



**Planning Board Meeting Minutes
January 13, 2026
City Hall – 6:30 PM.**

1. Call to Order

The meeting was called to order by Chair Launderville at 6:30 PM.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

Attendance

Lucille Launderville

Travis Cruse

Carrie Moffett

Sharon Zakszeski

Stephanie Hanson

David Van der Vossen

Chris Sekula

Suzanne Price, Zoning technician

Jim Stachura, Stormwater Engineer

Tanya Shannon, City Clerk

Kim Sherwood Board Liaison

3. Approval of Agenda

A motion to approve the Agenda was made by Ms. Hanson and seconded by Mr. Moffett.

Vote 5-0; Motion Carried.

4. Potential Conflict of Interest/Association Disclosure

If any Board member knows of any conflict of interest or association with any item on this agenda, please so state at this time. None stated.

5. Approval of the Minutes

A motion to approve the minutes from the December 9, 2025, meeting was made by Ms. Hanson and seconded by Mr. Cruse. ***Vote 5-0; Motion carried.***

6. **Public Comment** —None

7. **Old Business**— None

8. **New Business**

A. **Election of Board Chair**

Ms. Hanson made a motion to appoint Ms. Launderville as Chair. Mr. Cruse seconded the motion. ***Vote 5-0; Motion Carried.***

B. **Election of Co-Chair**

Ms. Zakszeski made a motion to appoint Ms. Moffett as Co-Chair. Ms. Hanson seconded the motion. ***Vote 5-0; Motion Carried.***

C. **Approval of the 2026 Meeting Calendar**

A motion was made by Ms. Hanson to approve the 2026 Planning Board Meeting Calendar and seconded by Ms. Moffett. ***Vote 5-0; Motion Carried.***

D. **Major Site Plan – Ward Contractor’s Office and Storage**

In Ms. Morgan’s absence, Ms. Price reviewed the staff report summarizing the major site plan proposal for parcel 17300027, located at 3851 George II Hwy. (NC 87). Carl Ward of FGH Holdings, LLC submitted a major site plan application on October 3, 2024. The proposal includes constructing a contractor’s office park with four buildings for office and warehouse use, as well as outdoor storage yards as an accessory use. Parcel 17300027 is a 1.83-acre tract zoned C-1, where offices, warehousing, and accessory outdoor storage are permitted uses.

In accordance with Section 9.5 of the City’s Unified Development Ordinance (UDO), disturbance of more than one (1) acre of land and nonresidential development of more than 9,999 square feet of gross floor area classifies the proposal as a major site plan, which requires Planning Board approval. The proposed development consists of two 3,200 square foot buildings and two 2,400 square foot buildings, each with 560 square feet of office space. The remaining portion of the buildings is warehouse space which will have access via rear bay doors. Buildings 1 and 2 will share a 2,542 square foot fully enclosed outdoor storage yard, as will buildings 3 and 4. Buildings 2 and 3 will each also have an additional 992 square foot fully enclosed storage yard.

The major site plan was reviewed by the UDO Administrator and Anchorpoint Planning and forwarded to the following Technical Review Committee (TRC) members for review and comment: Bill Bruce, Level III Fire Inspector and Level III Building Inspector, Richard Christensen, Brunswick County Stormwater Administrator, William Pinnix, Brunswick County Engineering Services Director, as well as officials with the N.C. Department of Transportation, U.S. Fish & Wildlife, and the U.S. Army Corps of Engineers.

TRC comments were addressed and revised plans were submitted on October 25, 2025. The UDO Administrator has confirmed the proposed site plan is in accordance with the provisions of the City’s UDO, and that all necessary information has been provided to the City as a prerequisite to Planning Board approval.

An erosion and sediment control plan was approved for the project by the North Carolina Department of Environmental Quality on November 27, 2024 (project identifier BRUNS-2025-0235). On January 27, 2025, William Pinnix, Brunswick County Engineering Services Director, issued plan approval for both the new public waterline extension and the new private six-inch gravity sewer collection system, and provided a copy of the executed NCDOT 3-Party Encroachment Agreement, as required. The North Carolina Department of Environmental Quality, Division of Energy, Mineral and Land Resources, issued State Stormwater Management Permit No. SW8-241011 for the project on February 10, 2025, and the Brunswick County Stormwater Administrator, Richard Christensen, issued the required County Stormwater Permit, No. 626422. On November 18, 2025, the N.C. Department of Transportation approved the driveway connection to George II Hwy. (NC 87) and issued Permit D-033-010-24-00134.

All applicable requirements as outlined in Appendix B of the UDO have been satisfied. The applicant has noted there are no wetlands or protected riparian buffers on site, and that the property is not located in a Special Flood Hazard Area (SFHA). The proposed development meets all minimum building setbacks and required parking spaces. Landscaping and buffering requirements have been met. There is one significant tree (8" American Holly) located within the footprint of Unit #1, which will be mitigated in accordance with the requirements of the UDO. Foundation plantings and a total of nine (9) landscape islands will be installed, and all storage yards will be fenced and screened in accordance with UDO Section 6.4. A fifteen foot (15') street yard buffer will be installed along the front property line, three hundred seventy six (376) linear feet of sidewalk will be installed within the NCDOT right-of-way, and the site will be designed to allow for cross-access. Building elevations provided satisfy the requirements of the building façade standards in Article 7, Section 7-5 of the UDO.

Recommendation:

In accordance with UDO Section 9.5.2(B), The Planning Board shall review the major site plan and written recommendations of the UDO Administrator and TRC. If the site plan submitted otherwise meets the standards of this ordinance, the Planning Board shall approve such.

Upon reviewing the plans, TRC comments, and all associated permits and documentation, the UDO Administrator finds the major site plan for 3851 George II Hwy. (parcel 17300027) to be consistent with the City of Boiling Spring Lakes' Unified Development Ordinance, and recommends approval of the major site plan, with the following TRC conditions:

1. Significant tree shall be mitigated in accordance with the approved Landscaping Plan. Any revisions to landscaping species in the street yard buffer, landscape islands, or architectural plantings shall be in accordance with the approved landscaping chart in UDO Section 7.28.
2. Ancillary items, including signage, shall be addressed through the building permit process.
3. Development of the parcel shall comply with all regulations as specified in the City of Boiling Spring Lakes' Unified Development Ordinance.
4. Development of the parcel shall comply with all federal, state, and local regulations.

Mr. Thomas Scheetz of Headwaters Engineering of the Cape Fear, PLLC, presented the site plan. The site is located across from the Performance Collision Workshop and other warehouses, past South Brunswick High toward Southport. Ms. Moffett inquired whether this type of storage is an approved use. Mr. Price confirmed that storage is permitted as an accessory use. The group discussed which items are approved for storage in the buildings. Ms. Price stated that a list of approved and non-approved items is listed in the UDO and the Building Inspector will enforce these restrictions.

Ms. Moffett inquired about the outdoor storage and the materials to be used for its enclosure. Mr. Scheetz responded that it will be surrounded by a chain link fence with opaque fabric and shrubs. Ms. Moffett also asked who will monitor the site after the certificate of occupancy is issued. Ms. Price stated that the City will oversee the site and investigate any complaints. Additionally, Ms. Moffett raised concerns about the lighting plan and its potential impact on the adjacent lot. Mr. Scheetz explained that Duke Energy developed the lighting plan, which meets all requirements, including those related to neighboring properties.

Ms. Hanson stated that she is a Venus Flytrap Champion and asked whether any Venus flytraps are present on the property. Mr. Scheetz was unsure. She then requested permission to send someone to survey the property and remove any Venus flytraps found. Mr. Scheetz replied that he would need to consult the owner before granting permission.

Chair Launderville asked about the use of brick façade on the building's front in relation to the UDO. Ms. Price explained that this requirement was removed from the UDO and not reinstated. She believes it falls under "downsizing." She added that requiring new buildings to have a brick façade, when some existing buildings do not, would create a nonconformity, which is not permitted.

Ms. Sekula asked about parking ratios for commercial parking. Ms. Price explained that this use is not classified within that commercial category. Mr. Scheetz added that the facility primarily serves contractors such as landscapers and plumbers, who briefly pick up equipment before heading to job sites. While clients may occasionally visit to discuss projects, most traffic will consist of contractors making short visits.

Chair Launderville requested additional information about the retention ponds. Mr. Scheetz explained that an equalizer pipe runs under the driveway, directing stormwater from the left side of the lot over rocks into the main pond. He stated that, based on his calculations approved by the county and state, the emergency spillway would not overflow even with 26 inches of rain in 48 hours. He also confirmed that the site has sewer capability, with permitted sewer lines already in place at the front of the parcel. The next step is to connect to these lines and obtain the necessary permits.

Ms. Hanson inquired about the trees along the outer edges of the property. Ms. Price explained that, since the area is zoned C1, these buffers are not required. Mr. Scheetz added that street buffers will be provided at the front of the property.

Chair Launderville asked when the project would begin. Mr. Scheetz responded that he would need to discuss the timeline with the owners, but estimated that work could start in approximately three months. He added that completion would take about one year.

- E. A motion was made by Ms. Hanson to approve the Major Site Plan for Ward Contractor's Office and Storage and seconded by Mr. Cruse. **Vote 5-0; Motion Carried.**

F. Other Business – None

G. Announcements – None

A motion was made by Ms. Moffett to adjourn and seconded by Ms. Hanson. ***Vote 5-0; Motion Carried.***

Adjournment – 7:06 pm

Respectfully submitted by Tanya Shannon, City Clerk.