's decision to the Board of Adjustment under the normal procedure for an appeal.
 - (2) If a peculiar characteristic of an establishment makes the requirements in this Section clearly unrealistic, the Board of Adjustment may grant the applicant a parking modification.
 - (3) In the commercial district, the Zoning Administrator may allow a new use to be established in an existing building even if all parking requirements of this Article cannot be met for the new use, provided that as much off-street parking as can reasonably be provided is provided by the use, and no foreseeable traffic congestion problems will be created.
- (I) The minimum number of required off-street parking spaces shall be calculated as provided in Table 401.1. In the case of a building or use not specifically listed in Table 401.1, the number of off-street spaces shall be the same as for a similar use or inclusive category which is listed. Where there is more than one (1) use in a single structure, or on a single tract, or two (2) or more instances of the same use, the minimum number of required off-street parking spaces shall be equal to the sum of the requirements of the various uses, except for shopping centers which are expressly provided for.
- (J) Table 401.1 specifies the minimum number of off-street parking spaces which shall be provided for each use

Table 401.1 Off-Street Parking Requirements

Use	Number of Required Off-Street Parking Spaces
Residential Uses	
Dwellings, single and two-family	2 per dwelling unit
Dwellings, multi-family	2 spaces for each dwelling unit, plus 1 visitor space for each 4 dwelling units
Townhouses	2 spaces for each dwelling unit, plus 1 visitor space for each 4 dwelling units
Group housing, such as boarding houses, dormitories, and similar establishments	1.2 for each bedroom
Manufactured homes on individual lots	2 per manufactured home
Manufactured home parks	2 spaces for each manufactured home, plus 1 visitor parking space for each 4 manufactured homes
Office & Institutional Uses	
Financial Institutions	1 for each 150 square feet of gross floor area or fraction thereof, plus safe facilities to accommodate passengers waiting in line for drive-in windows and bank machines, if any
Hospitals	1 space for each 150 square feet of gross floor area or fraction thereof
Libraries	1 space for each 200 square feet for use by the public or fraction thereof
Museums and art galleries	1 space for each 800 square feet of gross floor area or fraction thereof
Nursing homes, family care homes, and similar institutions	1 space per 4 residents, plus 1 space per employee
Offices	
Doctor or dentist	6 for each doctor or dentist plus 1 for each other employee
Other	1 for each 300 square feet of gross floor area or fraction thereof

Use	Number of Required Off-Street Parking Spaces
Places of Assembly	
Including clubs, lodges, churches, funeral parlors, auditoriums, gymnasiums, amusement parks, and similar places	1 for each three seats, plus 1 for each 100 square feet of floor area used for assembly, but not containing fixed seats, or fraction thereof
Schools and Colleges	
Day nurseries, kindergartens, elementary, junior highs	2 per classroom floor area or fraction thereof, plus 1 for each administrative office, plus auditorium/gymnasium parking requirement if applicable
Senior highs, and colleges, trade, vocational with dormitories	10 per classroom, or 1 per 3 seats in auditorium or principal place of assembly, whichever is greater
Colleges, trade, vocational without dormitories	10 per classroom
Commercial Uses	
Amusement, Commercial Indoor	1 per 200 square feet of activity area
Amusement, Commercial Outdoor	1 per 400 square feet of lot area accessible to the public
Campground:	
Tent	1 for each campsite plus office parking requirement
Recreational Vehicle	1 for each campsite plus office parking requirement
Car Wash	5 per wash lane
Flea Markets(amended 2-11-2016)	See pg. 68 Section 407.15
Golf course (not including putting greens accessory to multi-family dwellings or hotels or motels)	4 per hole
Hotel - Motel	1.2 for each guest room plus requirement for restaurant or other facilities if provided
Restaurant:	
Drive-in or take-out	Number of parking spaces: 1 per 4 seats (Amended 12-8-2025)

Use	Number of Required Off-Street Parking Spaces
Other	1.2 for each 100 square feet of gross floor area or fraction thereof
Service stations	2 for each gas pump, plus 3 for each grease rack or similar facility
Shopping centers (in lieu of individual store parking requirements)	5.5 per 1,000 square feet of gross leasable area or fraction thereof
Low generator retail and service establishments such a furniture, appliance, household equipment, carpet and hardware stores, repair shops including shoe repair, contractors' showrooms, drapery, paint and wallpaper, upholstery, interior decorator, motor vehicles sales, plant nurseries	1 for each 500 square feet of gross floor area or fraction thereof, including any outdoor sales area
All other commercial uses such as retail stores, wholesale outlet stores, department stores, discount stores, drugstores, coin-operated laundries, variety stores	1 for each 200 square feet of gross floor area or fraction thereof, including any outdoor sales area
Industrial Uses	
Industrial and research uses, warehousing, and very low customer volume wholesaling operations	1 for each employee on the largest shift

401.2 Off-Street Loading Requirements

(A) Every building or structure used for business, trade, industry, or office and institutional purposes, shall provide loading space as indicated in this section. Each loading space shall be no less than fifteen (15) feet in width, and thirty (30) feet in depth. Each space shall also be no less than fifteen (15) feet in height if such space is covered. It shall have access driveways to public streets or alleys which driveways shall be at least twenty-four (24) feet wide and with adequate turning radii for the delivery vehicles customarily associated with the particular use. If there is not more than one (1) delivery and pickup during the hours when a retail trade, office, or institutional establishment is open to patrons, such space maybe combined with the existing parking space on the premises. Loading space shall be provided in accordance with the following schedule:

- (1) Retail Business – 1 space for each 40,000 square feet of gross floor area or fraction thereof.

- (2) Wholesale Trade and Industry – 1 space for each 10,000 square feet of gross floor space or fraction thereof.
 - (3) Office and Institutional Uses Including Hotels and Motels – 1 space for each 100,000 square feet of gross floor area or fraction thereof.
 - (4) As well as meeting the requirements of 401.2(A)(3), elementary, junior high, high schools, kindergartens, nurseries, and day care centers shall also provide a safe place off the street for the loading and unloading of children from automobiles and buses.
- (B) Exceptions
- (1) If a peculiar characteristic of an establishment makes the requirements in this section clearly unrealistic, the Board of Adjustment may grant the applicant a modification of the loading requirements in regard to that particular establishment.
 - (2) The Zoning Administrator may allow a new use to be established in an existing building even if all the loading requirements of this section cannot be met for the new use, provided that as much loading space as can reasonably be provided is provided by the use and traffic or safety hazards will not be created.

402 SIGNS

No sign or sign structure may be erected, posted, hung, painted, rehung, repainted, repaired, replaced, changed, or maintained in any district except in compliance with this section.

402.1 General Sign Regulations

- (A) No sign or sign structure shall be erected or constructed to interfere with vision clearance as defined in Section 305.2.
- (B) No ground sign structure may be placed in the right-of-way.
- (C) Individual stores in a shopping center may not have separate ground sign structures. The shopping center as a whole may display signs in accordance with this section.
- (D) Signs and sign structures shall meet all requirements of the North Carolina State Building Code.
- (E) Signs and sign structures shall be maintained at all times in a state of proper repair, with all braces, bolts, clips, guys, anchors, supporting frames, and fastening free from deterioration, insect infestation, rot, rust, or loosening. All signs shall be kept neatly finished, with lettering intact, and if of a type which requires painting, free from visible peeling or chipping.
- (F) Obsolete signs and their supporting structures shall be removed within ninety (90) days after they have been made obsolete by reason of the activity, business,

product, or usage which the sign identifies or advertises being abandoned at the location to which the sign refers. This provision does not refer to billboards, until the commercial use of the billboard for rent has ceased. An extension of the ninety (90) day time limit for removal may be granted by the Zoning Administrator for reasonable cause.

- (G) Illuminated signs shall be limited to those lighted from behind to silhouette letters and internally illuminated and spotlighted signs. All illuminated and spotlighted signs shall be placed so as to prevent the light rays, illumination, or glare from being cast directly on any building or on traffic.
- (H) Strings of light bulbs used in connection with commercial premises for commercial purposes shall be limited to white, yellow, or bug repellent bulbs and shall not cause glare on traffic or adjoining premises.
- (I) Sign Area Computation. The area of the smallest regular polygon composed of eight (8) lines or less, circle, half-circle, ellipse, or combination thereof, which will encompass the entire sign, excluding the base or apron, supports, or other structural members unless some part of the message appears on them, in which case they shall be included. Where symbols, letters, or numbers are attached separately to a structure, including a sign structure or to separate surfaces, the area between the separate items or letters, whether open or solid, shall be computed as part of the sign area. The total sign area for a double-faced sign shall be measured on the largest face of the sign. Where three-dimensional figures are used as signs, the largest dimensions of such figure shall be projected on a vertical plane and measured in the standard manner.
- (J) Sign Height Computation. The vertical distance measured from the adjacent street grade or from the ground on which it rests, whichever allows the sign the greatest height, to the top of the sign.

402.2 Prohibited Signs.

The following types of signs are expressly prohibited:

- (A) Signs with moving, revolving, or rotating parts, or any sign which moves or give the illusion of movement, except for time and temperature units and traditional barber poles, shall be prohibited in all districts.
- (B) Signs with lights or illumination which flash, move, rotate, blink, flicker, vary in intensity or color, or use intermittent electrical pulsations, except for time and temperature units.
- (C) Signs which obstruct the view of or could be confused with any authorized traffic sign, signal, or device or make use of the words "stop", "look", "danger" or any other word, phrase, symbol, or character in such a manner as to interfere with, mislead, or confuse traffic.
- (D) Signs which obstruct openings required to be left uncovered or unobstructed by building codes, the housing code, or other laws relating to buildings.

(E) Snipe signs. (see definition section 203)

402.3 Off-Site Advertising Signs

Off-site advertising signs (billboards) shall be permitted only as a special use in the C, HB, and LI districts. The general conditions for special uses in Section 606.1 of this ordinance are not applicable to off-site advertising signs, rather the conditions of this section shall be used by the Board of Commissioners in hearing applications for off-site advertising signs:

- (A) The property on which the sign is to be located must be adjacent to an interstate or federal primary highway.
- (B) The sign must be located within six hundred sixty (660) feet of the edge of the right-of-way of such highway.
- (C) The sign shall comply with all regulations of the North Carolina Department of Transportation and with the North Carolina General Statutes.
- (D) No two (2) such structures shall be placed less than one thousand (1,000) feet apart.
- (E) The sign will be compatible with the general neighborhood in which it is located and will not have a detrimental effect on adjoining properties.

402.4 Nonconforming Signs

Nonconforming signs, when removed for other than normal maintenance, may not be erected again, nor may any such sign be replaced with another nonconforming sign.

402.5 Permitted Signs

The following sign types Signs shall be permitted in accordance with Table 402.5.

(A) Table 402.5

Sign Type	Dimensions		District Permitted	Permit Required	Special Requirements
	Maximum Area in Sq. ft.	Maximum Height in Ft.			
Advertising, off-site (billboards)	See Section 402.3		LI, HB	Special Use	See section 402.3
Agricultural, advertising products produced on premises	32	8	RA, LI	Yes	
Awning, silk-screened or sewn on front of awning	NA	NA	C, HB, LI, MS	Yes	

Sign Type	Dimensions		District Permitted	Permit Required	Special Requirements
	Maximum Area in Sq. ft.	Maximum Height in Ft.			
Bulletin Board, church or public	20	8	All districts	Yes	
Canopy signs (may also be placed on non-raising marquees)	4		C, HB, LI, MS	Yes	402.5 (B)(1)
Construction site placards	32	12	All districts	No	402.5 (B)(2)
Directional signs containing no advertising matter:				No	
Traffic, safety, utility warning, Pedestrian, public			All districts	No	
Development Identification Signs	32	8	All districts	Yes	402.5(B)(3)
No Trespassing	4		All districts	No	
Off-site directional to churches, meeting halls, civic clubs	12	6	All districts	No	
Temporary directional to garage sales and similar events in residential area	4		All districts	No	402.5(B)(4)
Flags, Emblems, Insignia			All districts	No	402.5(B)(5)
Ground Signs	150	25	LI	Yes	402.5(B)(6)
	40	12	C, HB	Yes	402.5(B)(6)
Home Occupation <i>see Professional Announcement</i>					
House numbers	4		All districts	No	402.5(B)(7)
Identification signs (attached)			All districts	No	402.5(B)(8)
Political signs	4		All districts	No	402.5(B)(9)
Portable signs,	32	10	C, HB, LI, MS	Yes	402.5(B)(10)
Professional or announcement signs	20	4	All districts	No	402.5(B)(11)
Projecting signs	3		C, HB	Yes	402.5(B)(12)
Real estate signs	6	4	RA, RS, RH, RMH, C, MS	No	402.5(B)(13)
	32	8	HB, LI	No	402.5(B)(13)
Religious symbols at formal places of worship			All districts	No	

Sign Type	Dimensions		District Permitted	Permit Required	Special Requirements
	Maximum Area in Sq. ft.	Maximum Height in Ft.			
Roof signs – see wall signs					
Pennants, banners & streamers			C, HB, LI, MS	No	402.5(B)(14)
Temporary signs relating to farm auctions, agricultural production sales, annual charitable civic or fraternal events, excluding portable commercial signs	20 off-site 32 on-site		All districts	No	402.5(B)(15)
Tent Signs, A-Sign		3	C, HB, MS	No	402.5(B)(19)
Vending machine signs			Permitted use in all districts	No	402.5(B)(16)
Wall or roof signs	1.25 sq. ft. of sign area per running foot of building frontage		C, HB, LI, MS	Yes	402.5(B)(17)
Window signs			C, HB, LI, MS	No	

(B) Special Sign Requirements

- (1) Canopy Signs
May be used for identification only. 1 per establishment. Bottom of sign must be a minimum of 7 ft. above sidewalk level. Minimum height may be greater over a public right-of-way if required by Town regulations.
- (2) Construction Placards.
Must be removed when construction has been completed.
- (3) Development Entrance Signs
Includes entrance or monument type signs to subdivisions, neighborhoods, public, commercial, industrial, institutional establishments and manufactured home parks. No more than 2 per entrance allowed. Minimum height requirement includes sign and any support pillars.
- (4) Temporary Event Directional Signs
Includes garage sales in residential districts. Sign(s) must be posted no more than 24 hours before sale and removed within 24 hours after sale. Portable commercial signs are prohibited for this use.

- (5) **Flags, Pennant, or Insignia**
 The flag, pennant or insignia of any nation or organization of nations, state, country, city, religious, civic, or fraternal organizational or educational institution, is allowed without a permit when not used in connection with a commercial promotion, or as an advertising device or as an integral part of another sign.
- In RA, RS, RH, and RMH districts, wall and projecting insignia may not exceed 10 sq. ft. in area nor may they project more than 9 feet from wall at farthest point. In business and industrial districts, insignia may be placed on signs permitted in those districts. In any district, flags or pennants shall not exceed fifteen (15) square feet or, if on a pole, one-fourth height of pole, whichever gives the flag the greater permitted area.
- (6) **Ground Signs**
- a) In the LI district, no more than 1 sign per public street frontage containing entrance to use. May be used only for identification or on-site advertising.
 - b) Must be thirty (30) feet from any other ground sign.
 - c) Must meet vision clearance requirements of section 305.2.
- (7) **House Numbers**
 May contain no advertising matter.
- (8) **Identification Signs (attached)**
 Includes memorial signs, tablets, and name of building and date of construction. Sign must be cut into a masonry surface or cast of metal and affixed flat against a surface.
- (9) **Political Signs**
 All political signs may be set out no sooner than sixty (60) days prior to the election date (primary or general election) and must be removed within seven (7) days after the election to which they pertain. Political signs must be removed after primary elections that are generally conducted a number of months before the general election.
- (10) **Portable Signs**
 A non-renewable permit from the Zoning Administrator is required. Signs shall be permitted for no more than ten days. No more than one sign per establishment per street frontage shall be allowed. The same establishment may not have a temporary sign(s) again for 30 days after removal of such sign(s). The sign(s) shall not have colored or flashing lights which cause glare on traffic or adjacent properties, and shall not be located on the public right-of-way nor obstruct vision clearance as indicated in 402.1(A).
- (11) **Professional Announcement**
 This category includes signs for home occupations. No more than one sign per establishment shall be allowed. Signs for home occupations in all residential districts shall not exceed ten (10) square feet.

- (12) **Projecting Signs**
The sign may extend no more than 3 feet from the wall at the farthest point. 1 such sign is allowed per face on the street, or 2 per establishment, whichever is less. Such sign may be hung on corner of building but shall count against the maximum allowed above.
- (13) **Real Estate Signs:**
Signs must be removed ten (10) days after property is sold.
- (14) **Pennants, Banners & Streamers:**
Allowed as a temporary use only for the opening of a new business. May remain for no more than 4 weeks. Portable commercial signs are prohibited for this use.
- (15) **Temporary Signs (Auctions, Ag produce Sales, Charitable events)**
Off-site: No more than 1 sign per lot.
On-site: No more than 3 signs per lot. Sign may remain for no more than 45 days total
- (16) **Vending Machine Signs**
Includes signs painted or mounted on a vending machine related to the products on the machine; bank machine; book depository signs which instruct customers or patrons; signs attached to gasoline fuel pumps, oil and tire racks.
- (17) **Wall Signs**
- a) Wall signs must be mounted on areas of wall free of windows, doors, or other architectural detail. May not interrupt or cover major architectural features. Only one wall, roof, or projecting sign per establishment per street frontage is permitted other than those specifically mentioned elsewhere in this table.
 - b) Wall signs may be used only for identification or on-site advertising and at least 80% of sign face shall be for identification
 - c) Signs shall not project over the roof line of the building to which they are attached.
- (18) **Stacking of Signs**
Stacking of signs on standards or poles shall be prohibited.
- (19) **Tent Signs, A-Sign:**
A type of portable message sign constructed in such a manner as to form an "A".
- a) Limit of 1 sign per business use and/or unit. May be used only for identification or on-site advertising of business use.
 - b) Must be removed at the end of each business day.
 - c) Maximum size shall be no greater than 3 ft. by 3 ft. per side.
 - d) Must meet vision clearance requirements of section 305.2.

403 LANDSCAPING ORDINANCE

403.1 Purpose and scope

This article is intended to establish minimum standards for the design of landscapes for uses other than single family and two-family residential so as to improve the community aesthetically, economically and environmentally.

403.2 Definitions

The following definitions shall apply to the regulation and control of landscaping within this article:

Caliper: A standard trunk diameter measurement for nursery grown trees taken six inches above the ground for up to and including four-inch caliper size, and twelve inches above the ground for larger sizes.

Critical Root Zone (CRZ): A circular region measured outward from a tree trunk representing the essential area of the roots that must be maintained in order for the tree's survival. The critical root zone is one foot of radial distance for every inch of tree DBH, with a minimum of eight feet.

DBH: Diameter-at-breast-height is the tree trunk diameter measured in inches at a height of 4.5 feet above the ground.

Deciduous: Those plants that annually lose their leaves.

Drip Line: A vertical line extending from the outermost edge of the tree canopy or shrub branch to the ground.

Evergreen: Those plants that retain foliage throughout the year.

Evergreen Screen: A plant growing to over 20 feet in height at maturity that retains foliage year round that is planted to provide a dense vegetative screen for purposes of visual mitigation between zoning districts.

Ground Cover: A prostrate plant growing less than 2 feet in height at maturity that is grown for ornamental purposes. Ground covers are used as an alternative to grasses. On slopes, ground covers control erosion while eliminating the maintenance of mowing on hillsides.

Landscaping: The process or product of site development including grading, installation of plant materials, and seeding of turf or ground cover.

Parking Lot Plantings: Planting areas within and adjacent to parking areas designed to shade and improve the attractiveness of large areas of pavement.

Planting Area: The area prepared for the purpose of accommodating the planting of trees, shrubs, and groundcovers.

Planting Yard: The required installation of landscaping and screening materials between zoning districts and sometimes individual uses.

Type A Planting Yard: A planting strip having minimum width of 8 feet which is intended to separate uses, provide vegetation in densely developed areas, and enhance the appearance of individual properties.

Type B Planting Yard: A medium density screen having a minimum width of 15 feet which is intended to partially block visual contact between zoning classifications and create spatial separation.

Type C Planting Yard: A medium density screen having a minimum width of 20 feet which is intended to substantially block visual contact between zoning classifications and create spatial separation. A Type C Planting Yard reduces lighting and noise that would otherwise intrude upon adjacent zoning classifications.

Type D Planting Yard: A very high-density screen having a minimum width of 30 feet which is intended to substantially block visual contact between zoning classifications and create spatial separation. A Type D Planting Yard reduces lighting and noise that would otherwise intrude upon adjacent zoning classification.

Shrub, Large: An upright plant growing 10 feet to 20 feet in height at maturity that is planted for ornamental or screening purposes.

Shrub, Medium: A plant growing 5 feet to 10 feet in height at maturity that is planted for ornamental or screening purposes.

Shrub, Small: A plant growing to less than 5 feet in height at maturity that is planted for ornamental purposes.

Street Tree: A tree planted along the street behind the right-of-way.

Street Yard: A planting area parallel to a public street designed to provide continuity of vegetation along the right-of-way and to soften the impact of the development by providing a pleasing view from the road.

Tree, Ornamental: A small to medium tree, growing 15 feet to 40 feet in height at maturity, that is planted for aesthetic purposes such as colorful flowers, interesting bark, or fall foliage.

Tree, Shade: A large tree growing to over 40 feet in height at maturity, usually deciduous, that is planted to provide canopy cover shade.

403.3 Applicability

The provisions of this ordinance shall apply to all uses other than single family and two-family residential.

403.4 Planting Yards

Planting Yards are intended to separate different land uses and zoning districts from each other and are intended to eliminate or minimize potential nuisances such as dirt, litter, noise, glare of lights, signs and unsightly buildings or parking areas. The planting yard types are determined by four different levels based on zoning districts. The zoning districts have been divided into the following four levels:

LEVEL 1: RESIDENTIAL – SINGLE FAMILY

- RA Residential-Agricultural – excluding duplex
- RS Single Family Residential – excluding duplex
- RH Medium Density Single Family – excluding duplex

LEVEL 2: RESIDENTIAL – DUPLEX & MULTI-FAMILY

- RA Residential-Agricultural – duplex only
- RH Single Family Residential – duplex only
- RMH Residential - Manufactured Home

LEVEL 3: BUSINESS/ MIXED USE

- C Commercial District
- HB Highway Business
- MS Main Street

LEVEL 4: INDOOR MANUFACTURING

- LI Light Industrial District

In the case of a group development, the outer boundaries shall be landscaped according to the requirements of Table 403.22 and Table 403.3. The interior boundaries abutting out parcels within a group development must comply with the requirements of Table 403.2 and Table 403.3 at the time of their development.

TABLE 403.1 PLANTING YARD CHART

Table 403.1 shows how the four different levels of zoning classification relate to one another to determine the type of Planting yard that is required.

		Least Intensive	▶	▶	Most Intensive
		<i>Adjacent Zoning District Level</i>			
Least Intensive	Proposed Level	1	2	3	4
▼	1	*	*	*	*
▼	2	C	A**	A	A
▼	3	C	B	A**	A
Most Intensive	4	C	C	C	A**
* = No Planting Yard Requirement					
** = Where like zoning abuts one another, the planting yard requirement for the Type A Yard shall be a minimum average width of 8 feet, but at no time shall the width be less than four (4) feet.					

TABLE 403.2

PLANTING YARD LANDSCAPING					
Yard Type	Minimum Width (in feet)	Shade Trees	Ornamental Trees	Shrubs	Required Points per Linear Foot
A	8	optional	1/50'	optional	0.4
B	15	1/75'	1/100'	optional	0.7
C	20	1/50'	1/75'	optional	0.9
D	30	1/50'	1/50'	optional	1.0

Table 2 shows the planting requirements of the Planting Yard Types A-D and Street Yards. Each Planting Yard has a specified width, type of plant material and quantity of plant material that is required. The width and density of the Planting Yard increases as the difference in zoning classifications increase.

POINTS FOR PLANTING YARDS	
	POINTS
SHADE TREE	12
ORNAMENTAL TREE	6
LARGE SHRUB	3
MEDIUM SHRUB	2
SMALL SHRUB	1

- (A) A wall or fence, a minimum of six (6) feet in height (constructed of masonry or pressure treated lumber) or densely planted vegetation a minimum of six (6) feet in height that would provide a complete visual separation within three (3) years of planting, may be used to reduce both the minimum width of the Planting Yards and the corresponding number of points per linear foot by 20%.
- (B) In Type B Planting Yards, ornamental trees may be substituted for shade trees at the rate of two (2) ornamental trees for each required shade tree.
- (C) All trees in Street Yards shall be planted no closer than four (4) feet from any public right-of-way.
- (D) For the purpose of this section, building setbacks (as listed in Article III) shall supersede Planting Yard landscaping requirements.

TABLE 403.3

STREET YARD LANDSCAPING				
	Minimum Width	Trees		Shrubs
		Shade	or Ornamental	
Requirements	8'	1/35'	or 1/25'	Optional

TABLE 403.4 Planting Yards

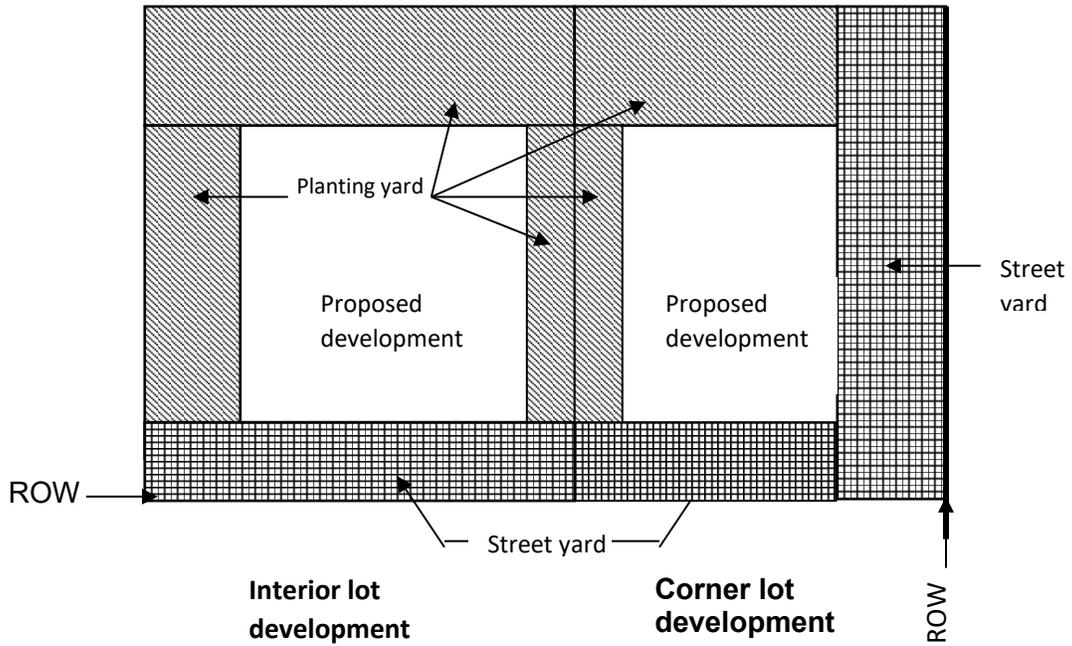
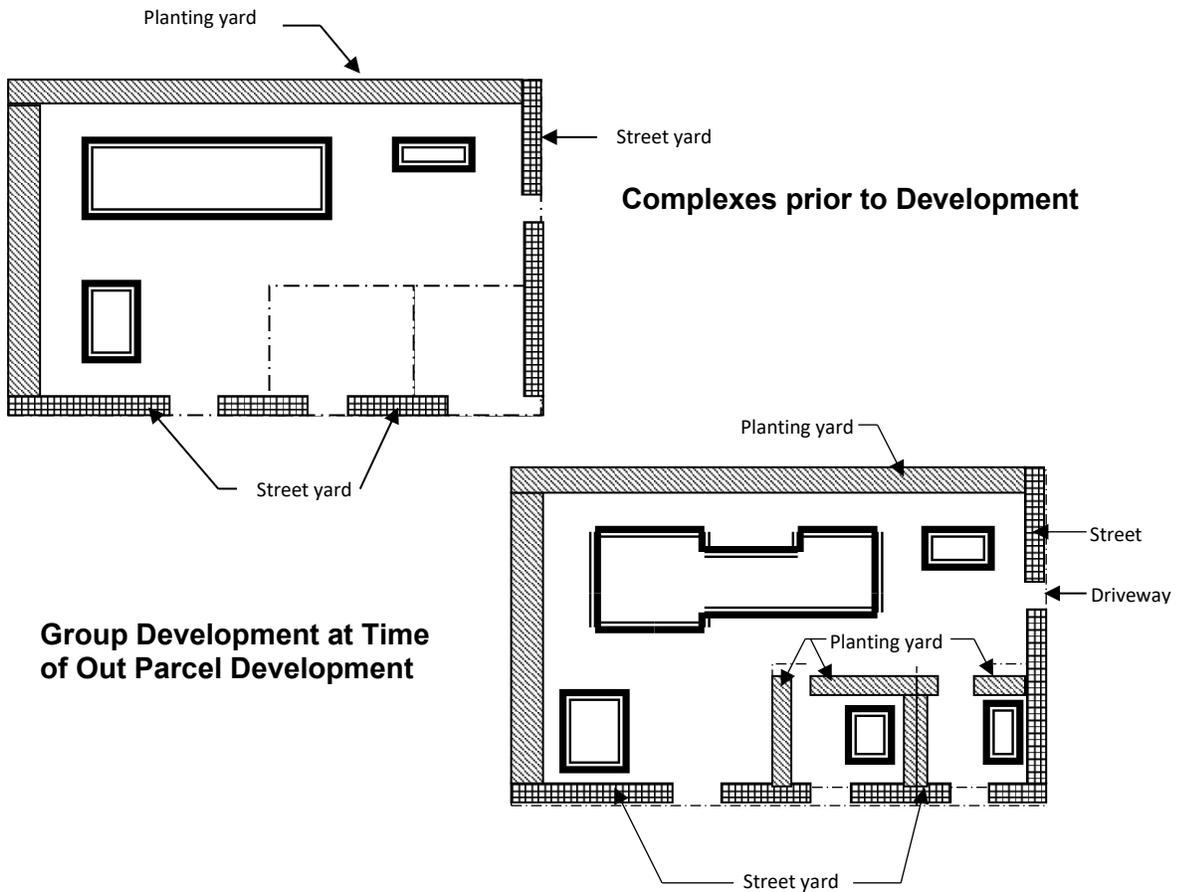


TABLE 403.5 Complexes



403.5 Landscaping and Design Standards for Street Yards

A Street Yard consists of a Planting Area parallel to a public street designed to provide continuity of vegetation along the right-of-way and to soften the impact of development by providing a pleasing view from the road.

- (A) Street Yards shall be a minimum of eight (8) feet wide
- (B) Street Yards shall contain one shade tree per thirty-five (35) linear feet, or one ornamental tree per twenty-five (25) linear feet, except in the case of a conflict with utility lines. These trees shall be generally equally distributed along the street frontage, but they are not required to be at absolute equal intervals. This will allow for some flexibility in design while discouraging long intervals without trees. Shrubbery may be planted in clusters where trees are not practical; however, the requirements of Table 3 shall be met.
- (C) Parking, merchandise display and off-street loading are prohibited in the street yard.
- (D) Any tree or shrub planted within a sight triangle shall comply with Section 305.2 Visibility at Intersections.

403.6 Standards for Landscaping within Parking Lots

- (A) All new parking lots with 12 or more spaces shall comply with the requirements of this section.
- (B) If an existing parking lot (paved or unpaved) is expanded or improved to add 12 or more spaces, it shall comply with the parking lot requirements of the landscape ordinance within the expanded or improved portion.
- (C) If a parking lot is expanded or developed, then Street Yard, Planting Yard, and parking lot requirements shall be applicable.
- (D) In parking lots with 12 or more spaces, trees shall be planted at a rate of one shade tree or two ornamental trees for every 12 spaces or fraction thereof.
- (E) Required trees shall be located within or adjacent to parking lots as tree islands, medians, at the end of parking bays, traffic delineators, or between rows of parking spaces in a manner such that no parking space is located more than 60 feet from a parking lot tree.
- (F) Trees required within the Planting Yards or Street Yards cannot be credited toward the parking lot requirements.
- (G) Planting Areas within the parking lots shall provide a minimum of 81 square feet with a minimum inside dimension of nine (9) feet and a minimum prepared depth of 18 inches.

403.7 Tree Preservation and Care during Construction

Existing trees shall be preserved whenever feasible. Credits for tree preservation are offered when a tree preservation plan is submitted to the Town's Zoning Administrator prior to grading the site. A tree preservation plan must show that there will be no disturbance in the critical root zone (CRZ). A disturbance is considered trenching, placing backfill in the CRZ, driving or parking equipment in the CRZ, and dumping of trash, oil, paint, or other materials detrimental to plant health in close proximity of the tree(s).

When selecting which trees to preserve, the following shall be considered: existing and proposed grading; age, condition, and type of tree; and location of site improvements and utility connections.

Credit for existing trees within parking lots and Planting Yards will be given at the rate of 18 points per 4 inches in diameter at breast height (DBH) of existing plant material preserved. Minimum size requirement to qualify for tree preservation in 4 inches (DBH).

Should any tree designated for preservation in the tree preservation plan die at any time after approval of the plan or issuance of a Certificate of Occupancy, the owner shall replace sufficient landscaping equal to the tree preservation credit within 180 days. In the event of a restricted site, the owner may request review by the Zoning Administrator. The replacement tree shall be a minimum of 2" in caliper for a shade tree and a minimum of 6' in height for an ornamental tree (six feet from the top of root ball to top of tree) at the time of planting.

403.8 Landscape Plan Submittal Requirements

In order for a plan to be reviewed, a site plan containing the following information must be submitted to the Zoning Administrator:

- (A) Site plan shall be drawn to scale and include a North arrow and necessary interpretive legends.
- (B) Property lines and zoning designation of adjacent properties
- (C) Location of proposed buildings, parking areas with spaces delineated, paving and sidewalks.
- (D) Existing plant materials and areas to be left in natural state
- (E) Methods and details for protecting existing plant materials during construction and the approved erosion control plan, if required.
- (F) Locations, size, and names for all proposed plants
- (G) Location and description of other landscape improvements, such as earth berms, walls, fences, sculptures, fountains, and paved areas

- (H) Planting and installation details as necessary to ensure conformance with all required standards
- (I) Location of overhead and underground utilities
- (J) Landscape Compliance Summary Table. This Table shall list required Planting Yards by Type, length, points required and plants to meet the points requirement. This Table shall include length of Street Yard and Trees by type (shade of ornamental) to meet the tree planting standard. This Table shall include the number of new parking spaces provided and the trees required, and the trees proposed to meet Parking Lot Landscape requirements.

403.9 Landscape Standards and Specifications

- (A) The developer shall furnish and install all plant materials listed on the plan schedule.
- (B) Plant materials shall conform to the requirements described in the latest edition of American Standard for Nursery Stock, which is published by the American Association of Nurserymen.
- (C) Plant materials must be from the Recommended Plant List or known to be hardy in USDA Plant Hardiness Zone 7. Plants included in the Plant Types to Discourage List may not be used to meet the requirements of this Ordinance.
- (D) Shade trees must be a minimum of 2 inches in caliper. Ornamental trees must be a minimum of 6 feet in height at the time of planting. (Six feet from top of root ball to top of tree.)
- (E) No tree may be planted in the sight triangle.
- (F) Do not use staking materials unless it is absolutely necessary. If staking is necessary, then the developer/property owner must remove the staking materials after one growing season.
- (G) Property owners ensure the survival and health of required tree in perpetuity.
- (H) A temporary Certificate of Occupancy may be issued when extremes in weather or soil conditions are not favorable for landscaping.
- (I) The developer shall ensure that all plant pits, vine pits, hedge trenches, and shrub beds are excavated as follows:
 - (1) All pits shall be generally circular in outline, with vertical sides. The tree pit shall be deep enough to allow one-eighth of the ball to be above existing grade. Soil within the Planting Areas shall be free of rock, debris, inorganic compositions, and chemical residues detrimental to plant life. Soil shall be compatible with the composition of the existing sub-soil and sufficiently blended to ensure adequate exchange of air and water between the Planting Area and the adjacent soil strata. Plants shall rest

on well-compacted surface. The tree pit shall be a minimum of nine inches larger on every side than the ball of the tree.

- (2) If areas are designated as shrub beds or hedge trenches, they shall be cultivated to at least 18 inches in depth.
- (J) Each tree or shrub, shall be pruned in an appropriate manner, in accordance with accepted standard practice.
- (K) All trenches and shrub beds shall be cultivated to the lines shown on the drawings. The areas around isolated plants shall be cultivated to the full diameter of the pit.
- (L) Existing trees shall be preserved whenever possible (see Section 1107).
- (M) All planting areas shall be mulched with a two-to-three inch layer of bark or other similar material to cover the Planting Area.

403.10 Alternative Methods of Compliance

- (A) Use of Alternate Plan, Material, or Methods: Alternate landscaping plans, plant materials, or planting methods may be used where unreasonable or impractical situations would result from application of landscaping requirements, or where necessary to protect existing vegetation. Such situations may result from streams, natural rock formations, topography, or other physical conditions; or front lot configuration, utility easements, unified development design, or unusual site conditions.
- (B) Approval of Alternate Plan: The Pine Level Planning Board may approve an alternate plan which proposes different plant materials or methods provided that quality, effectiveness, durability, and performance are equivalent to that required by this ordinance. This determination shall take into account the land use classification of adjacent property, number of plantings, species, arrangement and coverage, location of plantings on the lots, and the level of screening, height, spread, and canopy of the planting at maturity.
- (C) Appeal: Decision of the Pine Level Planning Board regarding alternate methods of compliance may be appealed to the Pine Level Town Board of Commissioners.

403.11 Plant Substitution

Due to seasonal planting problems and a lack of plant availability, approved landscape plans may require minor revisions. Minor revisions to planting may be approved by the Zoning Administrator or his/her designee if the following are true.

- (A) There is no reduction in the quantity of plant material.
- (B) There is no significant change in size or location of plant materials

- (C) The new plants are of the same general category (i.e., shade tree, ornamental tree, or shrub) and have the same general design characteristics mature height, crown spread) as the materials being replaced.

404 ACCESSORY USES & STRUCTURES

Accessory uses are permitted in any zoning district in accordance with the following regulations:

404.1 In General

In no event shall “accessory use” or “accessory structure” be construed to authorize a use or structure not otherwise permitted in the district in which the principal use is located. Accessory uses shall be permitted according to Table 309.1. Every accessory use and structure shall be located and conducted on the same lot as the permitted principal use or structure.

404.2 Height

Accessory buildings shall conform to the height requirements of the zoning district in which they are located. Accessory buildings shall not exceed the principal building in height except in the RA zoning district where accessory buildings, barns, etc. may exceed 35 feet, provided such buildings maintain a minimum thirty (30) foot setback from all property lines and from the principal structure.

404.3 Setback

No accessory building or recreational structure or use may extend within five (5) feet of a lot line, nor within twenty (20) feet of a street right-of-way line.

404.4 Location

No accessory building (except a well house) or recreational structure or use may extend in front of the front building line of a single-family or two-family dwelling or manufactured home.

404.5 Separation

No detached accessory building shall be located closer than ten (10) feet to any other building or manufactured home, including other accessory buildings.

404.6 Sharing of Common Walls

An accessory building sharing one (1) or more common walls with the principal building shall be considered part of the principal building for purposes of this ordinance and must meet all yard requirements applied to the principal building.

404.7 Recreational Uses

Recreational uses and buildings accessory to multi-family dwelling complexes shall be in accordance with Section 405 of this ordinance.

404.8 Satellite Dish Antennas

Dish antennas less than twenty-six (26) inches in diameter shall be allowed as a permitted use in all zoning districts. Dishes larger than twenty-six (26) inches in diameter may be permitted only as a “special use” in accordance with Article VI.

404.9 Electronic game and pinball machines

Within an establishment devoted to another purpose shall be an accessory use provided that there shall be no more than two (2) machines. More than two (2) machines shall be considered a commercial amusement requiring a special use permit from the Board of Adjustment.

404.10 Fences and Walls

Fences and walls shall be permitted as accessory uses provided that they comply with the following:

- (A) No fence or wall more than three (3) feet in height, or retaining wall more than five (5) feet in height, may be placed in any front yard, including along the side lot line or in the yard to the front of any principal building, unless approved by the Pine Level Board of Commissioners, as a buffer in accordance with Section 403 of this ordinance.
- (B) Rear and side fences greater than seven (7) feet and no more than ten (10) feet in height, shall be of an open type similar to woven wire or wrought iron fencing except where a buffer with different specifications is required elsewhere by this ordinance.
- (C) Fences may not exceed seven (7) feet in height, except that in commercial districts (C and HB) and in the industrial district (LI), where such fences may be no more than ten (10) feet in height.
- (D) Fences and walls are exempt from the setback requirements of this ordinance.
- (E) No fence shall impede vision as regulated in Section 305 of this ordinance.

404.11 Domestic Animal Pens

- (A) Domestic Animal Pens shall follow the same guidelines as accessory building setbacks.
- (B) Domestic Animal Pens shall be placed five (5) feet from the property line, even if there is a full fence around the house, in order to be able to clean up around the pen.
- (C) The height of the pen cannot exceed six (6) feet.
- (D) The pen can never be placed in the front yard of a home.

405 STANDARDS FOR INDIVIDUAL USES

The development standards listed in this section are additional to other requirements of this ordinance. They are use-specific and apply to uses designated as a "D" in Table 309.1, the Table of Permitted Uses. These standards shall also apply to uses designated in the table as requiring a special use permit "S".

405.1 Agricultural Uses

Buildings or structures used for the keeping of livestock, fowl or other agricultural permitted uses shall be located in the rear yard and shall not be located closer than fifty (50) feet from any property line, except that no livestock shall be kept within the town limits of Pine Level. Horses, however, are permitted to be kept within the town limits of Pine Level only on ten (10) acre recorded lots or greater located within the RA Zoning District. The number of horses permitted on each lot shall not exceed one horse for each one (1) acre of land. **(amended 2-8-2010)**

405.3 Amusement, Commercial - Outdoor

(A) No outdoor activities, including parking, shall be located within two thousand (2,000) feet of any residentially zoned land. Lighting associated with the use shall not shine on adjacent properties. Noise from commercial amusements shall not be a nuisance to any residentially-zoned land.

(B) Hours of operation are limited to 10:00 AM – 10:00 PM.

405.5 Amusement, Commercial – Indoor

Hours of operation are limited to 10:00 AM-10:00 PM.

405.7 Amusement Parks

No activities including parking, shall be located within two thousand (2,000) feet of any residentially-zoned land. No lights from the park may shine where they will produce glare which will not be directly cast on a residential structure. Noise from the park shall not be a nuisance to any residentially-zoned land.

405.9 Automobile Storage Yard

See requirements for 405.43, Storage and Salvage Yards

405.11 Bed and Breakfast

(A) The establishment shall not serve food or drink to non-guests for pay.

(B) The establishment shall serve only breakfast to registered guests of the establishment.

(C) The price of breakfast shall be included in the room rate.

(D) The establishment shall be the permanent residence of the owner of the establishment.

- (E) In any residential zoning district, no more than two off-street parking spaces shall be provided in the front yard and overnight guest accommodations shall be in the principal structure only.
- (F) Off-street parking in the side and rear yards shall be screened in accordance with parking lot landscaping and screening requirements. Parking shall be placed on the lot in a manner designed to have the least physical impact on adjoining residential uses.
- (G) Employment shall not exceed two full time employees in addition to the owner(s).

405.12 Beehives

According to G.S. 106-645, a city may adopt an ordinance regulating hives, but only if the ordinance (1) permits up to five (5) hives on a single parcel within the city's land use planning jurisdiction and (2) requires the hives to be placed at ground level or securely attached to anchor stands. The statute also provides that such an ordinance may regulate the placement of hives on a parcel, to include setbacks from property lines and between hives. Additionally, the ordinance may require the removal of the hive if the owner no longer maintains it or if removal is necessary to protect the public's health, safety, and welfare.

- (A) Beehives are allowed in the city limits and the ETJ of Pine Level
- (B) They are permitted only in the following residential districts: RA, RS, RH, RMH,
- (C) Setbacks should be ten (10) feet from a property line
- (D) Placement of the hive would only be allowed in the backyard
- (E) Can and will be removed to protect the public's health, safety, and welfare.
- (F) Requires a Conditional Use Permit
- (G) Permit fee is required according to Town's fee schedule

405.13 Campgrounds & RV Parks

Campgrounds and RV parks are intended for seasonal occupancy only and shall not be used as a permanent residence.

405.15 Clubs, Private

- (A) Noise from a public address system shall not be heard beyond the structure containing the use.
- (B) Hours of Operation. The hours of operation are limited to ten (10:00) AM to two (2:00) AM.

405.17 Community Centers

- (A) Noise from a public address system shall not be heard beyond the property.
- (B) Any community center having a seating capacity in excess of five hundred persons shall have direct access to a major or minor arterial road.

405.19 Day Care Center

- (A) Outdoor play and/or recreation areas shall be located behind the front building line in the rear yard or side yard only. If located in the side yard, a minimum side yard setback of ten feet shall be observed. On corner or through lots, a minimum twenty-foot setback as measured from the abutting street right-of-way line shall be required.
- (B) All outdoor play and recreation areas shall be surrounded by a fence or wall at least four feet in height.
- (C) At least one off-street passenger loading/unloading space separate from required parking shall be provided for each twenty people enrolled. Adequate on-site turnaround area shall be provided for all loading/unloading and parking spaces

405.21 Day Care, Home

- (A) A day care home must be clearly incidental to the residential use of the dwelling and must not change the essential residential character of the dwelling, all building and lot standards for residential dwellings shall be maintained.
- (B) No outdoor play shall be permitted after dark and care shall not be provided on a twenty-four hour basis.
- (C) The facility shall be staffed by persons residing in the dwelling in which the day care is located except that up to one non-resident may report to work at a daycare home.
- (D) The day care shall be located in a structure originally constructed as and designed for a single-family dwelling which shall be the principal structure on the lot. The structure shall not be altered in any manner which diminishes its value as a single-family dwelling or which changes its exterior residential character.
- (E) The owner of the daycare home shall reside on premises.

405.23 Dwellings, Single-Family Detached

To insure compatibility and design harmony with the historic building patterns in Pine Level, the following design standards have been established. These standards are required for all new single-family residential construction.

- (A) All single-family and modular dwellings must meet the provisions of the North Carolina Residential Building Code.
- (B) Building Orientation. The primary entrance door must front on a street
- (C) Siding Materials. The following materials are acceptable for siding and trim: brick, stucco, wood clapboard, or materials designed to simulate wood clapboard such as vinyl or cement board (hardi-plank). Corrugated metal or non-decorative concrete block is not permitted.

- (D) **Roof Materials and Design.** Acceptable roof materials include asphalt shingles, wood shingles, standing seam metal, slate. The majority of roof areas shall have a minimum 6:12 pitch.
- (E) **Additional Features.** All new homes must be designed with at least one of the following three (3) features:
 - (1) Varied footprint visible from street.
 - (2) Covered front porch with a minimum size greater than thirty-six (36) square feet.
 - (3) More than two roof lines visible from the street. This may be accomplished through roofs designed with gables, hips and varied pitch, etc.

405.25 Dwellings, Modular

Must meet standards of section 405.23 Dwellings, Single-Family above.

405.27 Dwellings, Multi-family (Including Condominiums)

- (A) **Building Separation:** Where more than one (1) building is to be located on the site, building separation shall be determined as follows:

The minimum horizontal distance between the vertical projections of any points on two (2) adjacent buildings shall be determined according to the following table. The separation shall be calculated from vertical projections for each building that are closest together.

Height of Taller Building	Minimum Horizontal Distance Between Vertical Projections
20 feet or less	16 feet
Between 20.1 and 25.0 feet	25 feet
Between 25.1 and 30.0 feet	30 feet
Between 30.1 and 35.0 feet	40 feet

Distance related to Windows. The minimum distance between the centers of facing windows of different dwelling units shall be twenty (20) feet.

- (B) **Buffer Yard Required:** A yard of at least fifty (50) feet shall be provided around the entire perimeter of the site, with the exception of driveways. Parking spaces and accessory buildings shall not be allowed in the required yard.

Accessory buildings and uses for multi-family dwellings shall not be placed in the fifty (50) foot yard around the perimeter of the site.

- (C) **Access for emergency vehicles** to all parts of the complex and to each dwelling unit shall be provided.

- (D) Accessory Uses. The Board may approve the inclusion of leasing offices and of coin-operated laundry facilities, swimming pools, snack bars, and similar service uses for residents of the multi-family dwelling provided that they are intended to serve residents of the dwelling or complex only and will not attract outside traffic to the site.

405.29 Dwellings, Townhouses

- (A) Lot Area Requirements. Minimum lot area, width, depth, and lot coverage requirements shall be as indicated in Section 302 and Section 304 of this ordinance.
- (B) Development Setbacks. The yard requirements around the perimeter of townhouse projects with more than two (2) attached townhouses shall be increased to fifty (50) feet.
- (C) The minimum number of townhouses attached to each other shall be two (2) and the maximum number shall be eight (8).
- (D) Common area. Any common areas and common open space shall be deeded to a homeowners' association which meets the requirements of Section 405.29(F).
- (E) Recreation and Open Space

- (1) Every person or corporation who establishes a townhouse project for residential purposes shall be required to dedicate a portion of such land for the purpose of park, recreation, and open space sites to serve the residents of the townhouse project.
- (2) The minimum amount of land that shall be dedicated for recreation, parks, or open space in all townhouse projects shall be one-half (½) acre for each townhouse, or five (5) percent of the gross acreage, whichever is greatest.
- (3) Suitability of Land

Criteria for evaluating suitability of proposed recreation, parks, and open space areas shall include, but not be limited to, the following, as determined by the Board of Commissioners in consultation with the Planning Board and Recreation Committee.

- a) Unity. The dedicated land shall be a single parcel except where it is determined that two (2) or more parcels would be in the public interest. The Board of Commissioners may require that parcels be connected and may require the dedication of a connecting path of up to sixty (60) feet, and in no case less than thirty (30) feet in width in addition to the land required in Section 405.29(E)(2) of this use.
- b) Location. The dedicated land shall be located so as to serve the recreation needs of the townhouse project.

- c) Accessibility. Public access to the dedicated land shall be provided either by an abutting street or public easement. Such easement may be required to be up to sixty (60) feet in width and shall in no case be less than thirty (30) feet in width.
- (4) Usability. The dedicated land shall be usable for active recreation (play areas, ball fields, tennis courts, or similar recreation uses). Lakes may not be included in computing amount of land to be dedicated unless acceptable to the Board of Commissioners. If the Board of Commissioners determines that active recreation needs are being met by other dedicated parcels or existing recreation facilities, then land that is suitable for open space may be dedicated.
- (5) The Board of Commissioners may, in cases of unusual or exceptional nature, allow adjustments in the dedication requirements established in or required by this ordinance. Such adjustments shall be reviewed by the Planning Board and Recreation Committee before action by the Board of Commissioners.
- (6) The land required by this Section shall be deeded to a homeowners' association.
- (7) Nothing herein shall be construed to limit the amount of privately controlled open space which may be included in this agreement, over and above the recreation and park site obligation.
- (F) Home Owners Association Required. A homeowners' association shall be required to be responsible for the maintenance of all common areas. The association shall also be responsible for all open space and recreation areas that are not deeded to the Town of Pine Level. The developer or owner shall file with the Zoning Administrator and record with the final townhouse project plat a declaration of covenants and restrictions as well as regulations and bylaws that will govern the maintenance of all common areas, recreation, and open space.

Provisions shall include, but not be limited to, the following:

- (1) The association shall be established before the homes are sold.
- (2) Membership shall be mandatory for each home buyer and all successive buyers, unless another arrangement is approved by the Board of Commissioners which adequately protects the interest of the Town and the owners.
- (3) The association shall be responsible for the liability insurance, local taxes, and maintenance of the recreation and other facilities.
- (4) Any sums levied by the association that remain unpaid shall become a lien on the individual homeowner's property which shall be subordinate only to tax and mortgage liens unless another arrangement is approved

by the Board of Commissioners which adequately protects the interests of the Town and the owners.

- (5) If all or any portion of the property held by the association is being disposed of, or if the association is dissolved, adequate open space shall be deeded to the Town of Pine Level to satisfy the requirements for public recreation space under this Section of the ordinance.
- (6) An owner of each dwelling unit or each homeowner shall have voting rights in the association.
- (7) Uses of common property shall be appropriately limited.
- (8) The following information shall also be provided:
 - a) The name of the association.
 - b) The manner in which directors of the association are to be selected.
 - c) The post office address of the initial registered office.
 - d) The name of the city and county in which the registered office is located.
 - e) The number of directors constituting the initial board of directors.
 - f) The names and addresses of the board of directors shall be submitted annually to the Town.
- (9) Property owners shall be furnished with a copy of the declaration of covenants and restrictions by the seller of the individual lot(s)

405.30 Electronic Gaming Operations

Electronic Gaming Operations operated either as a principal use or as an accessory use shall be subject to the following:

- (A) Prior to the operation of an electronic gaming operation, a privilege license for an electronic gaming operation must be issued by the Town of Pine Level with a fee paid per establishment and per machine in accordance with the adopted fee schedule.
- (B) Separation Requirement. The establishment must be 1,500 feet from the following: schools, libraries, playgrounds, churches, daycares, and businesses with alcohol sales. Must be located 1,000 feet from another gaming business.
- (C) Must provide off-street parking in accordance with Section 401.
- (D) No minor (17 years of age or younger) shall be allowed to operate a gaming machine.

- (E) Hours of Operation. Shall be limited to 8:00 a.m. through 12: midnight, seven days per week. No playing on any computer subject to this chapter shall be allowed from 12:00 midnight to 8:00 a.m.

405.31 Family Care Homes

A family care home as defined in GS 168-21 for handicapped persons as defined in GS 168, Article 3, may not be located within a one-half mile radius of an existing family care home

405.33 Fraternal organizations not open to the public

Noise from a public address system shall not be heard beyond the property where the use is located.

405.35 Home Occupations

Home occupations are permitted in all districts only as an incidental use and shall comply with the following regulations:

- (A) No More than two (2) persons other than a resident of the dwelling shall be engaged in such occupation.
- (B) No more than two (2) vehicles may be used in the conduct of the home occupation. Any such vehicle shall be parked off the street. The parking of any such vehicles on the property, other than an automobile, shall be in an enclosed building as described in Section 405.35 (D) below, or shall be a special use subject to approval by the Board of Commissioners.
- (C) No more than twenty-five (25) percent of the total actual floor area of the dwelling or five hundred (500) square feet, whichever is less, shall be used in the conduct of the home occupation. In addition, one (1) accessory building, not exceeding one thousand (1000) square feet, may be permitted as a special use in connection with the home occupation, to house commercial vehicles and/or for the storage of materials used in connection with the home occupation. The accessory building may not be used for manufacturing, processing, instruction, sales, service, or other work in connection with the home occupation. All lot coverage, dimensional, and other requirements of this ordinance must be met by such accessory building. A sketch of the proposed building and list of the materials to be used on the outside must be submitted with the application for a Special Use Permit.
- (D) A home greenhouse may be permitted provided that such greenhouse meets the requirements of Section 404 and that any sales in connection with such greenhouse meet the requirements of this section (405.35).
- (E) No outdoor sales or storage shall be permitted in connection with the home occupation.

- (F) The exterior appearance of the dwelling shall not be altered in such a manner nor shall the occupation in the residence be conducted in such a way as to cause the premises to differ from its residential character in exterior appearance.
- (G) The use may not emit smoke beyond that which normally occurs in the applicable zoning district, nor shall it emit dust, vibration, odor, fumes, glare, electrical interference, interference to radio and television reception or other nuisance and shall not be volatile or present a fire hazard, nor may the occupation discharge into any waterway, stream, lake or into the ground or a septic tank any waste which will be dangerous or a nuisance to persons or animals, or which will damage plants or crops.
- (H) No home occupation shall involve the use of electrical or mechanical equipment that would change the fire rating of the structure in which the home occupation is conducted.
- (I) There shall be no more than two (2) deliveries per day to the premises of materials to be used in conjunction with the home occupation and these shall take place between the hours of seven (7:00) AM and nine (9:00) PM.
- (J) No customers, clients, patrons, or employees other than the residents' household may be on the premises in connection with the home occupation before seven (7:00) AM or after nine (9:00) PM.
- (K) The following are strictly prohibited as home occupations: car washes, commercial automotive repair garages, any occupation which involves the storage of liquid petroleum, gasoline, kerosene or other flammable liquids, funeral homes and mortuaries, massage parlors, sale of reading or viewing material of a pornographic nature, animal hospitals and kennels.
- (L) Signs. In addition to the signs permitted in Section 402, home occupations located in an area zoned RA shall be allowed one ground sign not to exceed four feet in height and twenty (20) square feet in area. The home occupation shall follow all other requirements of Section 402

405.37 Manufactured Home, Class A

Class A Manufactured homes on individual lots shall meet the dimensional requirements of the underlying zoning district. In addition, the following requirements shall be met:

- (A) Have a length not exceeding three times its width.
- (B) Minimum size of 1100 square feet
- (C) Roof is finished with either asphalt or fiberglass type shingles that are commonly used in standard residential construction.
- (D) Exterior siding consisting of vinyl or aluminum horizontal lap siding, wood or hardboard, comparable in composition, appearance, and durability to the exterior siding commonly used in standard residential construction.

- (E) Continuous, permanent masonry foundation or brick curtain wall, unpierced except for required ventilation and access
- (F) Permanent steps shall be constructed at all exterior doors as necessary and a permanent porch or patio measuring at least three (3) feet in width and five (5) feet in length shall be constructed at the front or main entrance to the manufactured home.
- (G) Tongue, axles, transporting lights, and removable towing apparatus are removed subsequent to final placement.
- (H) 6" overhang, which may include rain gutters.
- (I) Roofs to have nominal 4/12 pitch.
- (J) Be listed as real property (must own land as well as the home).

405.39 Manufactured Home, Class B

Class B manufactured homes located within an approved manufactured home park in the RMH district, or located on individual lots as a special use in the RA district shall meet the following standards:

- (A) Age. All Class B manufactured homes shall be twenty years old or less at the time of permitting.
- (B) Exterior finished shall be in good repair and in no case shall the degree or reflectivity of the exterior siding, foundation skirting, and roofing, exceed that of gloss white paint.
- (C) Skirting required. A skirt or curtain wall, unpierced except for required ventilation and access, is required under the manufactured home, and may consist of brick, masonry, vinyl, or similar materials designed and manufactured for permanent outdoor installation, and
- (D) Stairs, porches, entrance platforms, ramps and other means of entrance and exit to and from the home are installed or constructed in accordance with the standards set by the NC Department of Insurance.
- (E) The running lights shall be removed and the hitch shall either be removed or screened with shrubbery.
- (F) At least two (2) off-street parking spaces shall be provided.
- (G) All areas not used for parking, manufactured home, or required porches, shall be grassed or otherwise suitably landscaped to prevent erosion.
- (H) All standards must be met prior to issuance of a Certificate of Occupancy.

405.41 Manufactured Home Parks

- (A) Where Required: RMH
- (B) Definition of Terms

Unless otherwise stated, the following words shall, for the purpose of this ordinance, have the meaning herein indicated. Words used in the present tense include the future. The singular number includes plural, and the plural the singular. The word "shall" is mandatory, not directory.

- (1) *Public or Community Sewer System*: Shall mean any sewerage system serving two (2) or more connections.
- (2) *Construction Permit*: A permit issued by the enforcement officer authorizing the manufactured home park developer to construct a manufactured home park in accordance with a park plan approved by the Pine Level Planning Board, Town Board of Commissioners, the Johnston County Health Department, and the Johnston County Building Inspector.
- (3) *Florida Room*: A prefabricated room designed and manufactured specifically for manufactured homes.
- (4) *Manufactured Home Space*: A plot of land within a manufactured home park designed for the accommodation of a single manufactured home in accordance with the requirements set forth in this ordinance.
- (5) *Manufactured Home Stand or Pad*: That portion of a manufactured home space designed for and used as the area occupied by the manufactured home proper.
- (6) *Operator*: Shall mean a person responsible for the operation of a manufactured home park.
- (7) *Parking Bay*: Two (2) off street parking spaces per manufactured home space.
- (8) *Public or Community Water System*: Means a water system serving three (3) or more manufactured homes, thereby requiring approval by the NC Dept. of Environment & Natural Resources (NCDENR).
- (9) *Recreational Vehicle*: A vehicular-type unit primarily designed as temporary living quarters for recreational, camping, or travel use, which either has its own motive power or is mounted on or drawn by another vehicle.
- (10) *Underpinning*: Approved skirting material around the manufactured home base.

- (C) Within a manufactured home park, one (1) manufactured home may be used as an administration office.
- (D) Recreational Vehicles (RV's) are not allowed as residential structures within the park.
- (E) Manufactured homes shall not be sold within a manufactured home park, except that an individual homeowner shall be allowed to sell the manufactured home in which he/she resides.
- (F) The Johnston County Inspections Department may, after due notice, subject to the right of appeal, suspend or revoke the Certificate of Occupancy for failure to maintain the park in compliance with the provisions of this ordinance. The Certificate of Occupancy may be revoked for a specific section of a manufactured home park which is in violation and occupancy allowed to continue in portions of the park which are in compliance with the Certificate of Occupancy.
- (G) Inspections
 - (1) The Johnston County Health Department and the Zoning Administrator are hereby authorized and directed to make such inspections as are necessary to determine satisfactory compliance with this ordinance and the North Carolina State Building Code. It shall be the duty of the owners or occupants of manufactured home parks to give these agencies free access to such premises at reasonable times for the purpose of inspection.
 - (2) The owners, management, or occupants to whom a construction permit for a manufactured home park is issued shall operate the park in compliance with this ordinance and shall provide adequate supervision to maintain the park, its facilities, and equipment in good repair and in a clean and sanitary condition.
 - (3) The park owner or operator shall notify park occupants and prospective occupants of all applicable provisions of the ordinance and inform them of their duties and responsibilities under this ordinance. If ownership changes, a new operating permit shall be obtained.
- (H) Site Plan Required. A site plan submitted in accordance with Section 606 is required.
- (I) Design Standards
 - (1) *General Requirements*

No living compartment or structure, other than a Florida Room, or other prefabricated structure, specifically designed for manufactured home use or extension, shall be added to any manufactured home. Porches covered with a roof and open on three (3) sides may be permitted if yard space requirements of this ordinance are not violated.

(2) *Streets and Parking*

- a) Each manufactured home space shall abut upon an improved street or driveway which shall have unobstructed access to a State maintained road.
- b) Paved streets shall have a minimum paved width of eighteen (18) feet. In addition, every such street shall lie within a cleared right-of-way having a minimum width of forty-five (45) feet.
- c) Maintenance of such streets shall be provided by the owner or operator of the park, who will be required to post a bond for the first year's maintenance, amount and terms to be determined by the Planning Board.
- d) Permanent dead-end streets or cul-de-sacs shall not exceed one thousand (1,000) feet in length and shall be provided with a turn-around of at least fifty (50) feet in diameter.
- e) Streets or drives within the manufactured home park shall intersect as nearly as possible at right angles, and no street shall intersect at less than sixty (60) degrees. Where a street intersects a public street or road, the design standards of the NC Department of Transportation shall apply.
- f) New street names or manufactured home park names shall not duplicate nor be similar to existing street names or manufactured home park names in Pine Level or Johnston County. The manufactured home park developer shall be required to provide and erect street name signs to State standards at all intersections within the manufactured home park.
- g) A minimum of two (2) parking spaces, surfaced with a minimum of four (4) inches of gravel, shall be provided adjacent to each manufactured home space but shall not be located within any public right-of-way or within any street in the park.
- h) All spaces within a manufactured home park shall be serially numbered for mailing address purposes. These numbers shall be displayed in the front of the manufactured home on the driveway side with four (4) inch lettering.
- i) Each manufactured home park in a community's flood-prone area shall have an evacuation plan indicating alternate vehicular access and escape routes. All manufactured homes to be placed in flood prone areas shall be anchored to resist flotation, collapse, or lateral movement.

(3) *Manufactured Home Space Requirements*

- a) All manufactured homes shall be located on individual manufactured home spaces. Each space shall be clearly marked by means of concrete or iron pipe placed at all corners.
- b) Minimum manufactured home space size table:

Utilities	Minimum Space Size (sq. ft.)
Public Water & Sewer Service	5,000
Public Sewer & Individual Well	15,000
Public Water & Septic Tank	25,000*

Note: * Area may be larger if determined necessary by the Johnston County Health Dept.

- c) Yard Requirements. The following yard requirements shall pertain to every manufactured home stand or pad:
 - 1) Front Yard: Measured from street right-of-way line, thirty (30) feet
 - 2) Side yard: Ten (10) feet.
 - 3) Rear Yard: Twenty (20) feet.
 - 4) Distance horizontal from the 100-year flood water line of a stream, river, or lake: Fifty (50) feet.

(4) *Landscaping and Screening Requirements*

The manufactured home park shall be landscaped in accordance with Section 403.

(5) *Accessory Buildings*

Accessory buildings may be constructed in the rear yard provided they are no larger than 12' x 12' and no closer than fifteen (15) feet from any adjoining lot line.

(J) Utility Requirements.

- (1) An accessible adequate, safe supply of water shall be provided in each manufactured home park. When a municipal water supply is not available, a community water supply shall be developed, and its supply used exclusively in accordance with the standards of the NC Dept. of Environment & Natural Resources and the Johnston County Environmental Health Department.
- (2) Adequate and safe sewage disposal facilities shall be provided in all manufactured home parks. Collection systems and sewage treatment plants complying with the requirements of the North Carolina Department of Environment and Natural Resources (NCDENR) shall be provided.

Plans for sewage collection systems and treatment facilities shall be submitted to NCDENR and the Johnston County Environmental Health Department.

(3) *Solid Waste Disposal and Sanitary Requirements*

- a) The storage, collection, and disposal of solid waste in the manufactured home park shall be so conducted as to create no health hazards, rodent harborage, insect breeding area, accident or fire hazards or pollution, and shall be maintained at least one hundred fifty (150) feet from the well site.
- b) All solid waste containing garbage shall be stored in a standard fly-tight, watertight, rodent-proof container, with a capacity not more than thirty-two (32) gallons which shall be located at each manufactured home space or an approved bulk container site. The manufactured home park management shall be responsible for the proper storage, collection, and disposal of solid waste as specified by the Johnston County Health Department.
- c) Stands shall be provided for all containers. Such container standards shall be so designed as to prevent containers from being tipped, to minimize spillage and container deterioration, and to facilitate cleaning around them.
- d) All garbage shall be collected at least once weekly. Where suitable collection service is not available from municipal or private agencies, the manufactured home park operator shall provide this service. All garbage shall be collected and transported in covered vehicles or covered containers to the Johnston County Landfill or an approved disposal site by the County Health Department.
- e) Grounds, buildings, and structures shall be maintained free of insect and rodent harborage and infestation. Examination methods and other measures to control insects and rodents shall conform with the requirements of the County Health Director.
- f) Storage areas shall be so maintained as to prevent rodent harborage; lumber, pipe, and other building materials shall be stored at least one (1) foot above ground.
- g) No junked or abandoned vehicles shall be allowed in the park.

(4) *Street Lighting Requirements*

All streets in the manufactured home park shall be adequately illuminated. The minimum size streetlight shall be a 175-watt mercury vapor, approximately 7,000 lumen class, or its equivalent, spaced at intervals of not more than three hundred (300) feet. Streetlights shall be at each street intersection.

(5) *Telephone and Power Lines*

All telephone and power lines are to be located underground. Utility easements shall not be less than ten (10) feet in width.

(K) Recreation Areas and Facilities

(1) Adequate and suitable areas to serve the anticipated population shall be provided and shall consist of at least ten thousand (10,000) square feet per twenty-five (25) manufactured homes.

(2) Suitable facilities shall be provided as shown in the following table:

Facility	Per 25 Manufactured Homes	Minimum size of Single Facility
A. Play lot	300 Sq. ft.	300 sq. ft.
B. Recreation Facilities	10,000 Sq. ft.	10,000 sq. ft.

(3) No recreation facilities shall be placed in an area utilized for septic tank filter fields.

(4) Two (2) pieces of equipment per twenty-five (25) manufactured homes will be required.

(L) Existing Manufactured Home Parks

Manufactured home parks existing at the time of the adoption of this ordinance with spaces completed and ready for occupancy shall be allowed to continue to operate. Manufactured home parks existing at the time of the adoption of this ordinance shall not be allowed to expand or increase in any manner unless such expansion meets fully the requirements set forth in this ordinance.

405.43 Storage and Salvage Yards

(A) Where Required: LI

(B) The minimum area required to establish a storage yard shall be ten (10) acres.

(C) Outside Storage: An approved opaque fence of uniform construction not less than six feet in height shall be required around the perimeter of the activity. Such fencing shall be located between the use and the required landscape planting yard.

(D) No salvage operations shall take place within three hundred (300) feet of any school, or residential property (existing or under construction at the time of permit request).

405.45 [Intentionally Omitted]

405.47 Recreational Vehicle Park

See Section 405.13

405.49 Telecommunication Tower

The minimum distance from the center of the transmission tower to the nearest property line shall be two (2) times the height of the tower or the height of the tower plus two-hundred (200) feet, whichever is greater. Off-street parking shall be provided at the rate of one (1) space for each employee.

405.51 Temporary Events

Includes uses such as circuses, carnivals, fairs, farm stands, religious tent revivals

(A) The site shall be located at least two hundred (200) feet from the nearest occupied residential structure and shall be adequately designed for its size and purpose. The use shall meet any applicable Johnston County Health Department regulations.

(B) Time Limit. Permits for temporary events shall have a five (5) day time limit.

(C) A completed application form shall be furnished to the Town. The applicant must demonstrate provisions for sanitation, parking and security

406 YARD/GARAGE SALES

406.1 Definition

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

Yard/Garage Sale – a display and sale from a residence or residential property, of personal property which has been owned or previously used. The terms Yard Sale or Garage Sale does not include the mere incidental sale of one or two items of personal property when the sale is not part of a general sale of a number of items of personal property. Periodic non-profit fund raising activities are excluded from this definition.

406.2 Conformance

All the sales shall be subject to the rules and regulations of this chapter.

406.3 Consignment Sales Prohibited

No person shall accept or take in for sale, any goods from any commercial business or enterprise on a consignment basis for sale in a yard/garage sale.

406.4 Signs

Two off-site directional signs may be permitted, but only during the hours the sale is actively being conducted. Off-site signs must be removed at the close of the sale activities, or by the end of daylight, whichever occurs first, each day of the sale. No freestanding signs may be placed in the public right of way.

406.5 Number of Sales Limited

Not more than four yard/garage sales per year shall be held at the premises, if occupied by the same family or any member of the family.

406.6 Hours of operation

Yard/garage sales may be conducted during daylight hours only. At no time shall a single sale be conducted for a period longer than two consecutive weekends, or 72 hours, whichever is the lesser.

406.7 Exception

The provisions of this chapter shall not apply to or affect persons selling goods pursuant to an order of a court of competent jurisdiction or persons acting in accordance with their powers and duties as public officials.

406.8 Penalty

Anyone violating the provisions of this chapter shall be guilty of a misdemeanor and can be confined for not more than thirty (30) days or fined in the excess of fifty dollars (\$50). Each day's continuing violation of this chapter shall be a separate and distinct offense.

407 FLEA MARKETS

407.1 Definition

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

Flea Market – A market held in an open area or structure where goods are sold to the general public by individual sellers from open or semi-open facilities or temporary structures. Periodic non-profit fund raising activities are excluded from this definition.

407.2 Special Use

Flea Markets require a Special Use Permit.

407.3 Site Plan Requirements

The site plan for a flea market shall show the following information:

- A. Name and address of applicant and the owners of the flea market.
- B. Name and address of landowners.

- C. Location (vicinity map) and legal description of flea market site.
- D. A legible map drawn to a minimum scale of 1 inch = 100 feet, with a north arrow, and showing site layout, parking, booth arrangements, etc.
- E. Total area and dimensions of site.
- F. The location, width and area of roadways, parkways, streets, driveways, and walks.
- G. Location of all water and sewer lines.
- H. Plans and specifications (including phases if applicable) of all buildings to be constructed on site.
- I. The location and details of outdoor lighting and electrical systems.
- J. Gross density or number of booths per building and gross sales area, number of parking spaces.
- K. Location of service buildings and other proposed structures.

407.4 Minimum lot size

The minimum lot area of a flea market site shall be one (1) acre.

407.5 Unlicensed vehicles regulated

Unlicensed vehicles (golf carts, trash trucks, security cars, tractors, etc.) used on the market site are limited to those owned by the market and used as part of the operation.

407.6 Handling of trash

Trash shall be stored in sealed containers and must be removed from the market site on at least a weekly basis. Trash, cardboard and other debris must be disposed of by private means. Trash receptacles for public use shall be placed within seventy-five feet (75') of all sales areas.

407.7 Overnight camping

No overnight camping is permitted.

407.8 Alcohol/fireworks

No open container of alcohol is permitted. The sale or use of fireworks is prohibited.

407.9 Restroom facilities

Restroom facilities must be centrally located and free standing. The legal number of restrooms (including the number of stalls, location, provision for handicapped, inspections, etc.) shall be determined by the Johnston County Health Department. Portable toilets are allowed for construction purposes.

407.10 Food preparation

Food preparation areas shall comply with the Johnston County Health Department guidelines and are subject to inspection at all times. Placement of hand wash sinks, sewer hookups, restroom facilities, etc. shall be as required by the Johnston County Health Department. Food preparation areas connected to the Town sewer system shall have a grease trap located before the public sewer connection point.

407.11 Access

Public entrance shall meet NCDOT standards for street access. The minimum setback of the market area (including internal driveways, trash receptacles, structures, sales areas) is twenty-five feet (25') from public street pavement and ten feet (10') from all property lines.

407.12 Building requirements

The initial building shall have a floor area of at least four thousand (4,000) square feet. All roofs must be of the same type and pitch. Public walkways shall have a width of at least ten feet (10') and shall be maintained clear of all obstacles.

407.13 Motorized devices, marked spaces

Except for motorized wheel chairs and similar devices used by disabled persons, the use of scooters, skateboards, bicycles or the like, are not allowed in buildings. Spaces within a building or on the site must be marked to facilitate finding the space in case of an emergency. Buildings must be constructed within six (6) months after the appropriate permit is issued. No temporary buildings are allowed.

407.14 Buildings allowed for retail sales

The following types of buildings may be used for retail sales space.

- A. Buildings enclosed with a permanent roof, permanent floor and permanent sides with a minimum square footage of two thousand (2,000) square feet.
- B. Open buildings with permanent roof and permanent floor with a minimum square footage of two thousand (2,000) square feet. The total square footage of all open buildings shall not be more than the total square footage of all enclosed buildings.

407.15 Off street parking

The minimum off street parking spaces shall not be less than six (6) spaces per one thousand (1,000) square feet of gross sales area, plus one (1) space per booth, table or sales area. Otherwise, the off street parking requirements of this Ordinance shall govern.

407.16 Insect and rodent control

- A. The grounds, buildings and structures shall be kept free of insect and rodent and rodent harborage and infestation.
- B. Insect and rodent control measures shall comply with the Johnston County Health Department requirements.
- C. The flea market site shall be kept free of debris that may provide harborage or breeding places for rodents, flies, mosquitoes and other pests.
- D. The growth of brush, weeds and grass shall be controlled to prevent harborage of ticks, chiggers, and other noxious insects.
- E. Flea markets shall be maintained to prevent the growth of ragweed, poison ivy, poison oak and other noxious weeds considered detrimental to health.
- F. Open areas shall be maintained free of heavy undergrowth of any description.
- G. The flea market shall be subject to the requirements of any Ordinances regarding to insect and rodent control.

407.17 Buffering

A buffer strip of at least fifteen (15) feet in width shall be provided along lot lines adjacent to any residentially zoned district or any residence, church, or school. The strip shall be composed of at least two (2) rows of evergreen bushes, trees, or shrubs. Vegetated buffers shall maintain a minimum height of six (6) feet and foliage overlap within six (6) years of planting.

407.18 Site specific details

While this chapter lists general guidelines for the development of a flea market within the Pine Level Extraterritorial Jurisdiction, the reviewing authority shall also consider site-specific details when considering an application.

ARTICLE V - NON-CONFORMING USES, LOTS & STRUCTURES

A lawful pre-existing use, structure, or lot which does not meet the requirements of the current zoning ordinance is called a nonconformity. Special provisions apply to nonconformities and these are listed in Sections 501 to 506 of this ordinance. In lieu of the provisions in this Section, non-conforming signs shall comply with the requirements in Article IV.

501 EXISTING SUBSTANDARD STRUCTURES

- 501.1 The conforming use of a structure as explained in Section 504 of this ordinance, existing at the time of adoption of this ordinance, may be continued although the structure's size or location does not conform with the yard, dimensional, height, parking, loading, access, lot area, and lot coverage provisions of this ordinance. Such structures are called substandard structures.
- 501.2 Substandard structures with conforming uses may be added to or enlarged provided that the enlargements comply with the yard, height, parking, loading, access, and all other applicable requirements of this ordinance for the district in which such a structure is located.
- 501.3 A substandard structure which is damaged or destroyed by fire, explosion, flood, or other calamity to more than fifty-one (51) percent of its current equalized value, may be reconstructed and shall comply with the yard, height, parking, loading, access, and all other applicable provisions of this ordinance for the district in which the structure is located unless the structure is situated on a substandard lot of record, in which case the provisions concerning substandard lots of record shall apply. However, an occupied substandard structure which is damaged or destroyed by fire, explosion, flood, or other calamity to more than fifty-one (51) percent of its current equalized value, may be reconstructed in the same building foot-print if the following criteria are met: (1) the Owner applies to the Town within 365 days of the damage occurring; (2) the Owner follows the construction requirements and regulations of the Town; and (3) the build back would not violate North Carolina State Law or Federal Law. – (amended March 10, 2025)
- 501.4 A substandard structure may not be moved off the lot or lots on which it is located unless when relocated it complies with the regulations for the district in which it is located.

502 EXISTING NONCONFORMING USES

The lawful nonconforming use of a structure, land, or water existing at the time of the adoption of this ordinance may be continued except that:

- 502.1 Only that portion of the land or water in actual use may be so continued and the nonconforming use may not be enlarged or extended, nor may additional structures be added to be occupied by the nonconforming use, except that existing cemeteries can expand to the boundaries of the property which they owned at the time they became nonconforming, provided that required setbacks are met.

- 502.2 Normal maintenance, repair, and incidental alteration of a building occupied by a nonconforming use is permitted provided it does not extend the nonconforming use. A structure occupied by a nonconforming use may be changed to make the structure more in character with the uses permitted in the district in which it is located.
- 502.3 If the nonconforming use is damaged by fire, explosion, flood, or other calamity to the extent of more than fifty-one percent (51%) of its current equalized value, it shall not be restored except so as to comply with the use provisions of this ordinance. However, an occupied nonconforming structure which is damaged or destroyed by fire, explosion, flood, or other calamity to more than fifty-one (51) percent of its current equalized value, may be reconstructed in the same building foot-print if the following criteria are met: (1) the Owner applies to the Town within 365 days of the damage occurring; (2) the Owner follows the construction requirements and regulations of the Town; and (3) the build back would not violate North Carolina State Law or Federal Law. – (amended March 10, 2025)
- 502.4 If such nonconforming use is discontinued or terminated for a period of more than one hundred eighty (180) days, any future use of the structure, land, or water shall comply with the provisions of this ordinance.
- 502.5 A nonconforming use may not be moved off the lot or lots on which it is located unless when relocated it complies with the regulations of the district in which it is relocated.
- 502.6 The Board of Commissioners may permit as a special use a change in nonconforming use provided that the requirements of subsections 502.1, 502.2, 502.3, 502.4, and 502.5 of this section are met and the Board of Commissioners finds that such new use would be more in character with the uses permitted in the district than the previous use. In permitting the change, the Board of Commissioners may require appropriate conditions and safeguards in accordance with the provisions of this ordinance.
- 502.7 Once a nonconforming use has been changed or altered so as to comply with the provisions of this ordinance, it shall not revert back to a nonconforming use. Once the Board of Adjustment has permitted the substitution of a more restrictive nonconforming use for an existing nonconforming use, the substituted use shall lose its status as a legal nonconforming use and become subject to all the conditions required by the Board. If the structure occupied by a nonconforming use is changed so as to be more in character with the uses permitted in the district in which it is located, it shall not subsequently be changed to be less in character.

503 EXISTING VACANT SUBSTANDARD LOTS

- 503.1 Where the owner of a lot of record at the time of adoption of this ordinance or his successor in title thereto does not own sufficient land to enable him to conform to the lot area or lot width requirements of this ordinance, such a lot may be used as a building site for a single-family residence in a district in which residences are permitted; or as a site for a manufactured home only if the lot is in a district where manufactured homes are permitted; provided that the lot width and lot area are not more than twenty percent (20%) below the minimum specified in this ordinance, and further provided that the appropriate county health department approves the reduction

if on-site water or wastewater facilities are involved. In any case where the lot area and lot width are more than twenty percent (20%) below the minimum specified in this ordinance or other requirements cannot be met, the Board of Adjustment is authorized to approve as a variance such dimensions as shall conform as closely as possible to the required dimensions if the Johnston County Health Department submits a letter of approval if on-site water or wastewater facilities are involved. If the preexisting substandard lot is not in a district where single-family dwellings or manufactured homes are permitted, the Board of Adjustment may issue a variance to allow some reasonable use.

- 503.2 If two (2) or more adjoining lots of record are in one (1) ownership when this ordinance is adopted, or at any time after the adoption of this ordinance, and such lots individually do not meet the minimum dimensional requirements of this ordinance for the district in which such lots are located, then such group of lots shall be considered as a single lot or several lots of minimum permitted width and area for the district in which located, and therefore, the provisions of subsection 503.1 do not apply.

504 NONCONFORMING MANUFACTURED HOMES

Notwithstanding the provisions of sections 501 through 503 of this article, Nonconforming manufactured homes located on individual lots shall be governed by this section.

- 504.1 Manufactured homes located in districts where they are not permitted, but which existed prior to the adoption of this ordinance, may be replaced with a newer home provided all lot area, dimensional and yard requirements for the district are met.
- 504.2 If a nonconforming manufactured home, existing prior to the adoption of this ordinance, is damaged by fire, explosion, flood, or other calamity it may be replaced provided all lot area, dimensional and yard requirements for the district are met. However, if said nonconforming manufactured home is occupied and does not meet all lot area, dimensional and yard requirements for the district, which is damaged or destroyed by fire, explosion, flood, or other calamity to more than fifty-one (51) percent of its current equalized value, may be reconstructed in the same building foot-print if the following criteria are met: (1) the Owner applies to the Town within 365 days of the damage occurring; (2) the Owner follows the construction requirements and regulations of the Town; and (3) the build back would not violate North Carolina State Law or Federal Law. – (amended March 10, 2025)
- 504.1 If a nonconforming manufactured home is removed from a lot for a period in excess of 180 days it shall not be replaced.

505 CONFORMING USES AND STRUCTURES

- 505.1 Any use or structure existing prior to the effective date of this ordinance which conforms to the regulations of this ordinance for permitted uses and satisfies the dimensional requirements and any other applicable regulations of the district in which it is located, may be continued, provided any changes in use or structural or other changes shall comply with the provisions of this ordinance.
- 505.2 Any structure or use existing prior to the effective date of this ordinance which would be permitted by this ordinance as a special use in the district in which it is located, may be continued as if a special use permit had been applied for and issued, provided that any changes in use or structural or other changes shall comply with the provisions of this ordinance.

506 EFFECT OF AMENDMENTS

If subsequent amendments to this ordinance or the official zoning map result in the creation of additional nonconformities or conformities, such nonconformities or conformities shall be governed by the provisions of this Section unless otherwise stated in the amendment.

ARTICLE VI – ADMINISTRATION AND AMENDMENTS

601 BOARDS

601.1 Zoning Administrator

The Zoning Administrator who shall be appointed by the Board of Commissioners is duly charged with the enforcement of the provisions of this ordinance. If the Zoning Administrator(s) finds that any of the provisions of this ordinance are being violated, he or she shall notify in writing the person(s) responsible for such violations, indicating the nature of the violation and ordering the action(s) necessary to correct it. He or she shall also take any other action authorized by this ordinance to ensure compliance with or to prevent violation of its provisions. It shall be the duty of the Zoning Administrator to maintain in paper or digital format current and prior zoning maps, together with any state or federal agency map incorporated into these ordinance by reference, for public inspection

601.2 Planning Board

- (A) Powers and Duties of Planning Board. As directed by the Board of Commissioners, the Planning Board shall have the following duties:
- (1) Make studies and recommend to the Board of Commissioners plans, goals and objectives relating to the growth, development and redevelopment of the Town planning jurisdiction.
 - (2) Develop and recommend to the Board of Commissioners policies, ordinances, administrative procedures and other means for carrying out plans in a coordinated and efficient manner.
 - (3) Make recommendations to the Board of Commissioners concerning proposed special use permits and proposed zoning text and map amendments, as provided by Sections 607 and 608.
 - (4) Review and approve minor subdivisions in accordance with the subdivision regulations of the Town of Pine Level.
 - (5) Perform any other duties assigned by the Board of Commissioners.
 - (6) Must keep minutes of all proceedings.
- (B) The Board shall adopt rules and bylaws in accordance with the provisions of this ordinance and of Chapter 160D of the General Statutes of North Carolina
- (C) Conflict of Interest. Planning board members shall not vote on recommendations regarding any zoning map or text amendment where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member.

601.3 Board of Adjustment

- (A) Establishment. The Planning Board of the Town of Pine Level is hereby designated to serve as the Board of Adjustment. The alternate members of the Planning Board shall also be alternate members when the Planning Board is serving as the Board of Adjustment. The in-town members, and in-town alternate members in the absence of in-town regular members, shall have voting power on all matters of business, whether in-town or in the extraterritorial jurisdiction. The extraterritorial members, and extraterritorial alternate member in the absence of an extraterritorial regular member, shall have voting powers on all matters of business, whether in-town or in the extraterritorial jurisdiction.
- (B) Powers and Duties of the Board of Adjustment. The Board of Adjustment shall have the following powers and duties:
- (1) *Administrative Review.* To hear and decide appeals where it is alleged that there is error in any order, requirement, decision, or determination made by the Zoning Administrator in the enforcement of this ordinance. An appeal may be taken by any person aggrieved or by an officer, department, board, or bureau of the Town. Appeals shall be taken within times prescribed by the Board of Adjustment by general rule, by filing with the officer from whom the appeal is taken, and with the Board of Adjustment, a notice of appeal, specifying the grounds thereof. The officer from whom the appeal is taken shall forthwith transmit to the Board all the papers constituting the record upon which the action appealed from was taken. The officer from whom the appeal is taken shall be a required witness at the appeal hearing. In the event that the officer from whom the appeal is taken is no longer employed by the Town, said officer's successor shall be called as an alternate witness.

An appeal stays all proceedings in furtherance of the action appealed from, including, but not limited to, any and all fines imposed, unless the officer from whom the appeal is taken certifies to the Board of Adjustment, after notice of appeal has been filed with him, that because of facts stated in the certificate, a stay would, in his opinion, cause imminent peril to life or property or that because the violation charged is transitory in nature, a stay would seriously interfere with enforcement of this ordinance. In that case, proceedings shall not be stayed except by a restraining order, which may be granted by the Board of Adjustment or by a court of record on application, on notice to the officer from whom the appeal is taken and on due cause shown.

The Board of Adjustment shall fix a reasonable time for the hearing of the appeal, give due notice thereof to the parties, and decide it within a reasonable time. The Board of Adjustment may reverse or affirm, wholly or partly, or may modify the order, requirement, decision, or determination appealed from, and shall make any order, requirement, decision, or determination that, in its opinion, ought to be made in the premises. To this end, the Board shall have all the powers of the officer from whom the appeal is taken.

(2) *Variances.* When owing to special conditions, practical difficulties or unnecessary hardships would result from carrying out the strict letter of this ordinance, the Board of Adjustment shall have the power to vary or modify any of the regulations or provisions of this article relating to the use, construction or alteration of buildings or structures or the use of the land, so the spirit of the ordinance shall be observed, public safety and welfare secured, and substantial justice done. The existence of a nonconforming use of neighboring land, building, or structure in the same district, or of permitted or nonconforming uses in other districts, shall not constitute a reason for the requested variance. A variance may be granted in such individual cases of unnecessary hardship upon a finding by the Board of Adjustment that the following conditions exist:

- a) There are exceptional conditions pertaining to the particular piece of property in question because of its shape, size, or topography, that are not applicable to other lands or structures in the same district, or there is a peculiar characteristic of an establishment which makes the parking and/or loading requirements of this ordinance unrealistic.
- b) Granting the variance requested will not confer upon the applicant any special privileges that are denied to other residents of the district in which the property is located.
- c) A literal interpretation of the provisions of the ordinance would deprive the applicant of rights commonly enjoyed by other residents of the district in which the property is located.
- d) The request variance will be in harmony with the purpose and intent of this ordinance and will not be injurious to the neighborhood or to the general welfare.
- e) The special circumstances are not the result of the actions of the applicant.
- f) The variance requested is the minimum variance that will make possible the legal use of the land, building, or structure
- g) The variance is not a request to permit a use which is not a permitted or special use in the district involved.

Conditions imposed on variances: In granting any variance, the Board of Adjustment may prescribe appropriate conditions and safeguards to ensure that substantial justice has been done and that the public safety and welfare has been assured. Such conditions may be imposed by the Board regarding the location, character, and other features of the proposed building, structure, or use as may be deemed by the Board to protect property values and general welfare of the neighborhood. Nonconformance with such conditions and safeguards, when part of the terms under which the variance is granted, shall be deemed a violation of this ordinance.

(3) *Map Interpretation.* To interpret the official zoning map in accordance with Section 307 of this ordinance.

- (C) Proceedings of the Board of Adjustment. The officers of the Planning Board shall retain their offices when the Board is acting as the Board of Adjustment. The Board shall adopt rules and bylaws in accordance with the provisions of this ordinance and of Chapter 160D of the General Statutes of North Carolina. Meetings of the board shall be held at the call of the chairperson and at such other times as the Board may determine. The chairperson, or in his or her absence, the vice-chairperson, may administer oaths and compel the attendance of witnesses by subpoena. All meetings of the Board shall be open to the public.

The concurring vote of four-fifths (4/5) of the members of the Board of Adjustment is necessary to reverse any order, requirement, decision, or determination of any administrative official charged with the enforcement of this ordinance, or to decide in favor of the applicant any matter upon which it is required to pass under this ordinance or to grant a variance from the provisions of this ordinance. That is, the concurring vote of six (6) of the seven (7) members of the Board is necessary to take the actions indicated in this paragraph. Where a regular member of the Board of Adjustment is disqualified from voting on an individual matter, an alternate may temporarily serve in place of the regular member to vote on the matter in question.

Hearings by the Board of Adjustment shall be conducted in accordance with Section 607 of this ordinance.

- (D) Decisions and Appeals. Every decision of the Board of Adjustment shall be filed in the office of the Zoning Administrator and a written copy thereof shall be delivered to the appellant by personal service or registered mail. Every decision by the Board shall be subject to review by superior court by proceeding in the nature of certiorari. Any appeal to the superior court shall be taken within thirty (30) days after the decision of the Board is filed in the Office of the Zoning Administrator, or after a written copy thereof is delivered to the appellant by personal service or registered mail or certified mail, return receipt requested, whichever is later.

602 PERMITS

602.1 Zoning Permit Required

No building or structure including signs and fences, or any part thereof shall be erected, extended, enlarged, or structurally altered or moved until a zoning permit has been issued by the zoning administrator or his authorized representative. A fee in accordance with the Town's adopted fee schedule shall be charged for the issuance of each zoning permit. All applications shall be in a form prescribed by the zoning administrator and shall be accompanied by a site or plot plan in accordance with section 602.2 below. The zoning administrator shall have the authority to require a foundation survey and any other documentation deemed necessary to accompany any applications which requires a site plan and/or plot plan which includes but not limited to poured foundations and all permanent buildings and structures. (amended 5-13-2024)

602.2 Site Plan Required

- (A) Site or plot plans shall be required as part of the application process for any of the following:
- (1) New structures
 - (2) Expansions to existing structures
 - (3) Any new use not contained within an existing building except:
 - a) Agricultural uses which do not involve the construction of buildings, containment pens for livestock, swine, or poultry, or the construction of sediment or animal waste lagoons;
 - b) Temporary or seasonal uses unless the zoning administrator cannot otherwise determine compliance with parking or screening requirements.
 - (4) Any significant change in required landscaping or buffer areas.
 - (5) An expansion to parking areas requiring a landscaping plan in accordance with Section 403.
- (B) Plot Plan Requirements. A plot plan shall be required for any single family or duplex residential use, and any other situation determined by the zoning administrator to require such a plan. A plot plan does not require the seal of a professional engineer, architect, landscape architect, or surveyor, but shall be drawn to scale and signed by the preparer. It shall consist of the following elements, except that the zoning administrator has the authority to waive any application requirement where the proposed type or scale of use makes that information unnecessary or impractical.
- (1) The date the plan was drafted along with the name, signature, address and phone number of the preparer.
 - (2) The zoning classification of the subject property and all immediately adjacent properties.
 - (3) Property lines, lot dimensions, and total acreage.
 - (4) The location and extent of rights-of-way and easements.
 - (5) The location and type of natural water features (e.g., streams, ponds, rivers, wetlands, etc.)
 - (6) The location and dimensions of driveways
 - (7) The approximate location and dimension of structures including signs.

- (8) The location and dimension of parking lots/areas and internal circulation drives.
 - (9) The location and dimension of private streets.
 - (10) The approximate location and dimensions of landscaping, buffering, screening, fences, and walls.
 - (11) Septic tank systems and wells (including dimensions of each).
 - (12) The approximate location of significant trees (those eight inches or greater in caliper when measured six inches above grade).
- (C) Site Plan Requirements. A site plan shall be required for all commercial, industrial, multi-family and mixed use projects, and any other situations determined by the zoning administrator or Planning Board to require such a plan. A site plan shall require the seal of a professional engineer, architect, or landscape architect, except that surveyors may also seal plans for projects that do not include any engineering storm water control structures. The plan should be drawn to a scale such that all features are clearly legible. A site plan shall consist of the following elements:
- (1) A location map that shows the project in relation to the larger planning area.
 - (2) The names, addresses, and telephone numbers of owners, mortgages, registered surveyors, land planners, architects, landscape architects, and professional engineers responsible for the development.
 - (3) The name of the development.
 - (4) Date of plan preparation.
 - (5) A north arrow, legend and scale (including a bar scale)
 - (6) Environmental Features. A site plan shall show existing and proposed features of the site, including (where applicable):
 - a) Natural cover (wood, pastureland, etc.).
 - b) Streams, ponds or rivers.
 - c) Historic sites.
 - d) Fragile environmental areas.
 - e) The approximate location of significant trees (those eight inches or greater in caliper when measured six inches above grade)
 - f) Contour lines shown as dotted lines at no more than two-foot intervals (this may be modified by zoning administrator depending upon topography).
 - g) The location, size, and dimensions of all recreational areas and areas intended to remain as permanent open space, clearly indicating whether such open space areas are intended to be offered for dedication to the public.

- (7) Dimensions and layouts of all parking and loading areas including properly designated handicapped spaces.
- (8) Public and private streets and alleys, including planned points of ingress and egress. Driveway approval procedures as required by the NC Department of Transportation shall be initiated.
- (9) Storm water structures and conveyances and a Stormwater Drainage Plan.
- (10) Utilities, including water, sewer, electric, power, and telephone.
- (11) The location and dimensions of all structures, including freestanding signs including:
 - a) The number of dwelling units the building is designed to accommodate, if applicable.
 - b) The height and number of stories of the structure.
- (12) Lighting plan.
- (13) All sidewalks, trails, and pedestrian paths.
- (14) Landscaping Plan. A landscaping plan in accordance with section 403.8.
- (15) Legal features including:
 - a) The zoning of the property and adjacent properties, including zoning district lines.
 - b) Property lines.
 - c) Project phase lines.
 - d) Street rights-of-way.
 - e) Utility easements (including water, sewer, electric, power, storm water, and telephone).
 - f) Lot dimensions.
- (16) Sign detail required. Whenever a new sign or change in existing sign would require the issuance of a permit, detailed designs showing all relevant information required to determine compliance with the sign regulations shall be required as part of a complete application.
- (17) In addition to the information required above, manufactured home parks shall provide the following information on the site plan:
 - a) Location of all manufactured home spaces with dimensions
 - b) All recreation and convenience areas including parks, laundry facilities, swimming pools etc.
 - c) Location of park office
 - d) Location of dumpsters and sanitation facilities.

- (D) Plan Exemption. The Zoning Administrator may, in writing, exempt the applicant from meeting any plan requirement which is clearly inapplicable to the proposed use.

602.3 Cancellation of Permit

Any permit issued shall become invalid unless the work authorized by it shall have been commenced within six (6) months of its date of issue, or if the work authorized by it is suspended or abandoned for a period in excess of one (1) year.

602.4 Record of Zoning Permits

A record of all zoning permits shall be kept on file in the office of the Town Clerk and open to the public, subject to State law.

603 CERTIFICATE OF OCCUPANCY/COMPLIANCE

No land shall be used or occupied, and no building or structure erected or altered shall be used or changed in use until a Certificate of Occupancy/Compliance has been issued by the Zoning Administrator stating that the building and/or the proposed use complies with the provisions of this ordinance. A certificate of the same shall be required for the purpose of changing any existing use; as well as for maintaining, reviewing, changing, or extending any nonconforming use. The aforementioned Certificate shall be applied for coincidentally with the application for a zoning permit and shall be issued within ten (10) working days after the erection or alterations of such building or part shall have been completed in conformity with the provisions of this ordinance. A record of all such certificates shall be kept on file and open to the public, subject to State law.

604 CONFORMANCE WITH PLANS

Permits or certificates issued on the basis of plans and applications shall authorize only the use, arrangement, and construction set forth in such approved plans and applications and no other use, arrangement, or construction.

605 RIGHT OF APPEAL

If the zoning permit and/or Occupancy/Compliance Certificates are denied, the applicant may appeal the action of the Zoning Administrator to the Board of Adjustment.

606 SPECIAL USES

The provisions of this ordinance permits some uses to be established by right in the appropriate district while other uses are listed which require a permit from the Town Board of Commissioners. These uses, in some circumstances, may be compatible with and desirable in the districts in which they are designated as special uses, but they may also have characteristics which could have detrimental effects if not properly designed and controlled. All special use permit requests require a public hearing in accordance with Section 607 and must meet the conditions of section 606.1. Some uses due to their nature require design standards in addition to the general conditions listed below. Design standards for individual uses are found in Section 405.

606.1 Conditions which must be met by Special Uses

(A) General Conditions

In order for any special or conditional use to be granted, the applicant, at the hearing, shall present sufficient evidence to enable the Board to find that the following conditions exist where applicable:

- (1) All applicable specific conditions pertaining to the proposed use have been or will be satisfied.
- (2) Access roads or entrance and exit drives are or will be sufficient in size and properly located to ensure automotive and pedestrian safety and convenience, traffic flow, and control and access in case of fire or other emergency.
- (3) Off-street parking, loading, refuse, and other service areas are located so as to be safe, convenient, allow for access in case of emergency, and to minimize economic, glare, odor, and other impacts on adjoining properties and properties in the general neighborhood.
- (4) Utilities, schools, fire, police, and other necessary public and private facilities and services will be adequate to handle the proposed use.
- (5) The location and arrangement of the use on the site, screening, buffering, landscaping, and pedestrian ways harmonize with adjoining properties and the general area and minimize adverse impacts.
- (6) The type, size, and intensity of the proposed use, including such considerations as the hours of operation and number of people who are likely to utilize or be attracted to the use, will not have significant adverse impacts on adjoining properties or the neighborhood.

606.2 Additional Conditions

If the Town Board approves a special use, it may, as part of the terms of such approval, impose any additional reasonable conditions and safeguards as may be necessary to insure that the criteria for the granting of such a permit will be complied with and to reduce or minimize any potentially injurious effect of the use on adjoining properties, the character of the neighborhood, or the health, safety, morals, or general welfare of the community. Where appropriate, such conditions may include requirements that street and utility right-of-way be dedicated to the public and that provision be made of recreational space and facilities.

607 APPLICATION AND HEARING PROCEDURES FOR APPEALS, VARIANCES, AND SPECIAL USES

607.1 Applications

The applicant shall submit the appropriate appeal for administrative review, or for a variance, in accordance with section 601.3 (B) (1) & (2).

Applications for a Special Use Permit shall be accompanied by a site plan prepared in accordance with Section 602.2(B) in the number of copies established by and along with any other information required by the Zoning Administrator for proper review of the application.

607.2 Hearing Procedure

The Pine Level Board of Commissioners for special uses shall cause a public hearing to be held on the application and shall give due notice of the hearing to the parties involved.

- (A) Planning Board Review. In the case of a Special Use Permit application, the Planning Board shall be given sixty (60) days to review the application, before the hearing. The hearing shall not be held until a Planning Board recommendation has been received or sixty (60) days have elapsed. The Planning Board shall give due notice to the applicant of any meetings at which the application will be considered.
- (B) Quasi-Judicial Procedure. All hearings by the Board of Adjustment for administrative appeals, variances, and by the Board of Commissioners for Special Use permits shall be conducted as quasi-judicial hearings in accordance with the general law and court decisions of the State. More specifically, any interested party must be given the opportunity to present evidence or testimony, to cross-examine witnesses, to inspect documents, and to offer evidence or testimony in explanation or rebuttal. Findings shall be based on substantial evidence or testimony which is competent, relevant, and material. Findings as to the existence or nonexistence of crucial facts shall be based on sworn evidence or testimony unless the party or parties before the Board stipulate the facts or waive this requirement.
- (C) Conflict of Interest. A member of any board exercising the functions of a Board of Adjustment shall not participate in or vote on any quasi-judicial matter in a manner that would violate affected persons' constitutional rights to an impartial decision maker. Impermissible conflicts include, but are not limited to, a member having a fixed opinion prior to hearing the matter that is not susceptible to change, undisclosed ex-parte communications, a close familial, business, or other associational relationship with an affected person, or a financial interest in the outcome of the matter. If an objection is raised to a member's participation and that member does not recuse himself or herself, the remaining members shall by majority vote rule on the objection.
- (D) Voting. A four-fifths (4/5) majority is necessary for the Board of Adjustment to grant a variance. Only a simple majority vote is required for the Board of

Commissioners or Board of Adjustment is required to grant a special use permit. Vacant positions on the board and members who are disqualified from voting on a quasi-judicial matter shall not be considered “members of the board” for calculations of the requisite supermajority if there are no qualified alternates available to take the place of such board members.

The Clerk of the Board shall keep minutes of the proceedings, showing the vote of each member upon every question, or if absent or failing to vote, indicating that fact.

607.3 Fees

A fee in accordance with the Town’s adopted fee schedule shall be paid to the Town for each application for an administrative review, variance, or Special Use Permit not initiated by an officer or agency of the Town, to cover the costs of advertising and other administrative expenses involved. No application will be processed until the above fee has been paid.

608 AMENDMENTS

This zoning ordinance, including the zoning map, may be amended only by the Board of Commissioners of the Town of Pine Level, according to the procedures of this Article. Proposed amendments may be initiated by the Board of Commissioners, Planning Board, or Board of Adjustment of the Town of Pine Level. Proposed amendments to the text of this ordinance may also be initiated by any resident or property owner within the jurisdiction covered by this ordinance, and any property owner within the jurisdiction covered by this ordinance may initiate a request for a change in the zoning classification of his property. No amendment to zoning regulations or a zoning map that down-zones property shall be initiated nor is it enforceable without the written consent of all property owners whose property is the subject of the down-zoning amendment, unless the down-zoning amendment is initiated by the Town.

608.1 Application

(A) Map Amendments. Except for amendments initiated by the Town Board, Planning Board, or Board of Adjustment, no proposed amendment shall be considered by the Town Board nor a public hearing held until an application made on a form provided by the Town, and containing the following information is submitted by the applicant:

- (1) A statement of the present zoning regulations or district boundary
- (2) The name and signature of the applicant
- (3) The tax parcel number of the lot proposed to be rezoned,
- (4) The names and addresses of the owners of the lot in question,
- (5) A map of the proposed amendment showing tax parcel number of the subject property and adjacent properties shall be attached to the application. The map shall show ownership of adjacent lots along with the use of each adjacent property.

The applicant shall provide any additional information related to the proposed amendment requested in writing by the Planning Board or Board of Commissioners. The Zoning Administrator shall transmit the original application

to the Town Board and the original application shall be filed in the office of the Town Clerk after consideration by the Town Board. A fee shall be paid to the Town for each application not initiated by an officer or agency of the Town to cover the costs of advertising and other administrative expenses involved. No amendment shall be advertised until such fee is paid.

(B) Text Amendments. A petition for amendment to the text of this ordinance shall consist of:

- (1) A completed application form.
- (2) A written justification for the requested amendment including consistency of the proposal with Town planning policies.
- (3) Any other information deemed necessary by the zoning administrator or review board.

A fee in accordance with the adopted fee schedule shall be paid to the Town for each application not initiated by an officer or agency of the Town to cover the costs of advertising and other administrative expenses involved. No amendment shall be advertised until such fee is paid.

608.2 Public Hearing

(A) Planning Board Recommendation. No amendment shall be adopted by the Board of Commissioners until they have held a public hearing on the amendment, and shall have given the Planning Board at least thirty (30) days before the public hearing to make a recommendation concerning the amendment. The Planning Board shall submit its recommendation report in writing to the Town Clerk prior to the public hearing. Included in the report shall be the following elements:

Statement of Consistency with Adopted Plans. In accordance with G.S. 160D-604, the Planning Board shall advise and comment on whether the proposed amendment is consistent with any adopted comprehensive, or other official plan. The Planning Board shall provide a written recommendation to the Board of Commissioners that addresses plan consistency and other matters deemed appropriate by the Planning Board, but a comment by the Planning Board that a proposed amendment is inconsistent with the comprehensive plan shall not preclude consideration or approval by the Board of Commissioners.

Statement for Small-Scale Rezoning. When the proposed zoning map amendment meets the definition of a small-scale rezoning, the Planning Board shall include a statement analyzing the reasonableness of the amendment as part of its report to the Board of Commissioners. The statement shall address the following characteristics of the petition:

1. Size of area and its particular characteristics
2. Consistency of rezoning with the comprehensive plan or other officially adopted Town plans that are applicable
3. Degree of change in uses allowed in relation to surrounding uses
4. Relative harm and benefit to owner, neighbors, and the community

Small Scale Rezoning Defined. A small-scale rezoning shall be defined as the zoning of a relatively small area of land differently from the way the majority of the surrounding land is zoned. Small-scale (or spot zoning) is legal only if the Town establishes that it is reasonable. Reasonableness is determined by considering the size of the area, any special conditions or factors regarding the area, the consistency of the zoning with the land use plan, the degree change in zoning, the degree it allows uses different from the surrounding area, and the relative benefits and detriments for the owner, the neighbors, and the surrounding community.

- (B) Hearing Notification. Notice of the public hearing shall be published in a newspaper of general circulation in the Pine Level area at least once a week for two (2) successive calendar weeks prior to the hearing. The initial notice shall appear not more than twenty-five (25) nor less than ten (10) days prior to the hearing date. In computing such period, the day of publication is not to be included, but the day of the hearing shall be included.

Whenever there is a zoning classification action involving a parcel of land, the owner of that parcel of land as shown on the county tax listing, and the owners of all parcels of land abutting that parcel of land as shown on the county tax listing, shall be mailed a notice of the proposed classification by first class mail at the last addresses listed for such owners on the county tax abstracts. The person or persons mailing such notices shall certify to the Pine Level Board of Commissioners that fact, and such certificate shall be deemed conclusive in the absence of fraud.

Alternative method of notification. If a zoning map amendment directly affects more than fifty (50) properties, owned by a total of at least fifty (50) different property owners, the Town may, as an alternative method of notification, elect to publish notice of the hearing as required by G.S. 160D-602. Such notification shall not be less than one-half of a newspaper page in size. The advertisement shall be effective only for owners who reside in the area of general circulation of the newspaper which publishes the notice. Property owners who reside outside the newspaper circulation area, according to the address listed on the most recent tax listing for the affected property, shall be notified according to the first class mail provisions listed above.

Posting of Hearing Notices. When a zoning map amendment is proposed the Town shall post a notice of the public hearing on the site proposed for the rezoning or on an adjacent right-of-way. When multiple parcels are included within a proposed zoning map amendment, a posting on each individual parcel is not required, but the Town shall post sufficient notices to provide reasonable notice of interested persons.

- (C) Governing Board Statement. Prior to adopting or rejecting any zoning amendment, the governing board shall adopt a statement describing whether its action is consistent with the adopted comprehensive plan. Such statement shall explain why the board considers the action taken to be reasonable and in the public interest.

608.3 Protest Petitions

If a qualified protest as defined in General Statute 160D-603 is filed against a zoning map amendment, that amendment shall not become effective except by favorable vote of three-fourths of all the members of the Town Board of Commissioners. For the purposes of this subsection, vacant positions on the council and members who are excused from voting shall not be considered 'members of the council' for calculation of the requisite supermajority.

(A) Protest Petition Qualification

To qualify as a protest under this section, the petition must be signed by the owners of either (i) twenty percent (20%) or more of the area included in the proposed change or (ii) five percent (5%) of a 100-foot-wide buffer extending along the entire boundary of each discrete or separate area proposed to be rezoned. A street right-of-way shall not be considered in computing the 100-foot buffer area as long as that street right-of-way is 100 feet wide or less. When less than an entire parcel of land is subject to the proposed zoning map amendment, the 100-foot buffer shall be measured from the property line of that parcel. In the absence of evidence to the contrary, the city may rely on the county tax listing to determine the 'owners' of potentially qualifying areas.

(B) Protest Petition Applicability

The protest petition provisions of section 608.3 shall not be applicable to any zoning amendment which initially zones property added to the territorial coverage of the ordinance as a result of annexation or expansion to the Town's extraterritorial zoning jurisdiction, or to an amendment to an adopted special use district that does not:

1. Change the types of uses that are permitted within the district;
2. Increase the approved density for residential development;
3. Increase the total approved size of nonresidential development; or
4. Reduce the size of any buffers or screening approved for the special use district.

(C) Protest Petition Verification

No protest against any change in or amendment to a zoning ordinance or zoning map shall be valid or effective for the purposes of G.S. 160D-603 unless it be in the form of a written petition actually bearing the signatures of the requisite number of property owners and stating that the signers do protest the proposed change or amendment, and unless it shall have been received by the Town Clerk in sufficient time to allow the Town at least two normal work days, excluding Saturdays, Sundays and legal holidays, before the date established for a public hearing on the proposed change or amendment to determine the sufficiency and accuracy of the petition. The Town Board of Commissioners may by ordinance require that all protest petitions be on a form prescribed and furnished by the Town, and such form may prescribe any reasonable information deemed necessary to permit the Town to determine the sufficiency and accuracy of the petition.

(D) **Withdrawal of Petition**

A person who has signed a protest petition may withdraw his or her name from the petition at any time prior to the vote on the proposed zoning amendment. Only those protest petitions that meet the qualifying standards set forth in G.S. 16D-603 at the time of the vote on the zoning amendment shall trigger the supermajority voting requirement.

609 ENFORCEMENT

609.1 General Enforcement

Violations of this ordinance shall constitute a misdemeanor and/or at the election of the Town, shall subject the violator to civil penalties and/or where permitted by law, equitable remedies for said violation as hereinafter provided.

609.2 Injunction and Order of Abatement Remedies

- (A) Any provision of this ordinance that makes unlawful a condition existing upon or use made of real property may be enforced by injunction and order of abatement by the general court of justice. When a violation of such a provision occurs, the Town may apply to the appropriate division of the general court of justice for a mandatory or prohibitory injunction and/or order of abatement commanding the defendant to correct the unlawful condition upon or cease the unlawful use of the property. The action shall be governed in all respects by the laws and rules governing civil proceedings, including the Rules of Civil Procedure in general and Rule 65 in particular.
- (B) The Town shall issue notices of violations (NOVs) in conformance with North Carolina statutory procedures, which may include, but are not limited to: delivering NOV to the permittee and landowner if different; may deliver to the occupant or person undertaking the activity; delivery by hand, email, for first-class mail; may be posted onsite; and have the appropriate town administrator certify the NOV for the file.
- (C) An order of abatement may direct that buildings or other structures on the property be closed, demolished or removed; that fixtures, furniture or other movable property be removed from buildings on the property; that abandoned or junked vehicles be removed; that improvements or repairs be made; or that any other action be taken that is necessary to bring the property into compliance with this Ordinance. If the defendant fails or refuses to comply with an injunction or with an order of abatement within the time allowed by the court, he may be cited for contempt, and the Town may execute the order of abatement. The Town shall have a lien on the property for the cost of executing an order of abatement in the nature of a mechanic's and materialman's lien. The defendant may secure cancellation of an order of abatement by paying all costs of the proceedings and posting a bond for compliance with the order. The bond shall be given with sureties approved by the Clerk of Superior Court in an amount approved by the Judge before whom the matter is heard and shall be conditioned on the defendant's full compliance with the terms of the order of abatement within a time

fixed by the Judge. Cancellation of an order of abatement shall not suspend or cancel an injunction issued in conjunction therewith.

609.3 Civil Penalties

- (A) Notice of Violation. Upon determination of a violation of any section of this ordinance the penalty for which is a civil penalty, the Town shall cause a notice of violation to be issued to the violator by the appropriate official of the Town and served on the violator or his agent, either in person or by first class United States mail, postage prepaid and addressed to the last known address of the violator as contained in the records of the Town or as obtained from the violator or his agent. The appropriate Town official serving the notice of violation shall sign and have notarized an affidavit describing the type of service and the date of service. The violator shall be deemed to have been served upon the mailing or personal service of the notice of violation.

The notice of violation shall set out the nature of the violation, the Code section or ordinance violated, the date or dates of the violation, and shall contain an order to immediately cease the violation. The notice of violation shall specify that a second and subsequent citations will assess a civil penalty, together with costs, attorney fees, and such other relief as provided by law. The notice of violation shall also inform the violator of the violator's appeal rights. If the violation is in the nature of an offense for which an order of abatement would be appropriate in a civil proceeding, a reasonable period of time must be stated within which the violation must be abated.

- (B) Appeals. The violator must file an appeal from a notice of violation within 10 days from the service date of the notice of violation as indicated on the affidavit of service. An appeal is deemed filed when it is received by the Town Clerk. Forms and instructions for filing an appeal shall be made available at the office of the Town Clerk. A violator who fails to file an appeal within the time period described above is deemed to have forfeited the appeal for the violation, the notice of violation, the civil citations, and the civil penalties assessed for the violation. Appeals shall be heard by the Board of Adjustment or other administrative process established by the Town. The decision of the Board of Adjustment is subject to review in the Superior Court of Johnston County in the nature of certiorari.
- (C) Extensions Allowed. Where the Town determines that the period of time stated in the original notice of violation is not sufficient for abatement based upon the work required or based on a consent agreement, the Town may amend the notice of violation to provide for additional time.
- (D) Civil Citation. Upon failure of the violator to comply with the notice of violation within 10 days of service, a civil citation in the amount of fifty dollars (\$50.00) shall be issued by the appropriate official of the Town and served on the violator or his agent, either in person or by first class United States mail, postage prepaid and addressed to the last known address of the violator as contained in the records of the Town or obtained from the violator or his agent.

- (E) Citation Contents and Repeat Violations. The civil citation shall direct the violator to immediately cease the violation, shall inform the violator of the penalty amount, and shall direct the violator to make payment at Town Hall within 10 days of the date of the civil citation, or alternatively to pay the citation by mail postmarked within 10 days of service of the civil citation. Once a notice of violation has been issued and the 10-day warning period has expired, civil citations in the amount of fifty dollars (\$50.00) may be issued for each day the same or similar violation continues until the prohibited activity is ceased or abated. If a violation is repeated within a two-year period from the date of the initial violation, it shall be considered to be a continuation of the initial violation and shall be subject to additional penalties and remedies as set forth in this section. A repeat violation is one which is identical to or reasonably similar to a previous violation for which a notice of violation or civil citation has been issued by the Town.
- (F) Settlement of Civil Claim. If the violator fails to respond to a civil citation within 10 days of its service, and pay the penalty prescribed therein, the Town may institute a civil action in the nature of debt in the appropriate division of the North Carolina General Court of Court of Justice for the collection of the penalty, costs, attorney fees and such other relief as permitted by law.

609.4 Criminal Penalties

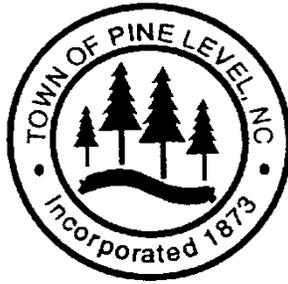
Any person violating any provisions of this ordinance shall be guilty of a misdemeanor and upon conviction shall be punished for each offense by a fine not to exceed five hundred dollars (\$500) and/or imprisonment for a period not to exceed thirty (30) days. Each day a violation continues shall be deemed a separate offense provided that the violation of this article is not corrected within thirty days after notice of said violation is given.

610 CONFLICTS-OF-INTEREST

- (A) Governing Board. – A governing board member shall not vote on any legislative decision regarding a development regulation adopted pursuant to this Chapter where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member. A governing board member shall not vote on any zoning amendment if the landowner of the property subject to a rezoning petition or the applicant for a text amendment is a person with whom the member has a close familial, business, or other associational relationship.
- (B) Appointed Boards. – Members of appointed boards shall not vote on any advisory or legislative decision regarding a development regulation adopted pursuant to this Chapter where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member. An appointed board member shall not vote on any zoning amendment if the landowner of the property subject to a rezoning petition or the applicant for a text amendment is a person with whom the member has a close familial, business, or other associational relationship.

- (C) Administrative Staff. – No staff member shall make a final decision on an administrative decision required by this Chapter if the outcome of that decision would have a direct, substantial, and readily identifiable financial impact on the staff member or if the applicant or other person subject to that decision is a person with whom the staff member has a close familial, business, or other associational relationship. If a staff member has a conflict of interest under this section, the decision shall be assigned to the supervisor of the staff person or such other staff person as may be designated by the development regulation or other ordinance. No staff member shall be financially interested or employed by a business that is financially interested in a development subject to regulation under this Chapter unless the staff member is the owner of the land or building involved. No staff member or other individual or an employee of a company contracting with a local government to provide staff support shall engage in any work that is inconsistent with his or her duties or with the interest of the local government, as determined by the local government.
- (D) Quasi-Judicial Decisions. – A member of any board exercising quasi-judicial functions pursuant to this Chapter shall not participate in or vote on any quasi-judicial matter in a manner that would violate affected persons' constitutional rights to an impartial decision maker. Impermissible violations of due process include, but are not limited to, a member having a fixed opinion prior to hearing the matter that is not susceptible to change, undisclosed ex parte communications, a close familial, business, or other associational relationship with an affected person, or a financial interest in the outcome of the matter.
- (E) Resolution of Objection. – If an objection is raised to a board member's participation at or prior to the hearing or vote on a particular matter and that member does not recuse himself or herself, the remaining members of the board shall by majority vote rule on the objection.
- (F) Familial Relationship. – For purposes of this section, a "close familial relationship" means a spouse, parent, child, brother, sister, grandparent, or grandchild. The term includes the step, half, and in-law relationships.

SUBDIVISION ORDINANCE



**Town of Pine Level
North Carolina**

Amended December 8, 2025

PREPARED FOR:

Town of Pine Level, North Carolina

Board of Commissioners

Mayor: Jeff Holt

Commissioner: Phil Pittman

Commissioner: Jimmy Garner

Commissioner: Greg Baker

Commissioner: Bill Radford

PREPARED BY:

Pine Level Planning Board

Kevin Kornegay, Chairman

Randy Holloman, Vice- Chairman

Faye Starling

Cecelia Joyner

Terry Rains

Samuel Heuertz

Tonia Hill (ETJ)- Secretary

Tammy Register (ETJ)

Greg Johnson (ETJ)

Shane Strickland (ETJ)

James O'Malley (ETJ)

Staff

Scottie Hayes, Zoning Administrator

Sharon Evans, Interim Town Administrator

Ashley Willoughby, Town Clerk

Danielle Lanier, Administrative Assistant

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ARTICLE I: GENERAL PROVISIONS

101 AUTHORITY AND ENACTMENT

In pursuance of the authority granted by the General Statutes of North Carolina, Chapter 160D. BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF PINE LEVEL, NORTH CAROLINA, as follows:

102 TITLE

This ordinance shall be known and may be cited as the Subdivision Regulations of the Town of Pine Level, North Carolina, and may be referred to as the Subdivision Regulations.

103 PURPOSE

The regulations set forth in this ordinance are adopted for the following purposes:

- 103.1 To establish procedures and standards for the development and subdivision of land within the territorial jurisdiction of the Town of Pine Level;
- 103.2 To provide for the orderly growth and development of the Town in accordance with the most recently adopted land development plan;
- 103.3 To provide for the coordination of streets within proposed subdivisions with existing or planned streets and highways and with other public facilities;
- 103.4 To provide for the dedication or reservation of public infrastructure, including recreation areas serving residents of the immediate neighborhood within the subdivision, and of rights-of-way or easements for street and utility purposes;
- 103.5 To provide for the distribution of population and traffic in a manner that will avoid congestion and overcrowding, and will create conditions essential to the public health, safety, and general welfare.

103.6 To facilitate the adequate provision of water, sewerage, parks, schools, and playgrounds, and also to facilitate the further re-subdivision of larger tracts into smaller parcels of land.

104 JURISDICTION

The subdivision regulations, shall govern each and every subdivision within the Town of Pine Level and its extraterritorial jurisdiction as shown on the official extraterritorial boundary map.

105 PLAT APPROVAL AND RECORDATION

105.1 After the effective date of this Ordinance, no subdivision plat of land within the Town’s jurisdiction shall be filed or recorded until it has been submitted to and approved by the Planning Board in the case of minor subdivisions and the Board of Commissioners in the case of major subdivisions, and until this approval is entered in writing on the face of the plat by the Subdivision Administrator and attested by the Town Clerk.

105.2 The Register of Deeds shall not file or record a plat of a subdivision of land located within the territorial jurisdiction of the Town that has not been approved in accordance with these provisions, nor shall the Clerk of Superior Court order or direct the recording of a plat if the recording would be in conflict with this ordinance.

105.3 No building permit, certificate of occupancy, or any other permit required by other applicable laws or ordinances shall be issued for any parcel or plot of land which was created by subdivision after the date of, and not in conformity with the provisions of these regulations, and, no excavation of land or construction of any public or private improvement shall commence except in accordance with this ordinance.

106 COMPLIANCE WITH ZONING

Proposed subdivisions must comply in all respects with the requirements of the Zoning Ordinance in effect in the area to be subdivided, and any other officially adopted plans.

107 LEGAL STATUS PROVISIONS

Severability

Should any section or provision of this ordinance be decided by a court of competent jurisdiction to be unconstitutional or invalid, such decision shall not affect the validity of the ordinance as a whole or any part thereof other than the part so declared to be unconstitutional or invalid.

Abrogation

It is not intended that this ordinance repeal, abrogate, annul, impair, or interfere with any existing easements, covenants, deed restrictions, agreements, rules, regulations, or permits previously adopted or issued pursuant to law.

Wherever the requirements of this ordinance are at variance with lawfully adopted rules, regulations, ordinances, deed restrictions, or covenants, the most restrictive, or that imposing the highest standard, shall govern.

Repeal of Conflicting Ordinances

All existing ordinances in conflict with this ordinance are hereby repealed to the extent necessary to give this ordinance full force and effect.

Effective Date

This Ordinance shall take effect and be in force from and after December 13, 2021.

Adoption

Duly adopted by the Board of Commissioners of the Town of Pine Level, North Carolina, this the 13th day of December, 2021.

Amended on December 8, 2025

Jeff Holt, Mayor

Ashley Willoughby, Town Clerk

ARTICLE II - INTERPRETATION OF TERMS AND DEFINITIONS

201 GENERAL PROVISIONS

For the purpose of interpreting this ordinance, certain words or terms are defined in this article. Except as defined herein or in other sections of this ordinance, all words used in this ordinance shall have their customary dictionary definition. Unless the context clearly indicates otherwise, the terms defined in this ordinance shall have the meanings indicated below.

202 WORD INTERPRETATION

For the purpose of this Ordinance, certain words shall be interpreted as follows:

- 202.1 Words used in present tense include the future tense.
- 202.2 Words used in the singular number include the plural and words used in the plural number include the singular, unless the natural construction of the wording indicates otherwise.
- 202.3 The word "person" includes a firm, association, corporation, trust, and company as well as an individual.
- 202.4 The word "used for" shall include the meaning "designed for".
- 202.5 The word "structure" shall include the word "building".
- 202.6 The word "lot" shall include the words "plot", "parcel", or "tract".
- 202.7 The word "shall" is always mandatory and not merely directory.
- 202.8 The word "may" is conditional and should not be construed as mandatory.
- 202.9 The word "street" includes the words "road" and "highway."
- 202.10 The words "town board," "governing body," and "Board of Commissioners" shall refer the Board of Commissioners of the Town of Pine Level, North Carolina.
- 202.11 The words "planning board" shall refer to the Planning Board of the Town of Pine Level, North Carolina.

203 DEFINITIONS

For the purpose of this ordinance certain words or terms used herein shall be defined as follows:

Alley. A minor right-of-way, owned publicly or privately, set aside primarily for vehicular service access to the back or side of properties otherwise abutting on a street.

Block. A piece of land bounded on one (1) or more sides by streets or roads.

Block Length. The distance measured along the block face from intersection to intersection between the nearest two streets.

Bond. Any form of security including a cash deposit, surety bond, collateral, property, or instrument of credit in an amount and form satisfactory to the Town of Pine Level.

Buffer Strip. An area within a property or site, generally adjacent to and parallel with the property line, either consisting of natural existing trees, shrubs, fences, and/or berms, designed to limit continuously the view of and/or the sounds from the site to adjacent sites and properties.

Building Setback Line. A line parallel to the front property line in front of which no structure shall be erected. Setback shall be figured for the right-of-way line.

Common Area. Land within a development, not individually owned or dedicated for public use, which is designed and intended for the common use or enjoyment of the residents of the development.

Condominium. An estate in real property consisting of an undivided interest in common in a portion of a parcel in real property, together with separate interest in the space in a residential, industrial, or commercial building on such real property such as an apartment, office, or store.

Construction Plan. The maps or drawings accompanying a subdivision plat, depicting the specific location and design of improvements to be installed therein.

Crosswalk. A public right-of-way used primarily for pedestrian travel through or across any portion of a block.

Dedication. A written offer of real property by its owner(s) for a specified purpose or purposes and its acceptance by the Town for any general or public use.

Extraterritorial Jurisdiction (ETJ). An area adjacent to and outside of the Town of Pine Level in which the Town has authority to exercise planning, zoning, and subdivision regulations.

Easement. A grant by the property owner of a strip of land for a specified purpose and use by the public, a corporation, or persons.

Fee In-Lieu of Dedication. Cash payments that may be required of a subdivider as a substitute for dedication of land or physical improvements.

Frontage. All property abutting on one (1) side of a street measured along the street line.

Greenway. A linear park, alternative transportation route, or open space conservation area that provides passive recreation opportunities, bicycle or pedestrian paths, or the conservation of open space or natural areas.

Half-Street. A Street whose centerline coincides with a subdivision plat boundary, with one-half (1/2) the street right-of-way width being contained within the subdivision plat.

Improvement. Any building, structure, infrastructure, or other object, facility or improvement of the land which contributes a physical betterment of real property or any part of such betterment.

Individual Sewer System. A septic tank, seepage tile sewage disposal system or any other approved sewage treatment device.

Individual Water System. The provision of a potable water system by means of an on-site well.

Lot. A portion of a subdivision, or any other parcel of land, intended as a unit of transfer of ownership or for a development, or both.

Lot, Corner. A lot located at the intersection of two (2) or more streets. A lot abutting on a curved street shall be considered a corner lot if straight lines drawn from the foremost points of the side lot lines to the foremost point of the lot meet at an interior angle of less than one hundred thirty-five (135) degrees.

Lot, Double Frontage. A continuous (through) lot of the same depth as the width of a block, which is accessible from both streets upon which it fronts.

Lot, Flag. A tract or lot of land of uneven dimensions in which the portion fronting on a street is less than the required minimum width required for construction of a building or structure on that lot.

Lot, Interior. A lot other than a corner lot with only one (1) frontage on a street.

Lot, Reverse Frontage. A lot on which the frontage is at right angles or approximately right angles (interior angles less than one hundred thirty-five [135] degrees) to the general pattern in the area. A reverse frontage lot may also be a corner lot, an interior lot, or a through lot.

Lot, Single-Tier. A lot which backs upon a limited access highway, a railroad, physical barrier, or another type of land use and to which access from the rear is usually prohibited.

Lot Line. Any boundary of a parcel of land.

Lot of Record. A lot which is part of a subdivision, a plat of which has been recorded in the office of the Register of Deeds of Johnston County prior to the adoption of this ordinance or a lot described by metes and bounds, the description of which has been so recorded prior to the adoption of this ordinance.

Nonresidential Subdivision. A subdivision having intended use other than residential, such as commercial, industrial, or recreational.

Officials Maps or Plans. Any maps or plans officially adopted by the Board of Commissioners of the Town of Pine Level.

Open Space. An area (land and/or water) generally lacking in man-made structures and reserved for enjoyment in its unaltered state.

Owner. Any person, firm, partnership, association, estate, trust, or corporation or any other legal entity having legal title to or sufficient proprietary interest in the land sought to be subdivided under these regulations.

Plat. A map or plan of a parcel of land which is to be, or has been subdivided.

Plat, Final. The final map or plan of a subdivision and any accompanying material as described herein submitted to the Subdivision Administrator and in such a form as required by Johnston County for the purpose of recording.

Plat, Preliminary. The preliminary map or plan and any accompanying material described herein indicating the proposed layout of the subdivision and showing all elements as required by this ordinance, to be submitted to the Subdivision Administrator.

Public Improvement. Any roadway, parkway, sidewalk, pedestrian way, tree lawn, on-street parking areas, lot improvement, drainage ditch, or other facility for which the local government may ultimately assume for the maintenance or operation thereof, or which may affect an improvement for which the local government responsibility is established.

Public or Community Sewage System. A single system of sewage collection, treatment, and disposal owned and operated by a sanitary district, a metropolitan sewage district, a water and sewer authority, a county or municipality, or a public utility.

Recreation Area or Park. An area of land or combination of land and water resources that is developed for active and/or passive recreation pursuits with various man-made features that accommodate such activities.

Reserve Strip. A narrow strip of land overlying a dedicated street for the purpose of controlling access to adjacent property.

Resubdivision. The changing of an existing parcel created by a plat and recorded with the Johnston County Register of Deeds.

Right-of-Way. A strip of land dedicated for use as a public way. In addition to the roadway, it normally incorporates the curbs, crosswalks, lawn strips, sidewalks, lighting, and drainage facilities.

Sidewalk. An improved pedestrian surface that is typically located adjacent to a street or roadway.

Site Triangle. A triangular-shaped portion of land established at street intersections in which nothing is erected, placed, planted, or allowed to grow in such a manner as to limit or obstruct the sight distance of motorists entering or leaving the intersection.

Sketch Plan. A rough sketch of a proposed subdivision or site, showing roads, lots, and any other information if sufficient accuracy to be used for discussion of the road system and the proposed development pattern.

Street. A dedicated and accepted public right-of-way for vehicular traffic which has been accepted by NCDOT or the Town of Pine Level for maintenance, or has not yet been accepted, but in which the roadway design and construction have been approved under public standards for vehicular traffic and which is recorded as such in the office of the Johnston County Register of Deeds. The following classifications shall apply:

Arterial, Principal. A rural link in a network of continuous routes serving corridor movements having trip length and travel density characteristics indicative of substantial statewide or interstate travel and existing solely to serve traffic. This network would consist of interstate routes and other routes designed as principal arterials.

Arterial, Minor. A rural link in a network joining cities and larger towns and providing intrastate and intercounty service at relatively high overall travel speeds with minimum interference to through movement. This network would primarily serve traffic.

Collector, Major. A road which serves major intracounty travel corridors and traffic generators and provides access to the arterial system.

Collector, Minor. A road which provides service to small local communities and links locally important traffic generators with their rural hinterland.

Collector, Residential. A local access street which serves as a connector street between local residential streets and the thoroughfare system. Residential collector streets typically collect traffic from one hundred (100) to four hundred (400) dwelling units.

Cul-de-sac. A short street having but one (1) end open to traffic and the other end being permanently terminated and a vehicular turnaround provided.

Dead End Street. A Street generally less than 2,500 feet in length, open only at one end without special provision for turning around and have no collector characteristics.

Frontage Road: A local street or road that is parallel to a full or partial access control facility and functions to provide access to adjacent land.

Local Street. A local street is any link not part of a higher-order urban system which serves primarily to provide direct access to abutting land and access to higher systems.

Local Street, Residential. Cul-de-sacs, loop streets less than two thousand five hundred (2,500) feet in length, or streets less than one (1) mile in length that do not connect thoroughfares, or serve major traffic generators, and do not collect traffic from more than one hundred (100) dwelling units.

Thoroughfares, Major. Major thoroughfares consist of interstate, other freeway and expressway links, and major streets that provide for the expeditious movement of volumes of traffic within and through urban areas.

Thoroughfares, Minor. Minor thoroughfares are important streets in the urban system and perform the function of collecting traffic from local access streets and carrying it to the major thoroughfare system by facilitating a minor through traffic movement and may also serve abutting property.

Stub Street. A nonpermanent dead-end street intended to be extended in conjunction with the subdivision and development of the adjacent land.

Subdivider. Any person, firm, or corporation who subdivides or develops any land deemed to be a subdivision as herein defined.

Subdivision. All divisions of a tract or parcel of land into two (2) or more lots, building sites, or other divisions for the purpose of sale or building development (whether immediate or future) and shall include all divisions of land involving the dedication of a new street or a change in existing streets; but the following shall not be included within this definition nor be subject to any regulations enacted pursuant to this Ordinance.

- a) The combination or recombination of portions of previously subdivided and recorded lots where the total number of lots is not increased and the resultant lots are equal to or exceed the standards of the municipality as shown in this ordinance.
- b) The division of land into parcels greater than ten (10) acres where no street right-of-way dedication is involved.
- c) The public acquisition by purchase of strips of land for the widening or opening of streets.
- d) The division of a tract in single ownership whose entire area is no greater than two (2) acres into not more than three (3) lots, where no street right-of-way dedication is involved and where the resultant lots are equal to or exceed the standards as prescribed herein.

e) The division of land for use as gravesites.

Subdivision, Major. All subdivisions not classified as a minor subdivision including but not limited to subdivisions of five (5) or more lots or five (5) or more acres, or any size subdivision requiring any new street or extension of local government facilities, or the creation of any public improvements.

Subdivision, Minor. Any subdivision involving no new public or private streets or roads, or right-of-way dedication, no easements, no utility extension, where the entire tract to be subdivided is five (5) acres or less in size, and where four (4) or fewer lots result after the subdivision is completed.

OR:

Minor Subdivision- A subdivision of a parent parcel, creating three lots or less in the five(5) years prior to submittal for review in which (1) does not involve any new dedication of public right-of-way to give access to interior lots or parcels;(2)does not involve the extension of public water or sanitary sewage lines;(3) will not adversely affect the development of the remainder of the parcel or of adjoining property; and (4)will not create any new or residual parcels which do not satisfy the requirements of this article or other applicable local and state controls.

(Amended 9-8-2016)

ARTICLE III: PROCEDURES FOR REVIEW AND APPROVAL OF SUBDIVISION PLATS

301 APPLICABILITY AND DEFINITION OF SUBDIVISION

- 301.1 The provisions of this section apply to any "subdivision" as defined herein. A subdivision is any division of a tract or parcel of land into two (2) or more lots, building sites, or other divisions when any one or more of those divisions is created for the purpose, whether immediate or future, for sale or building development, and includes all division of land involving the dedication of new streets or a change in existing streets. The following divisions of land are not included in this definition and are not subject to this article:
- A. The combination or recombination of portions of previously subdivided and recorded lots where the total number of lots is not increased and the resultant lots are equal to or exceed the standards as contained herein.

 - B. The division of land into parcels greater than ten (10) acres where no street right-of-way dedication is involved.

 - C. The public acquisition by purchase of strips of land for the widening or opening of streets.

 - D. The division of a tract in single ownership whose entire area is no greater than two (2) acres into not more than three (3) lots, where no street right-of-way dedication is involved and where the resultant lots are equal to or exceed the standards as prescribed herein.

 - E. The division of land for use as gravesites.

 - F. In (B) and (D) above, the phrases "where no street right-of-way dedication is involved" and "where no widening or opening of streets is involved" mean that adequate access to such lots is provided by an approved existing street (public or private) without the need for additions or improvements to existing street rights-of-way or easements.
- 301.2 Pursuant to G.S. 160D-804, a final plat shall be prepared, approved, and recorded pursuant to the provisions of this ordinance whenever any subdivision of land takes place within the jurisdiction of the Town of Pine Level.
- 301.3 Pursuant to G.S. 16D-803, no final plat of a subdivision within the jurisdiction of the Town of Pine Level as established in *Section 104* of this ordinance shall be recorded by the Register of Deeds of Johnston County until it has been approved by the Board

of Commissioners or the Planning Board of the Town of Pine Level. To secure such approval of a final plat, the subdivider shall follow the procedures established in this Article.

301.4 All subdivisions shall be considered major subdivisions except those defined as minor subdivisions in *Section 302*. However, if the subdivider owns, leases, holds an option on, or holds any legal or equitable interest in any property adjacent to or located directly across a street, easement, road, or right-of-way from the property to be subdivided, the subdivision shall not qualify under the minor subdivision procedure. Furthermore, the minor subdivision procedure may not be used a second time within three (3) years on any property less than fifteen-hundred (1500) feet from the original property boundaries by anyone who owned, had an option on, or any legal or equitable interest in the original subdivision at the time the subdivision received preliminary or final plat approval.

301.5 Plats deemed an exception to the provisions of this ordinance as specified in *subsection 301.1* may be recorded provided the owner desiring to record such a plat shall obtain a Certificate of Exception, to be shown on the face of the plat, from the Subdivision Administrator or his designee, as provided for in Appendix 2. The owner shall present such plat showing the Certificate of Exception to the recorder as proof the exception condition is present.

302 SUBDIVISION APPLICATION SUBMISSION

302.1 The subdivision application shall be submitted to the Subdivision Administrator and shall include the following:

- A. A complete application form provided by the Planning Board.
- B. A filing fee, paid by the subdivider, in accordance with the Town's fee schedule.
- C. The required number of preliminary subdivision plats or final subdivision plats, as specified in *subsection 303.2* for minor subdivisions and *subsections 304.3 and 304.4* for major subdivisions.
 - 1. All plats shall be prepared by a Registered Land Surveyor currently licensed and registered in the State of North Carolina by the North Carolina State Board of Registration for Professional Engineers and Land Surveyors. The materials and drawing medium for the original shall be in accordance with the Standards of Practice for Land Surveying in North Carolina, where applicable, and shall be consistent with the mapping requirements set forth in G.S. 47-30, and the requirements of the Johnston County Register of Deeds.

2. All final plats shall be of a size suitable for recording with the Johnston County Register of Deeds and shall be at a scale of not less than one (1) inch equals one-hundred (100) feet. Maps may be placed on more than one (1) sheet with appropriate match lines.
 3. All preliminary and final plats shall contain all relevant information as outlined in Appendix 1: Information to be Contained or Depicted on Preliminary and Final Plats.
 4. All preliminary and final plats shall contain all certificates as required in Appendix 2: Certificates.
- D. A copy of any existing or proposed deed restrictions, covenants, liens, and other encumbrances.
 - E. Evidence that all applicable local, state, and federal regulatory approvals and permits have been obtained.
 - F. Any additional information the Planning Board finds necessary to determine compliance with this ordinance, including but not limited to drainage system plans, stormwater management plans, and erosion and sedimentation control plans.
 - G. If the subdivision includes a new public road(s) or an extension of existing roads, four (4) complete sets of road construction plans in conformance with the most current road standards for the Town of Pine Level, which is to follow the current NC State Building Code/Fire Code Appendix B, C, and D, and the guidelines from North Carolina Department of Transportation, must be submitted with the preliminary plat.

302.2 Determination of Completeness

The Subdivision Administrator shall determine if the application is complete prior to both preliminary and final plat review. The application shall be complete on the date that it contains all of the submission requirements specified above. If the application is incomplete, the Subdivision Administrator shall notify the applicant of the deficiencies. When the application is complete, the Subdivision Administrator shall distribute copies to the Planning Board, the Town Engineer and other appropriate authorities for review and proceed with the review process.

302.3 Expedited Review

The Town shall only require a plat for recordation for the division of a tract or parcel of land in single ownership if all of the following criteria are met:

- A. The tract or parcel to be divided is not exempted under 301.1(B) herein above.
- B. No part of the tract or parcel to be divided has been divided under this subsection in the 10 years prior to division.
- C. The entire area of the tract or parcel to be divided is greater than 5 acres.
- D. After division, no more than three lots result from the division.
- E. After division, all resultant lots comply with all of the following:
 - 1. All lot dimension size requirements of the applicable land-use regulations, if any.
 - 2. The use of the lots is in conformity with the applicable zoning requirements, if any.
 - 3. A permanent means of ingress and egress is recorded for each lot.

303 PROCEDURES FOR REVIEW OF MINOR SUBDIVISIONS

303.1 Applicability and General Procedures

- A. A minor subdivision is defined as one involving no new public or private streets or roads, or right-of-way dedication, no easements, no utility extension, where the entire tract to be subdivided is five (5) acres or less in size, and where four (4) or fewer lots result after the subdivision is completed.
- B. The applicant for minor subdivision plat approval is encouraged to confer with the Subdivision Administrator prior to submitting a minor subdivision plat for a determination of whether the approval process authorized by this section can and should be utilized. The Subdivision Administrator may require the applicant to submit information necessary to determine whether or not the proposed subdivision is eligible for approval under the minor subdivision approval process.

303.2 Final Plat Review and Approval for Minor Subdivisions

- A. The subdivider shall submit seven (7) copies of the final plat, two (2) of which shall be on reproducible material; five (5) shall be black or blue line paper prints, to the Subdivision Administrator along with all required items listed in *Section*

302.1 not less than seven (7) days prior to the Planning Board meeting at which it will be reviewed.

- B. The Planning Board shall review the final plat at its next regularly scheduled meeting which follows at least seven (7) days after the Subdivision Administrator receives the final plat and shall approve, conditionally approve with modifications to bring the plat into compliance, or disapprove the final plat with reasons within forty (40) days of its first consideration of the plat. Failure of the Planning Board to render a decision within said time frame shall constitute approval of the final plat.
- C. During its review of the final plat, the Planning Board may appoint an engineer or surveyor to confirm the accuracy of the final plat. If substantial errors are found, the costs shall be charged to the subdivider and the plat shall not be approved until such errors have been corrected.
- D. If the final plat is approved by the Planning Board, written confirmation shall be made on all copies of the plat. The original tracing and one (1) print of the plat shall be retained by the subdivider. One (1) reproducible tracing and one (1) print shall be filed with the Town Clerk.
- E. If the Planning Board conditionally approves the final plat with modifications to bring the plat into compliance, it shall retain one (1) print of the plat for its minutes, and return its written comments and two (2) reproducible copies of the plat to the subdivider through the Subdivision Administrator. The Subdivision Administrator shall attach a letter to the plat verifying that all conditions have been met prior to plat recording.
- F. If the Planning Board disapproves the final plat, it shall instruct the subdivider concerning resubmission of a revised plat and the subdivider may make such changes as will bring the plat into compliance with the provisions of this ordinance and resubmit the plat for reconsideration by the Planning Board, or appeal the decision to the Board of Commissioners.
- G. If the subdivider appeals the Planning Board's decision, the Board of Commissioners shall review and approve or disapprove the final plat within sixty-five (65) days after the decision of the Planning Board.
- H. The subdivider shall file the approved final plat with the Register of Deeds of Johnston County within sixty (60) days of the Planning Board approval; otherwise, such approval shall be null and void.

304 PROCEDURES FOR REVIEW OF MAJOR SUBDIVISIONS

304.1 Applicability and General Procedures

- A. A major subdivision includes all subdivisions not classified as a minor subdivision, or any size subdivision requiring any new street or extension of local government facilities, or the creation of any public improvements.
- B. The procedures for review and approval of major subdivisions generally involve:
1) sketch plan review; 2) preliminary plat review and approval; 3) final plat review and approval.
- C. In the event that a subdivision is to be developed in phases, a preliminary plat shall be submitted for the entire subdivision. A final plat may be submitted separately for approval for each phase of the subdivision.

304.2 Sketch Plan Submission

A. Purpose

The sketch plat approval stage is intended to address the conceptual layout of streets, lots, utilities, and other improvements, as well as environmental concerns of the site. The sketch plat allows the subdivider to secure general agreement on the basic development parameters of the subdivision before preparing detailed engineering plans to be considered during preliminary plat review. The Subdivision Administrator and Planning Board shall advise the subdivider on the applicable regulations and development standards that apply to the subdivision, as well as approvals from other agencies and service providers that may be required to complete the subdivision.

B. Procedural Requirements

1. It is recommended that the applicant for subdivision approval submit a sketch/concept plan for review by the Subdivision Administrator or his designee and the Planning Board. This plan should, in simple sketch form, show the location of the development in relation to existing streets and surrounding areas, the size of the property, the proposed layout of streets, lots, and other relevant features, and improvements to the site.
2. Sketch Plans shall be a requirement for any Minor or Major Subdivision.

3. The subdivider shall submit five (5) copies of the proposed sketch plan, prepared in accordance with the requirements of this ordinance, to the Subdivision Administrator or his designated agent. Within ten days (10) following the submission, the Subdivision Administrator will schedule a pre-application conference with the subdivider to review and discuss the sketch plan proposal. The Planning Board shall designate representatives to participate in the pre-application conference.
4. The Subdivision Administrator shall review the sketch plan for general compliance with the requirements of the subdivision and zoning ordinances, and shall advise the subdivider of the regulations applicable to the proposed subdivision and procedures to be followed in preparation and submission of the preliminary plat.
5. The Subdivision Administrator will bring the sketch plan before the Planning Board at the next regularly scheduled Planning Board meeting following the pre-application conference with the subdivider. The subdivider will be encouraged to attend such meeting to answer any questions pertaining to the subdivision.
6. Sketch plan review shall in no way be construed as constituting an official action of subdivision approval. A pre-application form for a sketch plan with a fee shall be submitted and paid for by the subdivider in accordance with the Town's fee schedule.
7. The sketch plan shall include all information required in Appendix 1: Information to be Contained or Depicted on Preliminary and Final Plats. The Subdivision Administrator may waive specific information required on sketch plans as specified in Appendix 1, if such information is not necessary to convey a general overview of the proposed size, layout, and lot features of the subdivision. No specific size requirements apply to sketch plans and no certification is required.
8. Following the sketch plan review, two (2) copies of the sketch plan shall be retained on file with the Town of Pine Level, and the other three (3) copies returned to the subdivider.
9. Sketch Plan approval shall be valid for a period of 12 months from the date of approval by the Planning Board. The Planning Board at its discretion may grant an extension for a period not to exceed an additional 12 months beyond date of its original approval.

304.3 Preliminary Plat Submission and Review for Major Subdivisions

- A. The subdivider shall submit ten (10) copies of the preliminary plat, to the Subdivision Administrator in addition to the required items listed in *Section 302.1* not less than twenty-five (25) days prior to the Planning Board meeting at which it will be reviewed.

- B. The preliminary plat shall conform substantially to the sketch plan, if applicable.

- C. Review Procedures
 - 1. After having received the preliminary plat from the subdivider, the Subdivision Administrator shall submit copies of the preliminary plat, and any accompanying material, to other officials and agencies concerned with new development for review and recommendation including, where applicable, but not limited to: the Johnston County Environmental Health Department, the Public Works Superintendent, and the District Engineer of the North Carolina Department of Transportation.

 - 2. Upon receipt of comments from the appropriate agencies, the Subdivision Administrator shall then submit the Preliminary Plat and all applicable comments to the Planning Board for their review at their next regularly scheduled meeting.

 - 3. During its review of the preliminary plat, the Planning Board may appoint an engineer or surveyor to confirm the accuracy of the preliminary plat. If substantial errors are found, the costs shall be charged to the subdivider and the plat shall not be approved until such errors have been corrected.

 - 4. The Planning Board shall, in writing, recommend approval, conditional approval with recommended changes to bring the preliminary plat into compliance, or disapproval with reasons, within forty (40) days of its first consideration of the plat. The Planning Board shall then submit its recommendation and one copy of the preliminary plat to the Board of Commissioners, return one copy of the preliminary plat and its recommendation to the subdivider, and retain one copy of the preliminary plat for its records. If the Planning Board recommends conditional approval, the subdivider may make the recommended changes and submit a revised plat to the Subdivision Administrator for review and submission to the Board of Commissioners. The Subdivision Administrator shall attach a letter verifying that all conditions have been met upon resubmission of the plat before forwarding it to the Board of Commissioners.

5. If the Planning Board does not make a written recommendation within forty (40) days after its first consideration of the plat, the subdivider may apply to the Board of Commissioners for their approval or disapproval.
6. The Board of Commissioners shall, in writing, approve the preliminary plat, approve the plat with conditions, or disapprove the preliminary plat. One copy of the plat shall be retained by the Board of Commissioners and one copy shall be returned to the subdivider with the reasons for approval, conditional approval, or disapproval noted on the plat. If the plat is disapproved, the specific section of the ordinance with which the subdivision does not comply shall be noted in writing. The subdivider may make the necessary changes to bring the plat into compliance and re-submit the preliminary plat in accordance with *Section 301.3*.
7. Failure of the Board of Commissioners to make a decision within sixty-five (65) days after the preliminary plat is received from the Planning Board shall constitute approval thereof.
8. Preliminary plat approval shall be valid for a period of two (2) years from the date of approval by the Board of Commissioners, at the end of which time an application for final plat approval shall have been received. Approval of any portion of the subdivision for which a final plat application has not been received by the end of two (2) years shall be void, and a new preliminary plat application will be required in accordance with Section 304.3. The new application will be subject to the subdivision ordinance in effect at the time of resubmission. Applicants may request in writing that the Board of Commissioners extend the effective period of preliminary plat approval. The Board of Commissioners, at its discretion, may grant an extension for a period not to exceed an additional two (2) years beyond the date of original approval. Due consideration shall be given for the health, safety, and welfare of the public in granting extensions.
9. In the case of a phased subdivision, the first final plat shall be submitted within eighteen (18) months, and the last final plat within sixty (60) months after the date on which the preliminary plat was approved; otherwise, the preliminary plat shall become null and void unless an extension of time is applied for and granted by the Board of Commissioners before the date on which the preliminary plat would become null and void.

D. Installation of Improvements

Upon approval of the preliminary plat by the Board of Commissioners, the subdivider may proceed with the preparation of the final plat and the installation of, or arrangement for required improvements in accordance with the approved preliminary plat and the requirements of this ordinance. Prior to approval of a final plat, the subdivider shall have installed the improvements specified in this

ordinance or guaranteed their installation as provided herein. No final plat will be accepted for review by the Planning Board or the Board of Commissioners unless accompanied by written notice by the Town Clerk acknowledging compliance with the improvement and guarantee standards of this ordinance.

304.4 Final Plat Review for Major Subdivisions

A. The subdivider shall submit seven (7) copies of the final plat, two (2) of which shall be on reproducible material; five (5) shall be black or blue line paper prints, to the Subdivision Administrator along with all required items listed in Section 302.1.

1. The final plat shall conform substantially to the preliminary plat.
2. The final plat shall constitute only that portion of the preliminary plat which the subdivider proposes to record at that time.

B. Review Procedures

1. The subdivider shall submit the final plat of the major subdivision to the Subdivision Administrator not less than twenty-five (25) days prior to the Planning Board meeting at which it will be reviewed.
2. The Planning Board shall review the final plat at its next meeting and shall, in writing, recommend approval, conditional approval with modifications to bring the plat into compliance, or disapproval of the final plat with reasons within forty (40) days of its first consideration of the plat.
 - i. During its review of the final plat, the Planning Board may appoint a Registered Land Surveyor to confirm the accuracy of the final plat (if agreed to by the Board of Commissioners). If substantial errors are found, the costs shall be charged to the subdivider and the plat shall not be recommended for approval until such errors have been corrected.
 - ii. If the Planning Board recommends approval of the final plat, it shall retain one copy of the plat for its records, transmit the remaining copies of the plat and its written recommendations to the Board of Commissioners through the Subdivision Administrator.
 - iii. If the Planning Board recommends conditional approval of the final plat with modifications to bring the plat into compliance, it shall retain one (1) print of the plat for its minutes, return its written recommendations, and two (2) reproducible copies of the plat to the subdivider, and transmit (1) print of the plat and its written recommendation to the Board of Commissioners through the Subdivision Administrator. The Subdivision

Administrator shall attach a letter verifying that all conditions have been met upon resubmission of the plat before forwarding it to the Board of Commissioners.

- iv. If the Planning Board recommends disapproval of the final plat, it shall instruct the subdivider concerning resubmission of a revised plat and the subdivider may make such changes as will bring the plat into compliance with the provisions of this ordinance and resubmit same for reconsideration by the Planning Board, or appeal the decision to the Board of Commissioners.
 - v. Failure of the Planning Board to make a written recommendation within forty (40) days shall constitute grounds for the subdivider to apply to the Board of Commissioners for approval.
3. If the Planning Board recommends approval or conditional approval with modifications to bring the plat into compliance, or the subdivider appeals to the Board of Commissioners, the Board of Commissioners shall review and approve or disapprove the final plat within sixty-five (65) days after the plat and recommendations of the Planning Board have been received by the Subdivision Administrator.
 4. If the final plat is disapproved by the Board of Commissioners, the reasons for such disapproval shall be stated in writing, specifying the provisions of this ordinance with which the final plat does not comply. One (1) copy of such reasons and one (1) print of the plat shall be retained by the Board of Commissioners as part of its proceedings; one (1) copy of the reasons and three (3) copies of the plat shall be transmitted to the subdivider. If the final plat is disapproved, the subdivider may make such changes as will bring the final plat into compliance and resubmit same for reconsideration by the Planning Board and Board of Commissioners or by the Board of Commissioners as determined by the Board of Commissioners.
 5. If the final plat is approved by the Board of Commissioners, written confirmation shall be made on all copies of the final plat. The original tracing and one (1) print of the plat shall be retained by the subdivider. One (1) print shall be filed with the Town Clerk, and one (1) reproducible tracing and one (1) print shall be returned to the Planning Board for its records.

304.5 Recording of Final Plats

The subdivider shall file the approved final plat with the Register of Deeds of Johnston County within sixty (60) days of the Board of Commissioners' approval, otherwise, such approval shall be null and void.

304.6 Dedication and Acceptance

A. Rights of Way

The approval and recordation of a final plat does constitute an offer to dedicate, but does not constitute dedication to and acceptance for maintenance responsibility by the Town or the public of any public road, alley, or utility or drainage easement shown on such plat. Improvements within such rights-of-way or easements, such as utility lines, road paving, drainage facilities, or sidewalks may, however, be accepted for maintenance by the North Carolina Department of Transportation or by the private utility provider upon compliance with applicable NCDOT and private utility provider guidelines and standards.

B. Open Space

Land designed as public open space on a final plat shall be considered to be offered for dedication until such offer is officially accepted by the Town. The offer may be accepted by the Town through:

1. Express action by the Board of Commissioners;
2. Express action by an administrative officer designated by the Board of Commissioners;
3. Conveyance of fee simple marketable title (unencumbered financially and environmentally) of the property to the Town at the time of final plat recordation.

Until such dedication has been accepted, land so offered may be used for open space purposes by the owner or owners' association. Land so offered for dedication shall not be used for any purpose inconsistent with the proposed public use.

304.7 Permits and Certificates of Occupancy

Unless otherwise provided in this ordinance, upon recording the final plat, the applicant shall be eligible to apply for building and any other permits required by this ordinance, if the roads are determined by the Subdivision Administrator to be in a passable condition. No certificates of occupancy shall be issued until all improvements are complete and approved by NCDOT.

304.8 Improvements Guarantees

A. Agreement and Security Required

In lieu of requiring the completion, installation, and dedication of all improvements prior to final plat approval, the Town of Pine Level may enter into an agreement with the subdivider whereby the subdivider shall agree to complete all required improvements. Once said agreement is signed by both parties, and the security required herein is provided, the final plat may be approved by the Board of Commissioners if all other requirements of this ordinance are met. To secure this agreement, the subdivider shall provide, subject to the approval of the Board of Commissioners, either one (1), or a combination of the following guarantees, not exceeding 1.25 times the entire cost as provided herein:

1. Surety Performance Bond(s)

The subdivider shall obtain a performance bond(s) from a surety bonding company authorized to do business in North Carolina. The bonds shall be payable to the Town of Pine Level and shall be in an amount equal to 1.25 times the entire cost, as estimated by the subdivider and approved by the Board of Commissioners, of installing all required improvements. The duration of the bond(s) shall be until such time as the improvements are accepted by the Board of Commissioners

2. Cash or Equivalent Security

The subdivider shall deposit cash, an irrevocable letter of credit, or other instrument readily convertible into cash at face value, either with the Town or in escrow with a financial institution designated as an official depository of the Town. The use of any instrument other than cash shall be subject to the approval of the Board of Commissioners. The amount of deposit shall be equal to 1.25 times the cost, as estimated by the subdivider and approved by the Board of Commissioners, of installing all required improvements.

If cash or other instrument is deposited in escrow with a financial institution as provided above, then the subdivider shall file with the Board of Commissioners an agreement between the financial institution and himself guaranteeing the following:

- i. That said escrow account shall be held in trust until released by the Board of Commissioners and may not be used or pledged by the subdivider in any other matter during the term of escrow; and
- ii. That in the case of a failure on the part of the subdivider to complete said improvements, the financial institution shall, upon notification by the Board of Commissioners and submission by the Board of Commissioners to the financial institution of an engineer's estimate of the amount needed to complete the improvements, immediately either pay to the Town the funds needed to complete the improvements, up to the full balance of the escrow account, or deliver to the Town any other instruments fully endorsed or otherwise made payable in full to the Town.

B. Default

Upon default, meaning failure on the part of the subdivider to complete the required improvements in a timely manner as spelled out in the performance bond or escrow agreement, then the surety, or the financial institution holding the escrow account shall, if requested by the Board of Commissioners pay all or any portion of the bond or escrow fund to the Town of Pine Level up to the amount needed to complete the improvements based on an engineering estimate. Upon payment, the Board of Commissioners, in its discretion, may expend such portion of said funds as it deems necessary to complete all or any portion of the required improvements. The Town shall return to the subdivider any funds not spent in completing the improvements.

C. Release of Guarantee Security

The Board of Commissioners of the Town of Pine Level may release a portion of any security posted as the improvements are completed and recommended for approval by the Subdivision Administrator. Within forty-five (45) days after receiving the Subdivision Administrator's recommendation, the Board of Commissioners of the Town of Pine Level shall approve or disapprove said improvements. If the Board of Commissioners of the Town of Pine Level approves said improvements, then it shall immediately release any security posted on that portion.

D. Defects Guarantee

The Board of Commissioners shall require a bond from the subdivider guaranteeing utility taps, curbs, gutters, street construction including pavement, sidewalks, drainage facilities, seeding and grading of road shoulders, water and sewer lines, and other improvements for one (1) year. The one (1) year shall

begin from the date of approval of final plat or approval of improvements by the Board of Commissioners.

305 OWNERS' ASSOCIATIONS

305.1 Establishment of Owners' Associations

- A. An Owners' Association shall be established to fulfill the requirement of the North Carolina Condominium Act or to accept conveyance and maintenance of all common areas and facilities within a development containing common areas.
- B. Where developments have common areas for facilities servicing more than one dwelling unit, these areas shall be conveyed to the Owners' Association in which all owners of lots in the development shall be members. All areas other than public road rights-of-way, other areas dedicated to the Town, and lots shall be shown and designated as common areas. The fee-simple title of the common area shall be conveyed by the subdivider or developer to the Owners' Association.
- C. Common areas shall not be subsequently subdivided or conveyed by the Owners' Association unless a revised preliminary plat and a revised final plat showing such subdivision or conveyance have been submitted and approved.

305.2 Submission of Owners' Association Declaration

Prior or concurrently with the submission of the final plat for review and approval, the applicant shall submit a copy of the proposed Bylaws of the Owners' Association containing covenants and restraints governing the Association, plats, and common areas. The submitted documents shall be reviewed by the Town Attorney and a recommendation made to the Planning Board as to their sufficiency. The restrictions shall include provisions for the following:

- A. The Owners' Association declaration shall be organized and in legal existence prior to the conveyance, lease-option, or other long-term transfer of control of any unit or lot in the development.
- B. Membership in the Owners' Association shall be mandatory for each original buyer and each successive buyer of a lot or unit. Provisions shall be made for the assimilation of owners in subsequent sections of the development.
- C. The Owners' Association Declaration shall state that the association is responsible for:

1. The payment of premiums for liability insurance and local taxes.
 2. Maintenance of recreational and/or other facilities location on common areas.
 3. Payment of assessments for public and private improvements made to or for the benefit of the common areas.
- D. Default of Owners' Association. Upon default by the Owners' Association in the payment to the Town any assessments for public improvements or ad valorem taxes levied against common areas, which default shall continue for a period of six (6) months, each owner of a lot in the development shall become personally obligated to pay to the Town a portion of the taxes or assessments in an amount determined by dividing the total taxes and/or assessments due to the Town by the total number of lots in the development. If the sum is not paid by the owner within thirty (30) days following receipt of notice of the amount due, the sum shall become a continuing lien on the property of the owner, his heirs, devisees, personal representatives and assigns. The Town may either bring an action at law against the owner personally obligated to pay the same, or may elect to foreclose the lien against the property of the owner.
- E. Power of the Association. The Owners' Association is empowered too levy assessments against the owners of lots or units within the development. Such assessments shall be for the payment of expenditures made by the Owners' Association for the items set forth in this Section, and any assessments not paid by the owner against whom such assessments are made shall constitute a lien on the lot of the owner.
- F. Easements. Easements over the common areas for access, ingress, and egress from and to public roads and walkways and easements for enjoyment of the common areas, and for parking, shall be granted to each lot owner.

305.3 Nonresidential Condominiums

If the condominium is a nonresidential condominium, the declaration shall contain the following provision:

Parking spaces shall be allocated among the individual lots or units in such a manner that each unit is entitled to a sufficient number of parking spaces to comply with this ordinance for the use intended to be located therein. The Owners' Association shall maintain a register listing the total number of parking spaces in the development and the number of parking spaces allocated to each lot or unit. A copy of this register shall be available to the Zoning Administrator at his request. The Owners'

Association shall not reduce the number of parking spaces allocated to an individual lot or unit without the express written consent of the owner thereof, and in no case shall the number of parking spaces allocated to an individual unit be reduced to a number below that required by this ordinance.

306 RESUBDIVISION PROCEDURES

For any replating or resubdivision of land, the same procedures, rules, and regulations shall apply as prescribed herein for an original subdivision if the replating or resubdivision qualifies as a subdivision according to Section 301.1. A recombination of previously platted and recorded lots shall be approved by the Subdivision Administrator.

ARTICLE IV: SUBDIVISION DESIGN AND DEVELOPMENT STANDARDS

401 GENERAL PROVISIONS

- 401.1 Each subdivision shall contain the improvements specified in this Article, which shall be installed in accordance with the requirements of this Ordinance and paid for by the subdivider, unless other means of financing is specifically stated in this ordinance. Land shall be dedicated and reserved in each subdivision as specified in this Article. Each subdivision shall adhere to the minimum standards of design established by this Article.
- 401.2 The name of the subdivision shall not duplicate nor closely approximate the name of an existing subdivision within Pine Level or Johnston County, unless the subdivision is part of a phased development plan.
- 401.3 Unless specified in this ordinance, the Standards of Practice for Land Surveying as adopted by the State Board of Examiners, under Title 21 of the North Carolina Administrative Code, Chapter 56 (21 NCAC 56), shall apply when conducting surveys for subdivisions; to determine the accuracy for surveys and placement of monuments, control corners, markers, and property corner ties; and to determine other standards and procedures governing the practice of land surveying for subdivisions.
- 401.4 In the subdividing of land, due regard shall be shown for all-natural features, such as tree growth, watercourses, historic sites, or similar conditions which, if preserved, will add attractiveness to the proposed development and safety from hazards.

402 SUITABILITY OF LAND

- 402.1 Land which has been determined by the Board of Commissioners on the basis of engineering or other expert surveys to pose an ascertainable danger to life or property by reason of its unsuitability for the use proposed shall not be platted for that purpose, unless and until the subdivider has taken the necessary measures to correct said conditions and to eliminate said dangers.
- 402.2 Areas that have been used for disposal of solid waste shall not be subdivided unless tests by the Johnston County Environmental Health Department, a structural engineer, and a soils expert determine that the land is suitable for the purpose provided.

- 402.3 All subdivision proposals shall be consistent with the need to minimize flood damage. All subdivision proposals shall have public utilities and facilities such as sewer, gas, electrical, and water systems located and constructed to minimize flood damage.

403 BLOCKS

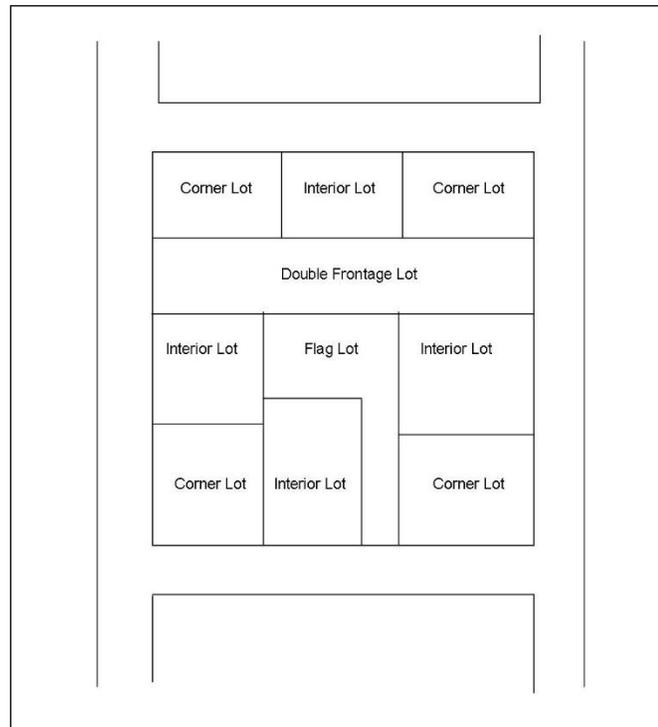
- 403.1 Generally: The lengths, widths, and shapes of blocks shall be determined with due regard to: provision of adequate building sites suitable to the special needs of the type of use contemplated, zoning requirements, needs for vehicular and pedestrian circulation, control and safety of street traffic, limitations and opportunities of topography, and convenient access to water areas.
- 403.2 Block Length: Blocks shall not be less than four hundred (400) feet or more than eight hundred (800) feet in length, except where, in the opinion of the Planning Board, existing conditions justify a modification of this requirement. Block length shall be measured along the block face from intersection to intersection between the nearest two streets.
- 403.3 Block Width: Blocks shall have sufficient width to allow two (2) tiers of lots of minimum depth except where single tier lots are required to separate residential development from through vehicular traffic or another type of use, in nonresidential subdivisions, or where abutting water areas.
- 403.4 Crosswalks: Where the subdivision includes, abuts, or is located adjacent to parks, schools, shopping centers, community centers, religious institutions, or transportation facilities and similar community facilities, a pedestrian crosswalk at least fifteen (15) feet in width shall be required to provide convenient public access, unless it is deemed unnecessary by the Planning Board. All crosswalks shall be paved and appropriately marked and dedicated to the Town of Pine Level.
- 403.5 Block Numbers: Block numbers shall conform to the town street numbering system, if applicable.

404 LOTS

- 404.1 Generally: Lot sizes, shapes, and locations shall be made with due regard to topographic conditions, contemplated uses, and the surrounding area. All lots in new subdivisions shall conform to the zoning requirements of the district in which the subdivision is located. Conformance to zoning requirements means, amount other things, that the smallest lot in the subdivision must meet all dimensional requirements of the Zoning Ordinance. It is not sufficient merely for the average lot to meet zoning requirements.

- 404.2 Individual Water and Sewer: All lots shall meet all applicable Johnston County Environmental Health Department requirements where individual water and sewer systems are provided.
- 404.3 Double Frontage Lots: Double frontage lots (see Figure 4-1) shall be avoided wherever possible, except where required to separate residential development from thoroughfares, where a recorded alley provides rear access to lots, or to overcome specific disadvantages of topography or orientation. If double frontage lots must be included, private driveways shall be prevented from having direct access through the lot.
- 404.4 Flag Lots: No lot shall be approved which constitutes a flag lot except with special approval from the Planning Board due to extreme topographic or natural circumstances. No flag lots shall be approved in major subdivisions under any circumstance. (See Figure 4-1)

Figure 4-1: Types of Lots



- 404.5 Lot Lines: Side lot lines shall be substantially at right angles to or radial to street lines.

- 404.6 Lot Remnants: All remnants of lots left over after subdivision of a larger tract which are smaller than the required minimum lot size required must be added to adjacent lots, rather than allowed to remain as separate parcels. The Subdivision Administrator may permit a lot remnant for a specific purpose such as a detention pond, provided that access and design is appropriate and the lot remnant is restricted to specific non-building uses.
- 404.7 Corner Lots: Corner lots for residential use shall have an extra width of ten (10) feet from the side yard that adjoins the side street to allow for adequate building setback from side streets.
- 404.8 Lot Drainage: Lot boundaries shall coincide with natural and pre-existing man-made drainageways to the extent practicable to avoid lots that can be built upon only by altering such drainageways.
- 404.9 Street Frontage: Lots shall front or abut on a dedicated public street and have frontage meeting the requirements set forth in the Pine Level Zoning ordinance.

405 STREETS

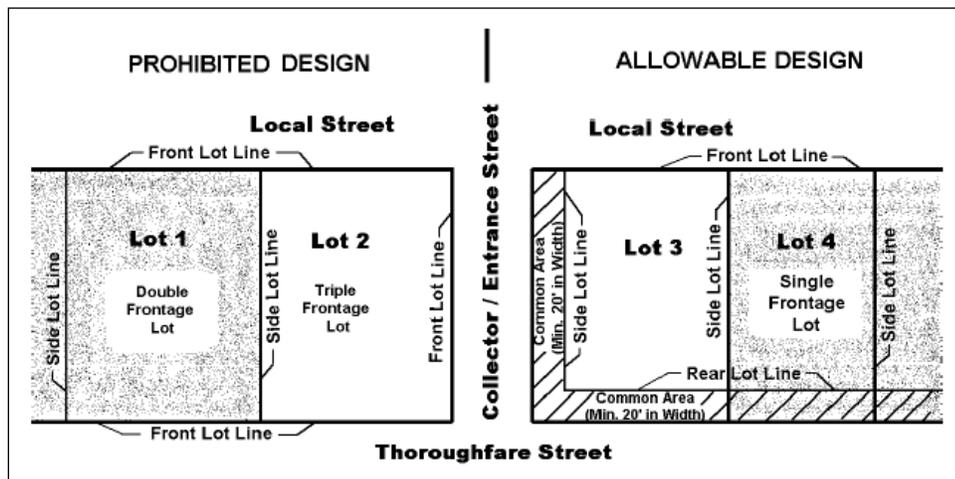
- 405.1 Conformance with Plans: In any new subdivision, the provision of street rights-of-way and the street layout shall conform to and meet the requirements of the Thoroughfare Plan of the Town of Pine Level as approved by the Planning Board and adopted by the Board of Commissioners and the North Carolina Board of Transportation.
- 405.2 Dedication of Future Right-of-Way: Whenever a tract to be subdivided embraces any part of a major thoroughfare, designated in the Official Plans for Johnston County or the Town of Pine Level, such part of such proposed public way shall be platted and dedicated by the subdivider in the location and at the width specified.
- 405.3 Conformance with Adjoining Road Systems: Streets shall be designed and located in proper relation to existing and proposed streets. Proposed streets shall connect to or intersect with adjacent existing streets where possible. Local streets shall be laid out in such a way that their use by through traffic will be discouraged. Streets shall be designed or walkways dedicated to assure convenient access to parks, playgrounds, schools, or other places of public assembly.
- 405.4 Type of Street Required: All streets shall be dedicated to the Town of Pine Level, the State of North Carolina, or the public, as determined appropriate by the Board of Commissioners. Streets not dedicated to the Town that are not eligible to be put on the State Highway System because there are too few lots or residences shall nevertheless be dedicated to the public and shall be built in accordance with the standards in this ordinance, so as to be eligible to be put on the system at a later date. A written maintenance agreement with provisions for maintenance of the street until it is put on the state system shall be included with the final plat.

405.5 Subdivision Street Disclosure Statement: All streets shown on the final plat shall be designated in accordance with G.S. 136-102.6 and designation as public shall be conclusively presumed an offer of dedication to the public. A statement explaining the status of the street shall be included with the final plat where streets are offered for dedication to the public, but have not been accepted into a municipal or the state system before the lots are sold.

405.6 Half-Streets: The dedication of half-streets at the perimeter of a new subdivision shall be prohibited. If circumstances render this impractical, adequate provision for the concurrent dedication of the remaining half of the street shall be furnished by the subdivider. Where there exists a half-street in an adjoining subdivision, the remaining half shall be provided by the proposed subdivision.

405.7 Frontage Road: Where a tract of land to be subdivided adjoins an arterial street or thoroughfare, the subdivider may be required to provide a frontage road parallel to the higher order street or reverse frontage on a minor street for the lots to be developed adjacent to the higher order street. Where reverse frontage is established, private driveways shall be prevented from having direct access to the higher order street. The subdivider shall be required to provide a twenty (20) foot easement on the rear and side of the property abutting the higher volume road, parallel and adjacent to the right-of-way of the road. Such easement shall be landscaped with trees or shrubs for screening purposes according to the requirements for Street Yards as contained in the Town of Pine Level Landscaping ordinance Section 403.5. (see Figure 4-2)

Figure 4-2: Interior Street Access and Buffering Requirements



405.8 Access to Adjacent Properties: Where, in the opinion of the Planning Board it is necessary to provide for street access to an adjoining property, proposed streets shall be extended by dedication to the boundary of such property and a temporary

turnaround provided in the case of a stub out. The extension dedicated shall have the same right-of-way width as the street being extended. All new subdivisions must connect to stub streets when they adjoin the property to be subdivided.

405.9 Subdivision Entrances: Multiple entrance points shall be provided from one or more roads accessing the subdivision, where permitted by the North Carolina Department of Transportation Division of Highways pending approval of highway access permits, according to the following:

1. Subdivisions with more than 50 lots, but less than 150 lots shall provide at least two (2) entrance points.
2. Subdivisions with more than 150 lots shall provide at least three (3) entrance points.

405.10 Dead End Streets: Dead end streets shall be prohibited. Where an existing dead-end street abuts the subdivision, the proposed subdivision shall connect to the existing dead-end street. This does not preclude use of stub streets as part of a phased development or in anticipation of future development. Connections to dead end streets will not be required where sensitive environmental features such as streams, floodplains, or wetlands would substantially be disturbed by such a road connection.

405.11 Reserve Strips: Reserve strips adjoining road rights-of-way for the purposes of preventing access to adjacent property shall not be permitted under any condition.

406 STREET CONSTRUCTION AND DESIGN STANDARDS

406.1 Construction Standards: The design of all streets and roads within the jurisdiction of this ordinance shall be in accordance with the accepted policies and standards of the North Carolina Department of Transportation, Division of Highways, as taken or modified from the American Association of State Highway and Transportation Officials (AASHTO) manuals. All public subdivision streets shall be designed and constructed to the most current issue of the North Carolina Department of Transportation, Division of Highways Subdivision Roads Minimum Construction Standards, the current NC State Building Code/Fire Code Appendix B, C and D, and the standards of this ordinance.

406.2 Street Plans: Where public streets will be offered for dedication, the subdivider must submit all street plans for review and approval prior to preliminary plat approval. The subdivider must submit the following information to the Town of Pine Level where streets will be offered for dedication to the Town or the North Carolina Department of Transportation District Highway Office where streets will be offered for dedication to the state for review:

- A. A complete site layout of the subdivision, including any future expansion anticipated, showing the horizontal alignment indicating general curve data, and

the vertical alignment indicated by percent grade, PI station, and vertical curve length.

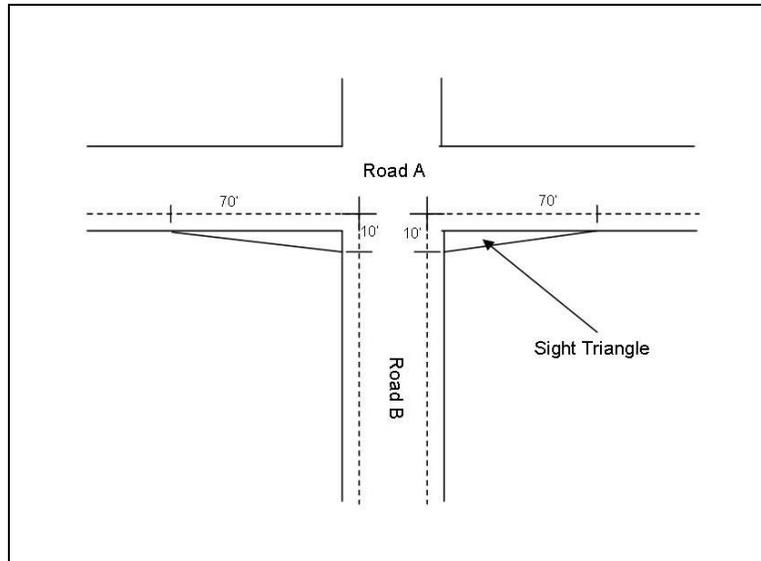
- B. Typical road section indicating the pavement design and width and the slopes, widths, and details for either the curb and gutter or the shoulder and ditch proposed.
- C. Road drainage facilities and drainage areas.

The District Engineer may require the plotting of the ground profile and grade line for roads where special conditions or problems exist.

- 406.3 Construction Approval Required: No road improvements shall be constructed until the road construction plans have been reviewed and approved by the Town of Pine Level or the North Carolina Department of Transportation District Highway Office.
- 406.4 Inspection: Work performed pursuant to approved street construction plans shall be inspected and approved by the Town of Pine Level or the North Carolina Department of Transportation Division of Highways in the case of state-maintained roads.
- 406.5 Permit for Connection to State Road: An approved permit is required for connection to any existing State Road. This permit is required prior to any construction on the street or road. The application is available at the office of the nearest District Engineer of the Division of Highways.
- 406.6 Intersections:
 - A. Streets shall be laid out so as to intersect as nearly as possibly at right angles (90 degrees) and no less than seventy-five (75) degrees. Intersections with angles from sixty (60) to seventy-five (75) degrees are acceptable only under extreme circumstances and with approval from the Town of Pine Level or the North Carolina Department of Transportation Division of Highways.
 - B. Property lines at intersections should be set so that the distance from the edge of pavement to the property line will be at least as great as the distance from the edge of pavement to the property lines along the intersecting streets. This property line can be established as a radius or as a sight triangle. Greater offsets from the edge of pavement to the property lines will be required, if necessary, to provide sight distance for the vehicle on the side street.
 - C. The minimum sight triangle at intersections of new local residential roads or residential collectors and existing state-maintained roads is seventy (70) feet

along the existing road right-of-way and ten (10) feet along the new road right-of-way. (see Figure 4-3)

Figure 4-3: Site Triangle



- D. Offset intersections are to be avoided unless exception is granted by the North Carolina Department of Transportation Division of Highways or the Town of Pine Level as applicable. Intersections which cannot be aligned should be separated by a minimum length of two hundred (200) feet between survey and center lines.
- E. Intersections with arterials, collectors, and thoroughfares shall be at least one thousand (1000) feet apart, measured from centerline to centerline, or more if required by the North Carolina Department of Transportation. This requirement may be waived by the Planning Board if it would prevent a property owner fronting a major thoroughfare from having access to such road.

406.7 Cul-de-sacs:

- A. Cul-de-sacs should be avoided unless the design of the subdivision and the existing or proposed street system in the surrounding area indicate that a through street is not essential in the location of the proposed cul-de-sac, or where sensitive environmental features such as streams, floodplains, or wetlands would substantially be disturbed by making road connections. Cul-de-sacs should not be used to avoid connection with an existing street or to avoid the extension of an important street, unless an exception is granted by the Planning Board.

- B. Cul-de-sac streets should not exceed five hundred (500) feet in length unless necessitated by topography or property accessibility and in no case shall be permitted to be over nine hundred (900) feet. The length of the cul-de-sac shall be measured from the center of the intersection at the beginning of the cul-de-sac running along the centerline to the center point of the turnaround. Where one cul-de-sac intersects with another cul-de-sac, the end of each cul-de-sac shall be no more than five hundred (500) to nine hundred (900) feet from a through street, measured as stated above. The distance from the edge of pavement on the vehicular turnaround to the right-of-way line shall not be less than the distance from the edge of pavement to the right-of-way line on the street approaching the turnaround.

406.8 Alleys:

- A. The Planning Board may require the subdivider to provide alleys to serve lots used for mixed use, commercial, and industrial purposes as a means of access for service and delivery vehicles.
- B. Alleys may be approved by the Planning Board for residential subdivisions in the case of Traditional Neighborhood Developments or other residential developments that provide alleys for access to rear garages and parking areas.
- C. All alleys shall be designated in accordance with the North Carolina Department of Transportation standards. The width of an alley shall be at least twenty (20) feet with a pavement width of at least twelve (12) feet.
- D. Dead-end alleys shall be avoided where possible, but if unavoidable, shall be provided with adequate turnaround facilities at the dead-end as may be approved by the Planning Board.
- E. Sharp changes in alignment and grade shall be avoided.

407 UTILITIES AND EASEMENTS

407.1 Water and Sanitary Sewer Systems

- A. Connection of each lot within a subdivision to public water and sewer utilities shall be required, at the subdivider's expense, if the proposed subdivision is within the town limits or within five-hundred (500) feet of the nearest adequate lines of a public system, provided that no geographic or topographic factors would make such connection infeasible.

- B. Subdivisions in the extraterritorial area of the Town of Pine Level may be connected, at the subdivider's expense, to the municipal water and sanitary sewer systems if approved by the Board of Commissioners.
- C. Water and sanitary sewer lines, connections, and equipment shall be constructed and installed in accordance with the town standards and policies and to the specifications of the utility provider.
- D. All lots in subdivisions not connected to municipal or county water and/or sanitary sewer systems must have a suitable source of water supply and sanitary sewage system, which complies with all applicable Johnston County Environmental Health Department regulations. The subdivider shall have the site investigated under the supervision of the Johnston County Environmental Health Department to determine if individual facilities are feasible. The subdivider shall demonstrate to the Planning Board at the time of preliminary plat review that appropriate soil tests have been conducted and each lot in the subdivision not served by public water or sewage disposal system has been approved by the Environmental Health Department for individual water supplies and/or sewage disposal systems.

407.2 Underground Utilities: All electric, telephone, television, and cable lines, both main and service connections, servicing new subdivisions shall be provided by underground wiring within easements or dedicated public rights-of-way, installed in accordance with the prevailing standards and practices of the utility or other companies providing such services.

- A. Lots that abut existing easements or public rights-of-way where overhead utility lines and service connections have previously been installed may be supplied with service from those overhead lines, but the service connections for the utilities' overhead lines shall be installed underground. In the case of existing overhead utilities, should a road widening, or an extension of service, or other such condition occur as a result of the subdivision and necessitate the replacement or relocation of such utilities, such replacement or relocation shall be underground.
- B. The Planning Board may make the determination that underground utility installation is not feasible on a particular site. Where overhead lines are permitted as the exception, the placement and alignment of poles shall be designed to lessen the visual impact of overhead lines. Alignments and pole locations shall be carefully routed to avoid locations along horizons and utility lines should be located at the rear of the lot lines or along rear alleys where feasible.
- C. The Town of Pine Level does not obligate itself in assuming any cost incurred in constructing or installing underground utilities.

407.3 Utility Easements

- A. Easements for utilities shall be provided, where necessary, across lots or centered on rear or side lot lines and shall be at least twenty (20) feet wide for water and sanitary sewer lines and as required by the companies involved for telephone, natural gas, cable, and electric lines. The subdivider and the utility shall agree on the location and exact width of such easements. The location of such easements shall be reviewed and approved by the Planning Board prior to preliminary plat approval.
- B. Utility easements shall be kept free and clear of any buildings or other improvements that would interfere with the proper maintenance or replacement of utilities. The Town shall not be liable for damages to any improvement located within the utility easement area caused by maintenance or replacement of utilities.
- C. The subdivider shall transfer to the applicable utility provider the necessary ownership or easement rights to enable the utility provider to operate and maintain the utility facilities. In addition, the subdivider shall dedicate sufficient easement rights to accommodate the extension of utility service to adjacent or nearby properties whenever it can reasonably be anticipated that utility facilities constructed in one development will be extended to serve other adjacent or nearby developments.

407.4 Drainage Easements: Where a subdivision is traversed by a natural or man-made stream, drainageway, or drainage ditch, an easement shall be provided conforming with the lines of such stream, drainageway, or drainage ditch and of sufficient width as will be adequate for the purpose of drainage. A homeowners' association, where applicable, or the property owner(s) abutting such easement shall be responsible for the maintenance of the drainageway or drainage ditch. Proper maintenance shall ensure that the drainage area remains free of growth, debris and other obstructions that restrict water flow.

407.5 Oversized Improvements: The Town of Pine Level may require installation of certain oversized utilities or the extension of utilities to adjacent property when it is in the interest of future development. If the Town requires the installation of improvements in excess of the standards required in this ordinance, including all standards adopted by reference, the Town shall pay the cost differential between the improvement required and the standards in this ordinance. The Town may recoup this cost through fees.

408 STORMWATER MANAGEMENT

- 408.1 Construction Standards: The subdivider shall provide a surface water drainage system constructed to the standards of the North Carolina Department of Transportation, as reflected in the current issue of the Handbook for the Design of Highway Surface Drainage Structures subject to review by the Public Works Superintendent.
- 408.2 Flood Control: The system shall prevent storm and flood water damage to lots, structures, streets, and utilities, as well as to upstream and downstream areas. The system should also serve to protect water quality.
- 408.3 System Design: The preferred method of stormwater management is open drainage systems that allow for natural drainage of streams and waterways. The design of the storm drainage system and plans, including calculations, shall clearly indicate the easements and dedicated areas required for the construction and maintenance of the drainage system. A copy of the stormwater management plan shall be submitted with the preliminary plat. The following design standards shall be met:
- A. No surface water shall be channeled or directed into a sanitary sewer.
 - B. Where feasible, the subdivider shall connect to an existing storm drainage system. Where an existing storm drainage system cannot feasibly be extended to the subdivision, a surface drainage system shall be designed to protect the proposed development from water damage.
 - C. The storm drainage system shall follow existing topography as nearly as practical and discharge to natural drainage paths within a drainage basin. The drainage system shall incorporate stormwater Best Management Practices to minimize adverse water quality impacts.
 - D. Surface drainage courses shall have side slopes of at least three (3) feet of horizontal distance for each one (1) foot of vertical distance, and courses shall be of sufficient size to accommodate the drainage area without flooding, and designed to comply with the standards and specifications for erosion control of the North Carolina Sedimentation Pollution Control Act, G.S. 143-34.12, Chapter 113A, Article 4, and North Carolina Administrative Code Title 15 , Chapter 4, and any locally adopted erosion and sedimentation control ordinances.
 - E. The minimum grade along the bottom of a surface drainage course should be a vertical fall of at least one (1) foot in each two hundred (200) feet of horizontal distance.

- F. Streambanks and channels downstream from any land disturbing activity shall be protected from increased degradation by accelerated erosion caused by increased velocity of runoff from the land disturbing activity in accordance with the North Carolina Sedimentation Pollution Control Act, G.S. 143-34.12, Chapter 113A, Article 4, and North Carolina Administrative Code Title 15, Chapter 4.
- G. Anyone constructing a dam or impoundment within the subdivision must comply with the North Carolina Dam Safety Law of 1967 and North Carolina Administrative Code title 15, Subchapter 2K.
- H. In all areas of special flood hazards, all subdivision proposals shall have adequate drainage provided to reduce exposure to flood damage.

409 OTHER REQUIREMENTS

- 409.1 Curb and Gutter: Curb and gutter shall be provided where deemed necessary by the Board of Commissioners with advice from the Planning Board, Street Maintenance Superintendent, and/or the Town's consulting engineer in order to provide adequate drainage, or because high traffic volumes, soil conditions, or other similar conditions or special problems exist.
- 409.2 Sidewalks: All proposed plans including but not limiting to subdivisions, non-residential developments, mixed use developments, all major subdivision including multi-family, single-family, townhomes, duplexes, and any residential developments with five (5) or more dwelling units within a single parcel which requires extended driveways and/or creation of streets, and additional parking shall be required within the Pine Level town limits and ETJ to provide sidewalks, curb and gutter. Sidewalks shall be required at minimum on one side of the street, but sidewalks shall not be required within the cul-de-sacs terminal where provided. All other residential development shall be required to provide sidewalks to connect to any existing public sidewalks that abuts to the property. Such sidewalks shall be constructed to a minimum width of five (5) feet, and shall consist of minimum thickness of four (4) inches of concrete. Within residential developments where curb and gutter is provided, a four (4) foot vegetative strip with grass plantings shall separate the sidewalk from the curb. The abutting property owner or a homeowner's association shall be responsible for mowing the vegetative strip. Where curb and gutter is not provided, the drainage ditch or swale shall be placed between the sidewalk and the road. All sidewalks shall be placed in the right-of-way, unless the development is platted as a group development. Sidewalks shall consist of a minimum of six (6) inches of concrete at driveway crossings. All sidewalks shall comply with the American with Disabilities Act. *(Amended 7-21-2025)*
- 409.3 Wheelchair Ramps: In accordance with Chapter 136, Article 2A, Section 136-44.14, all street curbs in North Carolina being constructed or reconstructed for maintenance procedures, traffic operations, repairs, correction of utilities, or altered for any reason after September 1, 1973, shall provide wheelchair ramps for the physically

handicapped at all intersections where both curb and gutter and sidewalks are provided and at other major points of pedestrian flow.

- 409.4 Street Names: Proposed streets which are obviously in alignment with existing streets shall be given the same name. In assigning new names, duplication of existing names shall be avoided and in no case shall the proposed name be phonetically similar to existing names in the county irrespective of the use of a suffix such as street, road, drive, place, court, etc. Street names shall be subject to the approval of the Board of Commissioners and the Johnston County Planning Department (who shall also be responsible for the approval of the name of the proposed subdivision).
- 409.5 Street Name Signs: The subdivider shall be required to provide and erect street name signs to town standards at all intersections within the subdivision.
- 409.6 Street Lights: All subdivisions in which the size of the smallest lot is less than forty thousand (40,000) square feet shall have street lights installed throughout the subdivision in accordance with the standards of Progress Energy and the following requirements. Street light locations shall be indicated on the preliminary plat. Streetlights are required in all non-residential subdivisions regardless of lot size.
- A. Streetlights shall be located at all intersections and mid-block locations with spacing of fixtures not to exceed four-hundred (400) feet.
 - B. Where feasible and practical, street light varieties shall be the same throughout the subdivision or individual phases of the subdivision.
 - C. The height of street lights shall not exceed twenty-five (25) feet.
 - D. All streetlights shall be placed at least two (2) feet inward from the street or sidewalk.
 - E. All lighting shall use a cut-off fixture to limit glare and light spillage.
 - F. All costs associated with the installation of street lighting are the responsibility of the subdivider. The Town will not accept streets for dedication until all street lighting has been installed. Upon acceptance of public streets by the Board of Commissioners, the Town of Pine Level will assume the responsibility for maintaining street lights.
- 409.7 Fire Hydrants: Fire hydrants of sufficient water pressure to provide adequate fire protection shall be provided in accordance with all applicable town and county standards, and the current NC State Building Code/Fire Code Appendix B, C, and D.

409.8 Subdivision Entrance Sign: At least one (1) sign, with the name of the subdivision clearly visible, must be placed at the principal entrance of all major subdivisions in accordance with the Town of Pine Level Zoning Ordinance *Section 402 Sign standards*. The sign shall meet all standards for Development Signs as required by *Table 402.5* and subsection 402.5(B)(3) of the Town of Pine Level Zoning Ordinance.

409.9 Placement of Monuments: Unless otherwise specified by this ordinance, the Standards of Practice for Land Surveying as adopted by the North Carolina State Board of Registration for Professional Engineers and Land Surveyors, under the provisions of Title 21 of the North Carolina Administrative Code, Chapter 56 (21 NCAC 56), shall apply when conducting surveys for subdivisions, to determine the accuracy for surveys and placement of monuments, control corners, markers, and property corner ties; to determine the location, design, and material of monuments, markers, control corners, and property corners ties; and to determine other standards and procedures governing the practice of land surveying for subdivisions.

410 BUFFERING

Whenever a residential subdivision is located adjacent to an office, institutional, commercial, industrial, or mixed use, or property zoned for these uses, which do not have a buffer, the subdivider shall provide a buffer as required by the Town of Pine Level Zoning Ordinance, Article IV Development Standards, Section 403 Landscaping Ordinance.

411 CONSTRUCTION PROCEDURES

No construction or installation of improvements shall commence in a proposed subdivision until the preliminary plat has been approved, and all plans and specifications have been approved by the appropriate authorities.

No building, zoning, or other permits shall be issued for erection of a structure on any lot not of record at the time of adoption of this Ordinance until all the requirements of this Ordinance have been met. The subdivider, prior to commencing any work within the subdivision, shall provide for adequate inspection. The approving authorities having jurisdiction or their representatives shall inspect and approve all completed work prior to release of the sureties. All inspections shall take place during reasonable hours and upon presenting proper credentials. All inspectors must have consent of the premises owner or an administrative search warrant to inspect areas not open to the public.

412 SITES FOR PUBLIC USE

To ensure orderly development of the planning area in accordance with the general principles set forth in any applicable comprehensive plan, the subdivider shall give due consideration to the reservation of open spaces for parks, schools, fire stations, and/or playgrounds in accordance with the procedures in G.S. 160D-804.

412.1 Reservation of School Sites: If the Board of Commissioners and the Johnston County Board of Education have jointly determined the specific location and size of any school sites to be reserved and this information appears in the Pine Level Comprehensive Plan, the Planning Board shall immediately notify the Johnston County School District when a plat for a subdivision is submitted which includes all or part of a school site to be reserved. The Board of Education shall promptly decide whether it still wishes the site to be reserved. If the Board of Education does not wish to reserve the site, it shall so notify the Planning Board. If the Board of Education does wish to reserve the site, the subdivision shall not be approved without such reservation. The Board of Education shall have eighteen (18) months beginning on the date of final approval of the subdivision within which to acquire the site by purchase or by initiating condemnation proceedings. If the Board of Education has not purchased or begun proceedings to condemn the site within eighteen (18) months, the subdivider may treat the land as freed of the reservation.

412.2 Parks, Recreation and Open Space

- A. Every person or corporation who subdivides land for residential purposes shall at the time of final approval of the subdivision plan be required to dedicate a portion of such land, as set forth in this section, for the purpose of providing park, recreation, and open space sites to service the future residents of the neighborhood in which the subdivision is located. This section shall apply to major subdivisions only.
- B. As an alternative to dedication of such land by the subdivider, or where it is determined by the Planning Board and the Board of Commissioners that a dedication of land is not feasible in a given subdivision, the subdivider may make provisions for an equitable amount of land in another location of the Town or pay the Town a fee in-lieu of dedication as provided in this section.
- C. Computation of Size of Area Required for Dedication

The amount of land required to be dedicated by a subdivider shall be based on the following formula: area to be dedicated (in acres) equals 1/35 of an acre times the number of dwelling units or lots, whichever is greater, provided that for land so dedicated which a) lies within an area of the one hundred-year (100) floodplain; or b) has slopes greater than fifteen percent (15%); or c) is included within overhead utility easements, said land shall be dedicated at a rate of 1/20 of an acre.

D. Suitability of Land

Criteria for evaluating suitability of proposed recreation, parks and open space areas shall include, but not be limited to the following as determined by the Planning Board.

1. Unity: The dedicated land shall be a single parcel except where it is determined that two (2) parcels or more would be in the public interest. The Board of Commissioners may require that parcels be connected, and may require the dedication of a connecting path of up to thirty (30) feet in width.
2. Shape: The dedication area shall be sufficiently round or square in order to be usable for recreational activities such as softball/baseball, tennis, basketball, and other related activities.
3. Location: The dedicated land shall be located so as to serve the recreation needs of the immediate neighborhood within the subdivision and shall bear a reasonable relationship to the use of the area by the future inhabitants of the subdivision or residential development.
4. Access: Public access to the dedicated land shall be provided either by an abutting street or public easement at least twenty (20) feet in width.
5. Usability: The dedicated land shall be usable for active recreation (play areas, ballfields, tennis courts, or similar recreation uses). Lakes may not be included in computing amount of land to be dedicated. If the Planning Board determines that active recreation needs are being met by other dedicated parcels or existing recreation facilities, they may require that land suitable for open space may be dedicated.
6. Topography: Generally, areas dedicated for recreation shall not exceed slopes of five percent (5%).

7. Plans: Municipal and county plans shall be taken into consideration when evaluating land for dedication.

E. Payments in Lieu of Dedication

1. Computation: A payment in lieu of dedication shall equal the number of acres required to be dedicated multiplied by the fair market value of the land that would otherwise be dedicated. Fair market value shall be determined by dividing the tax appraisal of the property at last re-evaluation by the current year assessment ratio.
2. Upon approval by the Board of Commissioners, payment in lieu of dedication shall be made to the Town at the time of final subdivision plan approval or within one year of approval of the preliminary subdivision plan, whichever occurs first. All monies received by the Town of Pine Level pursuant to these requirements shall be used only for the acquisition and/or development within the same recreation service area.

F. Standards for Selection of Dedication or Fee

1. Whether the Board of Commissioners accepts the land dedication or elects to require payment of a fee in lieu thereof shall be determined by consideration of the following:
 - a. The recreational element of the Town's comprehensive plan or other applicable plan;
 - b. The recommendation of the Planning Board;
 - c. Topography, geology, access, and location of land available for dedication in the subdivision;
 - d. Size and shape of the subdivision
2. The determination by the Board of Commissioners as to whether land shall be dedicated or whether a fee should be exacted shall be final and conclusive.

G. Procedures

1. Subdivider: At the time of submitting the preliminary subdivision plat or sketch plan as applicable, the subdivider shall indicate whether dedication of the property for park and recreational purposes is proposed, or whether the subdivider proposes to pay a fee in-lieu thereof. If the subdivider proposes to

dedicate land for this purpose, the subdivider shall designate the area on the subdivision plat as submitted.

2. **Town Action:** At the time of preliminary subdivision review, the Planning Board shall recommend to the Town Board of Commissioners whether to require a dedication of land within the subdivision or payment of a fee in-lieu thereof.
3. **Approval of Final Plat:** Where dedication is required, such dedication shall be shown on the final plat for the subdivision submitted for approval. Where fees are required, the same shall be deposited with the Town prior to the recording of the final plat for subdivision. Open space covenants for park or recreational facilities shall be submitted to the Town prior to approval of the final plat and shall be recorded with the final plat.

H. Use of Land by Town

1. **Generally:** The land received by the Town under this article shall be used only for the purpose of providing neighborhood open space, park and recreational areas.
 2. **Fees:** Fees collected from in-lieu of dedications shall be held in a special fund by the Town, and the funds shall be used by the Town for the purpose of acquiring and developing public recreation areas and for no other purpose. The depository for such funds may be the same as permitted for other funds of the Town and pending their expenditure in accordance with the terms of this section, such funds may be invested as other funds of the Town. The Town, at its discretion, may add additional monies to the fund for the purpose of purchasing public recreational land to be used for public recreational purposes. On all matters not specifically provided for in this section, the Local Government Budget and Fiscal Control Act shall be controlling.
- I. **Privately Owned Park and Recreational Areas:** Private parks and recreational facilities are encouraged. However, such facilities cannot be credited toward the requirement of dedication for public park and recreation purposes.
 - J. **Greenways:** Greenway land may be credited toward the dedication provided that the greenway is part of the Town's Greenway Plan and the greenway or portion thereof is dedicated for public use.

ARTICLE V – ADMINISTRATIVE PROVISIONS

501 STAFF, BOARDS, AND COMMITTEES

501.1 Subdivision Administrator

The Subdivision Administrator shall be designated by the Town of Pine Level Board of Commissioners and may consist of an outside consultant acting on behalf of the Town. The Subdivision Administrator is duly charged with the enforcement of the provisions of this ordinance. If the Subdivision Administrator finds that any of the provisions of this ordinance are being violated, he/she shall notify in writing the person(s) responsible for such violations, indicating the nature of the violation and ordering the action(s) necessary to correct it. All violations shall be reported to the Planning Board at the next regularly schedule meeting so that any further action or recommendation can be made to the Board of Commissioners regarding violations. The Subdivision Administrator shall also take any other action authorized by this ordinance to ensure compliance with or to prevent the violation of its provisions.

501.2 Planning Board

As directed by the Board of Commissioners, the Planning Board shall have the following duties with respect to administration of the Subdivision Ordinance:

- A. Review and make recommendations to the Board of Commissioners on amendments to the Subdivision Ordinance.
- B. Review and approve, disapprove, or conditionally approve minor subdivisions in accordance with Article III.
- C. Review and make recommendations on major subdivision plats to the Board of Commissioners in accordance with Article III.
- D. Perform any other duties assigned by the Board of Commissioners.

502 STATEMENT BY OWNER

The owner of land shown on a subdivision plat submitted for recording, or his authorized agent, shall sign a statement on the plat stating whether or not any land shown thereon is within the subdivision regulation jurisdiction of any city.

503 EFFECT OF PLAT APPROVAL ON DEDICATIONS

Pursuant to G.S. 160D-806, the approval of a plat shall not be deemed to constitute or effect the acceptance by the municipality or public of the dedication of any street or other ground, public utility line, or other public facility shown on the plat. However, the Board of Commissioners of the Town of Pine Level may by resolution accept any dedication made to the public of lands or facilities for streets, parks, public utility lines, or other public purposes, when the lands or facilities are located within its subdivision regulation jurisdiction. Acceptance of dedication of lands or facilities located within the subdivision regulation jurisdiction but outside the corporate limits of the Town of Pine Level shall not place on the Town any duty to open, operate, repair, or maintain any street, utility line, or other land or facility, and the Town of Pine Level shall in no event be held to answer in any civil action or proceeding for failure to open, repair, or maintain any street located outside its corporate limits.

504 MODIFICATIONS

The standards and requirements of this ordinance may be modified by the Board of Commissioners upon recommendation from the Planning Board in the case of a Traditional Neighborhood Development. Such developments shall provide adequate public spaces and improvements of the tract when fully developed and populated and shall provide such covenants or other legal provisions as will assure conformity to and achievement of the approved site-specific development plan. The Board of Commissioners may impose such conditions necessary to ensure adequate design and development of the subdivision.

505 VARIANCES

Where, because of severe topographical or other conditions peculiar to the site, strict adherence to the provisions of this ordinance would cause an unnecessary hardship, the Board of Commissioners may authorize a variance to the terms of this ordinance only to the extent that is absolutely necessary and not to an extent which would violate the intent of this ordinance.

506 AMENDMENTS

The Board of Commissioners of the Town of Pine Level may from time-to-time amend the terms of this ordinance, but no amendment shall become effective unless it shall have been proposed by or shall have been submitted to the Planning Board for review and recommendation. The Planning Board shall have thirty (30) days from the time the proposed amendment is submitted

to it within which to submit its report. If the Planning Board fails to submit a report within the specified time, it shall be deemed to have recommended approved of the amendment.

No amendment shall be adopted by the governing body until they have held a public hearing on the amendment. Notice of the hearing shall be published in a newspaper of general circulation in the Pine Level area at least once a week for two (2) successive calendar weeks prior to the hearing. The initial notice shall appear not more than twenty-five (25) nor less than ten (10) days prior to the hearing date. In computing the ten (10) day period, the date of publication is not to be counted, but the date of the hearing is.

507 PENALTIES FOR VIOLATION

507.1 After the effective date of this ordinance, any person who, being the owner or agent of the owner of any land located within the territorial jurisdiction of this ordinance, thereafter subdivides his land in violation of this ordinance or transfers or sells land by reference to, exhibition of, or any other use of a plat showing a subdivision of the land before the plat has been properly approved under the terms of this ordinance and recorded in the Office of the Johnston County Register of Deeds, shall be guilty of a Class 1 misdemeanor.

The description by metes and bounds in the instrument of transfer or other document used in the process of selling or transferring land shall not exempt the transaction from this penalty. The Town, through its attorney or other official designated the Board of Commissioners, may bring an action for injunction of all illegal subdivision, transfer, conveyance, or sale of land, and the court shall, upon appropriate findings, issue an injunction and order requiring the offending party to comply with the subdivision ordinance. Building permits required pursuant to G.S. 160D-403 may be denied for lots that have been illegally subdivided. In addition to other remedies, the Town may institute any appropriate action or proceedings to prevent the unlawful subdivision of land, to restrain, correct, or abate the violation, or to prevent any illegal act or conduct.

507.2 Each day's continuing violation of this Ordinance shall be a separate and distinct offense.

507.3 Notwithstanding Subsection 204.2 above, this ordinance may be enforced by appropriate equitable remedies issuing from a court of competent jurisdiction.

507.4 Nothing in this Section shall be construed to limit the use of remedies available to the Town. The Town may seek to enforce this ordinance by using any one, all, or a combination of remedies.

508 PRE-SALE CONTRACTS

- 508.1 The provisions of this section shall not prohibit any owner or its agent from entering into contracts to sell or lease by reference to an approved preliminary plat for which a final plat has not yet been properly approved under the subdivision ordinance or recorded with the register of deeds, provided the contract does all of the following:
- A. Incorporates as an attachment a copy of the preliminary plat referenced in the contract and obligates the owner to deliver to the buyer a copy of the recorded plat prior to closing and conveyance.
 - B. Plainly and conspicuously notifies the prospective buyer or lessee that a final subdivision plat has not been approved or recorded at the time of the contract, that no governmental body will incur any obligation to the prospective buyer or lessee with respect to the approval of the final subdivision plat, that changes between the preliminary and final plats are possible, and that the contract or lease may be terminated without breach by the buyer or lessee if the final recorded plat differs in any material respect from the preliminary plat.
 - C. Provides that if the approved and recorded final plat does not differ in any material respect from the plat referred to in the contract, the buyer or lessee may not be required by the seller or lessor to close any earlier than five days after the delivery of a copy of the final recorded plat.
 - D. Provides that if the approved and recorded final plat differs in any material respect from the preliminary plat referred to in the contract, the buyer or lessee may not be required by the seller or lessor to close any earlier than 15 days after the delivery of the final recorded plat, during which 15-day period the buyer or lessee may terminate the contract without breach or any further obligation and may receive a refund of all earnest money or prepaid purchase price.
- 508.2 The provisions of this section shall not prohibit any owner or its agent from entering into contracts to sell or lease land by reference to an approved preliminary plat for which a final plat has not been properly approved under the subdivision ordinance or recorded with the Register of Deeds where the buyer or lessee is any person who has contracted to acquire or lease the land for the purpose of engaging in the business of construction of residential, commercial, or industrial buildings on the land, or for the purpose of resale or lease of the land to persons engaged in that kind of business, provided that no conveyance of that land may occur and no contract to lease it may become effective until after the final plat has been properly approved under the subdivision ordinance and recorded with the register of deeds.

APPENDIX 1: INFORMATION TO BE SHOWN ON SKETCH PLANS, PRELIMINARY PLATS, AND FINAL PLATS

The preliminary plat and final plat or sketch plan shall depict or contain the information indicated in the following table. An “x” indicates that the information is required.

Information	Sketch Plan	Preliminary Plat	Final Plat
Title Block:			
-Property designation	X	X	X
-Name and address of owner(s)	X	X	x
-Location (including township, county, and state)	X	X	x
-Date or dates survey was conducted and plat prepared		X	X
-A scale or drawing in feet per inch listed in words or figures	X	X	X
-A bar graph		X	X
-Name, address, registration number, and seal of the Registered Land Surveyor		X	X
-Type of plat (sketch, major, minor, preliminary, final)	X	X	X
-Name(s) and address of the professionals involved with plat preparation and land development, who shall be licensed to practice in North Carolina		X	X
Specific information to be shown:			
North arrow and orientation	X	X	X
A sketch vicinity map showing the relationship between the proposed subdivision and surrounding area	X	X	X
The names of owners adjoining properties and any adjoining subdivisions of record (new and proposed)		X	x
Sufficient engineering data to determine readily and reproduce on the ground every straight or curved line, street line, lot line, right-of-way, easement line, and setback line, including dimensions, bearings, or deflection angles, radii, central angles, and tangent distances for the center line of curved property line that are not the boundary line of curved streets. All dimensions shall be measured to the nearest one-tenth (1/10) of a foot and all angles to the nearest minute		X	X
Corporate limits, township boundaries, county lines, if on the subdivision tract		X	X
Existing property lines, including course and distance, on the tract to be subdivided and adjoining properties	X	X	X
The exact boundary lines of the tract to be subdivided, fully dimensioned by lengths and bearings, and the location of existing boundary lines of adjoining lands	X	X	X
The accurate locations and descriptions of all monuments, markers, and control corners			X
The zoning classifications of the tract to be subdivided and adjoining properties	X	X	

Existing buildings or other structures (indicating use), water courses, railroads, bridges, culverts, storm drains, both on the land to be subdivided and land immediately adjoining	X	X	X
Lot and block layout, including lot lines, lot and block numbers, minimum setback lines, and lot size and dimensions (sketch plan requires a general lot layout and lot dimensions only)	X	X	X
The lots numbered consecutively throughout subdivision			X
Phase lines for development if subdivision is to take place in phases		X	
All easements should be shown on any existing lot or any new construction platted lot being built on. (amended 7-8-2019)		X	X
The following information concerning natural and historic features:			
The exact location of the flood hazard areas from the appropriate Federal Emergency Management Agency maps	X	X	X
Wooded areas, marshes, swamps, rock outcrops, ponds or lakes, streams or streambeds, and any other natural features affecting the site	X	X	
Evidence of notification to the US Army Corps of Engineers of earth-disturbing activities in wetlands, in applicable, and location of all wetlands	X	X	
The name and location of any property or buildings within the proposed subdivision or within any contiguous property that is located on the U.S. Department of Interior's National Register of Historic Places	X	X	
Topography with contour intervals of no greater than five (5) feet at a scale of no less than 1" = 200'		X	
The following information concerning streets:			
Existing and platted streets in the in the subdivision and on adjoining properties	X	X	X
Right-of-way location and dimensions of existing and proposed streets within and adjacent to the subdivision	X	X	X
Pavement widths of existing and proposed streets		X	
Approximate grades of existing and proposed streets		X	
Typical street cross-sections		X	
Names of existing and proposed streets, which shall not duplicate any name of any existing street in the town or ETJ		X	X
Street maintenance agreement in accordance with Section 405.4 of this ordinance			X
Where streets are dedicated to the public, but not accepted into a municipal or the state system before lots are sold, a statement explaining the status of the street in accordance with Section 405.6 of this ordinance			X
Type of street dedication; all streets must be designated as "public"		X	X
The location and dimensions of all:			
Sidewalks, bike paths, and riding trails		X	X
Parks and recreation areas with specific type indicated	X	X	X
School sites	X	X	X
Areas to be dedicated to or reserved for public use, open space, or common area	X	X	X
Areas to be used for purposes other than residential with the purpose of each stated	X	X	X

The future ownership (dedication or reservation for public use to governmental body, for owners of duly constituted homeowner's association, or for tenants remaining in subdivider's ownership) of recreation and open space lands		X	
The plans for utility layout including:			
Utility and other easements		X	X
Sanitary sewers, prepared by a registered engineer		X	
Storm sewers, prepared by a registered engineer		X	
Other drainage facilities, if any, prepared by a registered engineer, except incidental drainage		X	X
Water distribution lines, prepared by a registered engineer, illustrating connections to existing systems, showing line sizes, the location of fire hydrants, blow offs, manholes, force mains, and gate valves		X	
Location of existing utility lines (storm and sanitary sewer, water, gas, electricity, telephone, cable, etc.)		X	
Plans for individual water supply and sewage disposal systems, if any		X	X
Profiles based upon Mean Sea Level datum for sanitary sewers and storm sewers		X	
Street light locations in accordance with Section 409.6 of this ordinance		X	
Site calculations including:			
-Acreage in total tract to be subdivided	X	X	X
-Acreage in parks and recreation areas and other nonresidential uses		X	X
-Total number of lots created	X	X	X
-Acreage in the smallest lot in the subdivision		X	
-Linear feet in streets		X	X
Additional documents, plans, and certificates:			
A copy of any proposed deed restrictions or similar covenants. Such restrictions are mandatory when private recreation areas are established		X	X
A copy of the erosion control plan submitted to the appropriate authority, if such plan is required		X	
A copy of the stormwater management plan prepared in accordance with Section 408 of this ordinance and submitted to the appropriate reviewing authority		X	
A Stormwater Drainage Plan (valid for 5 years) (amended 7-8-2019)		X	X
Landscaping plan to show the location of any required buffer areas, planting yard or parking lot landscaping, size of planting yards, and any walls, berms, or fences		X	
All certifications required in Appendix 2, if applicable		X	X
Any other information considered by the subdivider, Planning Board, or Board of Commissioners pertinent to the review of the plat		X	X

APPENDIX 2: CERTIFICATES

A2-1 Required Certificates

The following signed certificates shall appear on all copies of major and minor subdivision plats submitted for review and approval, as shown on the table below. No plat shall be recorded without the required certificates and signatures as provided for in this section.

Type of Certificates	Preliminary Plat	Final Minor Plat	Final Major Plat
Certificate of Ownership and Dedication		X	X
Certificate of Survey Accuracy		X	X
Certificate of Johnston County Environmental Health Department		X	X
Certificate of Highway District Engineer			X
Certificate of Plat Approval	X	X	X
Certificate of Purpose of Plat		X	X
Certificate of Subdivision Exemption	Required for all subdivisions deemed an exception to Article III		

A2-2 Certificate of Ownership

a. Certificate of Ownership for Minor Plats

I hereby certify that I am the owner of the property shown and described hereon, which is located in the subdivision jurisdiction of the Town of Pine Level and that I hereby adopt this plan of subdivision with my free consent and establish minimum building setback lines as noted.

Owner

Date

b. Certificate of Ownership and Dedication for Major Plats

I hereby certify that I am the owner of the property shown and described hereon, which is located in the subdivision jurisdiction of the Town of Pine Level and that I hereby adopt this plan of subdivision with my free consent, establish minimum building setback lines, and dedicate all streets, alleys, walks, parks, and other sites and easements to public or private use as noted. Furthermore, I hereby dedicate all sanitary sewer, storm sewer, and water lines to the Town of Pine Level. I will maintain all such areas until the offer of dedication is accepted by the appropriate public authority.

Owner

Date

A2-3 Certificate of Survey Accuracy

In accordance with G.S. 47-30, there shall appear on each plat a certificate by the person, under whose supervision such survey or such plat was made, stating the origin of the information shown on the plat, including recorded deed and plat references shown thereon. The ratio of precision as calculated by latitudes and departures before any adjustments must be shown. Any lines on the plat that were not actually surveyed must be clearly indicated and a statement included revealing the source of information. The execution of such certificate shall be acknowledged before any officer authorized to take acknowledgements by the registered land surveyor preparing the plat. All plats to be recorded shall be probated as required by law for the registration of deeds. Where a plat consists of more than one (1) sheet, only the first sheet must contain the certification and all subsequent sheets must be signed and sealed.

I, _____, certify that this plat was drawn under my supervision from (an actual survey made under my supervision) (deed description recorded in Book _____, Page _____, etc.) (other); that the boundaries not surveyed are shown as broken lines plotted from information found in Book _____, Page _____; that this plat was prepared in accordance with G.S. 47-30 as amended. Witness my original signature, registration number, and seal this _____ day of _____, A.D. 20____.

Surveyor

Seal or Stamp of Surveyor

Registration Number

A2-4 Certificate of the Johnston County Environmental Health Department for Water and Sewage Disposal

- a. The following statement shall be placed on all subdivision plats which include buildable lots that do not have public service available to them and have not been issued improvement permits:

I hereby certify that the Johnston County Environmental Health Department has performed a preliminary field evaluation of this Subdivision entitled _____, and said property may be subdivided into lots as shown hereon; provided, however, that each individual lot must undergo a

satisfactory field investigation for an improvements permit for a ground absorption sewage disposal system and water supply prior to the issuance of a building permit.

Johnston County Environmental Health Director of Authorized Representative

Date

- b. The following statement shall be placed on all subdivision plats which include buildable lots that do not have public service available to them and have been issued improvement permits:

I hereby certify that lots shown on this plat of Subdivision entitled _____ have been evaluated for space and soil requirements for sewage disposal and water supply systems by the Johnston County Environmental Health Department. Based on this review, an improvements permit has been issued for a specific use and site. Any change in the intended use or site, or soil alteration, will subject the permit to revocation. No construction on any lot shall commence until the Johnston County Environmental Health Department has also issued an authorization for wastewater system construction.

Johnston County Environmental Health Director of Authorized Representative

Date

A2-5 Certificate of Department of Transportation Highway District Engineer

I hereby certify that streets as depicted hereon are/are not consistent with the requirements of the North Carolina Department of Transportation.

District Highway Engineer

Date

A2-6 Certificate of Approval

- a. Certificate of Approval for Minor Subdivision Plats

I hereby certify that the subdivision plat shown hereon has been found to comply with the Subdivision Regulations of the Town of Pine Level, North Carolina, and that this

plat has been approved by the Planning Board of the Town of Pine Level for recording in the Office of the Register of Deeds of Johnston County.

Subdivision Administrator, Pine Level, North Carolina

Date

b. Certificate of Approval for Major Subdivision Plats

1. Preliminary Approval

I hereby certify that the subdivision plat as depicted hereon has been granted preliminary approval pursuant the Subdivision Regulations of the Town of Pine Level. Preliminary Approval is valid for a period of two (2) years from the above date or as established under the vested rights procedure, if applicable.

Subdivision Administrator, Pine Level, North Carolina

Date

2. Final Approval

I hereby certify that the subdivision plat shown hereon has been found to comply with the Subdivision Regulations of the Town of Pine Level, North Carolina and that this plat has been approved by the Board of Commissioners of the Town of Pine Level for recording in the Office of the Register of Deeds of Johnston County.

Mayor, Town of Pine Level, North Carolina

Date

3. Certificate of Approval of the Design and Installation of Streets, Utilities, and Other Required Improvements.

I hereby certify that all streets, utilities, and other required improvements have been installed in an acceptable manner and according to Town specifications and standards in the _____ Subdivision, or that guarantees of the installation of the required improvements in an amount and manner satisfactory

to the Town of Pine Level have been received, and that the filing fee for this plat, in the amount of \$ _____ has been paid.

Town Consulting Engineer, Town of Pine Level, North Carolina

Date

A2-7 Certificate of Purpose of Plat

The final plat shall contain one of the following statements, signed and sealed by the plat preparer:

- a. This survey creates a subdivision of land within the area of a county or municipality that has an ordinance that regulates parcels of land;
- b. This survey is located in a portion of a county or municipality that is unregulated as to an ordinance that regulates parcels of land;
- c. Any one of the following:
 - 1. This survey is of an existing parcel or parcels of land and does not create a new road or change an existing road;
 - 2. This survey is of any existing building or other structure, or natural feature, such as a water course;
 - 3. This survey is a control survey;
- d. This survey is of another category, such as the recombination of existing parcels, a court-ordered survey, or other exception to the definition of subdivision; or
- e. The information available to the surveyor is such that the surveyor is unable to make a determination to the best of the surveyor's professional ability as to provisions contained in (a) through (d) above.

Registered Engineer or Land Surveyor

Seal or Stamp of Surveyor

Date

A2-8 Certificate of Exemption

I (we) hereby certify that I am (we are) the Owner(s) of the property shown and described hereon, which was conveyed to me (us) by deed recorded in Book _____, Page _____, and that said property qualifies as exempt to the provisions of the Subdivision Regulations of the Town of Pine Level.

Owner(s)

Date

Subdivision Administrator

Date