



## *City of Boiling Spring Lakes*

9 East Boiling Spring Road  
Southport, NC 28461

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### STAFF REPORT

#### **Agenda Date:**

July 14, 2026

#### **Title:**

TX-2026-02 – Text Amendment: Article 9, Section 9-2-1 - Plot Plan Requirements

#### **Department:**

Development Services – Planning & Zoning

#### **Background Information:**

Article 9, Section 9-2-1 of the Unified Development Ordinance (UDO) currently requires plot plans to include a table of all existing trees >7.9" in diameter at breast height (DBH). This requirement was established to assist with the administration of the City's Tree Ordinance (Article 7, Part IV) and the review of tree-clearing permit applications.

As part of the proposed amendments to Article 7, Part IV of the UDO, the City is considering eliminating the local tree-clearing permit requirement. If adopted, the City would no longer administer or review tree-clearing permits, making it unnecessary to require the table of all existing trees on the plot plans for that purpose.

The proposed amendment revises the plot plan requirements to remove the requirement to include a list of all existing trees >7.9" DBH while including a requirement to identify the location of all significant trees on the site. This amendment maintains the City's ability to review site design and preserve significant natural features where applicable, while ensuring the land development regulations in the UDO remain consistent with the proposed changes to the Tree Ordinance.

#### **Financial Impact:**

Cost to advertise for required public hearing.

**Recommendation:**

Staff recommends approval of the proposed amendment based upon research, current uses, the surrounding area, and the City of Boiling Spring Lakes' Comprehensive Land Use Plan (LUP).

**Attachments:**

Proposed Amendment TX-2026-02 – UDO Article 9, Section 9-2-1 – Plot Plan Requirements

## **Proposed Amendment: TX-2026-02 – UDO Article 9, Section 9-2-1 – Plot Plan Requirements**

### **Sec. 9-2-1 Plot Plan Requirements**

All proposed plot plans shall be based upon a recent boundary survey (less than two (2) years old). The survey and plot plan shall be prepared by a licensed surveyor and shall include the following as a minimum requirement:

- (A) Property owner information.
- (B) Total square footage/acreage of the lot and lot lines with dimensions.
- (C) All existing and proposed buildings, including porches, decks, patios, roof overhangs, etc. with overall dimensions and setbacks (required and proposed) from all property lines.
- (D) Existing and proposed driveways with distance to side property line, dimensions, and surface material described.
- (E) Total percentage of existing and proposed impervious coverage.
- (F) Location of all utilities, including well and septic drainage fields.
- (G) Location of easements (width and type listed).
- (H) Location and description of environmental features (streams, buffers, flood zone boundaries and designation, etc.).

~~(I) Table containing the size, and species of all trees >7.9 inches DBH.~~ Location, size, and species of all significant trees (all trees at least 24" DBH & dogwoods, American hollies, & live oaks at least 8" DBH)

1. Proposals for accessory structures may, in lieu of ~~including the table on the plot plan~~ requiring that the plot plan include the location, size, and species of all significant trees, include a separate hand-drawn sketch of the size and species of all significant trees ~~>7.9 inches DBH~~ proposed for removal in relation to the location of the proposed structure.

## **PLAN CONSISTENCY & REASONABLENESS DETERMINATION**

*In accordance with NCGS, zoning regulations shall be made in accordance with a comprehensive plan and shall be designed to promote the public health, safety, and general welfare. Prior to adopting or rejecting any zoning amendment, a statement regarding plan consistency shall be adopted.*

(A) \_\_\_\_\_ The Planning Board hereby recommends approval of the proposed amendments to the Unified Development Ordinance and finds that it (i) is consistent with the City's comprehensive plan (2017 Land Use Plan), which states the City shall update the Unified Development Ordinance to address site plan review standards, subdivision regulations, dimensional standards, and other items as deemed necessary by the Planning Board, Board of Commissioners, and City staff and; (ii) that it is in the public best interest because it promotes public health, safety, and general welfare by maintaining consistent development regulations and eliminating unnecessary submittal requirements.

(B) \_\_\_\_\_ The Planning Board hereby recommends denial of the proposed amendments to the Unified Development Ordinance and finds that (i) it is not consistent with the City's comprehensive plan (2017 Land Use Plan) and all other applicable plans and policies adopted by the City for the following reasons: \_\_\_\_\_ and/or (ii) it is not in the public interests for the following reasons: \_\_\_\_\_