

Mayor
Christy Clark

Mayor Pro Tem
Jennifer Hunt

Commissioners
Alisia Bergsman
Amanda Dumas
Edwin Quarles
LaToya Rivers
Nick Walsh



Town Manager
Anthony Roberts

Deputy Town Manager
Jackie Huffman

Assistant Town Manager
Bobby Williams

Town Attorney
Emily Sloop

Town Clerk
Janet Pierson

AGENDA

Planning Board Meeting
August 26, 2025 - 6:30 PM
TOWN HALL (101 Huntersville-Concord Road)

Meeting available via YouTube [@townofhuntersvillenc28078](https://www.youtube.com/@townofhuntersvillenc28078)

Advisory Board Members: Chair Jay Henson, Vice-Chair Scott Hensley, Marshall Horsman, Trina Loomis, Michael Pollard, Prince Tokpah , Jodi Wright, Chris Boyd, Lee Hallman

- 1. Call to Order/Roll Call**
- 2. Approval of Minutes**
 - 2.A. Consider approval of the July 22, 2025, regular meeting minutes.
- 3. Public Comments**
- 4. Action Agenda**
 - 4.A. Consider a recommendation for Petition #TA25-09, a request by Burkert USA Corporation to amend Article 9.54 of the Huntersville Zoning Ordinance.
 - 4.B. Consider a recommendation on Petition #TA25-04, a request by the Huntersville Planning Department to amend Article 7.4 of the Huntersville Zoning Ordinance. (*Brad Priest*)
- 5. Other Business**
- 6. Adjourn**

General Meeting Information

Planning Board:

The Planning Board functions as an advisory board to the Town Board on all requests for changes in the zoning laws, and ordinances of the Town of Huntersville subdivision requests pursuant to the Huntersville Subdivision Ordinance, and is empowered to make recommendations to the Town Board, or other governmental agencies consistent with the Planning Board's charged obligation to provide for proper planning for the future

growth of the Town of Huntersville, and its environs. For more information, visit www.huntersville.org.

Meeting Time, Place and Agenda:

All meetings of the Board are open to the public and the public is invited and encouraged to attend. The Board meets in Town Hall at 6:30 p.m. on the fourth Tuesday of each month (unless otherwise posted). Agendas are published Wednesdays before the meeting on our website. The Board reserves the right to deviate from the agenda.

Public Comment and Public Hearing Policy:

Persons desiring to address the Board during the public comment period or a public hearing shall sign up via the speaker sign-up sheet no later than five (5) minutes prior to the designated meeting start time. Once the meeting has begun, a person may not sign up to speak. Persons who have signed up to speak shall be allowed to speak for up to three (3) minutes. The Mayor shall have the discretion to shorten the allotted speaking time depending on the number persons registered to speak and in consideration of the length of the agenda. *(Public Comment and Public Hearing Policy - Amended February 19, 2024)*

Special Accommodations:

Please contact the Planning Department, 72 hours prior to the meeting, for special accommodations to attend this meeting and/or if this information is needed in an alternative format. Tracy Barron can be reached at tbarron@huntersville.org or 704-766-2215.



Request for Board Action

August 26, 2025

To: The Honorable Mayor and Board of Commissioners

From:

Subject:

EXPLAIN REQUEST:

ACTION RECOMMENDED:

FINANCIAL IMPLICATIONS:

ATTACHMENTS:

1. July 22, 2025 Minutes

Minutes of the Town of Huntersville Planning Board

The Town of Huntersville Planning Board met at 6:30 p.m. on Wednesday, July 22, 2025.

Call to Order/Roll Call

Vice-Chairman Henson called the meeting to order at 6:30 pm.

Present: J. Henson, S. Hensley, J. Wright, C. Boyd, L. Hallman, T. Loomis, P. Tokpah, M. Horsman

Absent: M. Pollard

Approval of Minutes

Item 2A: Consider approval of June 24, 2025, regular meeting minutes.

Motion: J. Wright made a Motion to Approve June 24, 2025, minutes. T. Loomis seconded the motion.

Vote: The motion passed unanimously (8-0).

Public Comments:

No public comments

Action Items

Item 4A: Consider a recommendation on Petition #R25-06 12300 McCord Road, a request by Robert and Heather Dubiel to rezone +/- 11.265 acres from General Residential to Transitional Residential as a general rezoning.

L. Speight, Senior Planner entered her staff report into the record, a copy of which is attached hereto as Exhibit A and incorporated herein by reference. Staff reviewed the proposed general rezoning, and stated that staff is recommending approval of the rezoning.

The Board asked if a farmhouse cluster is permitted in the current zoning, and what uses would be permitted if this rezoning were approved. Staff responded that the applicant would like to develop or sell to a developer for a farmhouse cluster development. This use is not permitted under the current zoning. The proposed zoning would permit it and maintain lot sizes comparable to the surrounding area. The additional permitted uses that would be permitted within the proposed zoning would be required to meet building and lot size requirements for those uses and potentially a TIA if one is required.

The Board confirmed any additional permitted uses under the proposed zoning use versus the current zoning use, the lack of a site plan, and any ability to add conditions to the rezoning. Staff confirmed that the general rezoning would allow for all uses under the new proposed zoning, no site plan is required, and there is no ability to add conditions.

The applicant, Robert Dubiel of 12300 McCord Road shared with the Board how they arrived at the option of general rezoning and a farmhouse cluster development.

Motion: S. Hensley made a motion to recommend approval of R25-06, 12300 McCord Road, as it is consistent with policies LU 1.1 and LU 2.1 of the 2040 Huntersville Community Plan. It is reasonable and in the public interest to amend the zoning ordinance because the proposed rezoning is consistent with the envisioned uses and development patterns set forth in the 2040 Community Plan. T. Loomis seconded the motion.

S. Hensley commented that he is comfortable with what the applicant wants to do and why they want to do it. He feels that the other possible development options that would be permitted with the proposed zoning are not terrible things to have in this location and he agrees with the homeowner that the price point will be a strong deterrent to those potential uses.

L. Hallman commented that he had a motion written to deny based on the 2040 Huntersville Community Plan, chapter 5 which states, 'property should not be preemptively upzoned based on the future land use map.' He then stated that he believes the applicant was steered in the wrong direction and should have been advised to apply for a conditional rezoning with a modification request not to submit a site plan to limit the use to a farmhouse cluster, or residential use.

C. Boyd agreed with some the statements made by Lee but he feels like there is some similar characteristics and the argument that the cost and potential uses really would not detract from the existing uses.

J. Henson stated that he is also comfortable with the potential uses and the required open space could then realistically be built here as it relates to the existing residents.

L. Hallman restated that this is not the intent of the 2040 Plan and he urged the Board to keep that in mind.

S. Hensley commented that he has a belief around private property rights. There is already a zoning ordinance that controls what residents can and cannot do. When there is an opportunity to help a resident do what they want to do without being any detriment to the community, he is in support of it.

J. Henson commented that it is compatible with the adjacent land uses so he does not have an issue with it.

T. Loomis commented that she agrees it is neither a detriment and it is compatible. This request is from one couple that is looking to accomplish something with their land.

L. Hallman commented that is what causes concern for him because all intent is great but there are no guarantees with a general rezoning. It is still possible for any permitted use to be developed on that land. His preference would be to codify the use of the land.

Vote: The motion passed (7-1) with L. Hallman opposed.

Item 4B: Consider a recommendation on Petition #TA25-01, a request by the Huntersville Planning Department to amend Articles 3, 4, 9, and 12 of the Huntersville Zoning Ordinance.

L. Speight, Senior Planner entered her staff report into the record, a copy of which is attached hereto as Exhibit B and incorporated herein by reference. Staff reviewed the proposed text amendment, and stated that staff is recommending approval of the amendment.

The Board confirmed what the definition of a major subdivision would include and reviewed the proposed ADU ownership recommendations.

Motion: C. Boyd made a motion to recommend approval of TA25-01, based on the amendment being consistent with policies LU 2, LU 3, LU 5.3, LU 7.1, LU 10.1, LU 10.3 of the Huntersville 2040 Plan. It is reasonable and in the public interest to amend the zoning ordinance because it clarifies the overlap of residential use and structure definitions, provides specific and objective parameters to new building type categories and encourages an appropriate mixture of housing types. P. Tokpah seconded the motion.

Vote: The motion passed unanimously (8-0).

Item 4C: Consider a recommendation on Petition #TA25-06, a request by the Huntersville Planning Department to amend Articles 3.2.1, 3.2.2, 7.5, and 9.64 of the Huntersville Zoning Ordinance.

L. Speight, Senior Planner entered her staff report into the record, a copy of which is attached hereto as Exhibit C and incorporated herein by reference. Staff reviewed the proposed text amendment, and stated that staff is recommending approval of the amendment.

The Board inquired regarding the one proposed buffer reduction and to ensure that the recent buffer adjustments are consistent with the current recommendation. Staff confirmed that the one reduction is to be in keeping consistent standards and the recently adopted buffer adjustments are consistent.

The Board inquired regarding which zoning districts the TC would be adjacent to that would be included, and confirmed what buffer size and what type of disturbance is being proposed.

Motion: T. Loomis made a motion to recommend approval of TA25-06 based on the amendment being consistent with LU 9.1, LU 11.1, LU12.3, and EOS 6.1. It is reasonable and in the public interest to amend the zoning ordinance because it is consistent with the 2040 Plan and it clarifies the intent of existing buffer yards and updates the planting standards based on intent and application. J. Wright seconded the motion.

T. Loomis commented that uniformity and standardization requirements is good.

J. Wright commented that the photos were very helpful to understand the issue and what the reality of the requirement can look like, so she supports the increased requirements.

M. Horsman thanked staff for consulting the arborist as the expert on the matter which shows that due diligence is being met.

Vote: The motion passed unanimously (8-0).

Item 4D: Consider a recommendation on Petition #TA25-08, a request by the Huntersville Planning Department to amend the Zoning and Subdivision Ordinance.

L. Speight, Senior Planner entered her staff report into the record, a copy of which is attached hereto as Exhibit D and incorporated herein by reference. Staff reviewed the proposed text amendment and stated that staff are recommending approval of the amendment.

The Board asked how the proposed time period was arrived at for the conversion timeline. Staff confirmed that they consulted with Mecklenburg County Storm Water to arrive at a reasonable timeline.

The Board asked if there are sufficient code enforcement officers to handle enforcing the proposed changes. Staff responded that additional staff has been requested and the enforcement.

Motion: L. Hallman made a motion to recommend approval of TA25-08, based on consistencies with policies EOS 1.1, EOS 3, EOS 4, and EOS 5 of the Huntersville 2040 Plan. It is reasonable and in the public interest to approve the application because it provides consistency with SB166, reduces scheduling conflicts for Board members to attend community meetings, reduces duplicative berm reviews and quantitative design standards, better aligns the urban open space with the intent, distinguishes farmhouse clusters as a unique plan type, allows open space in the home lots of minor subdivisions and supports the protecting of sensitive areas by requiring the proposed limits of disturbance to be shown on existing features plan sheet. C. Boyd seconded the motion.

Staff clarified that the open space allowed in minor subdivisions when outside of the individual home lots would require a management agreement or homeowners association.

Vote: The motion passed unanimously (8-0).

Item 4E: Consider a recommendation on Petition #TA25-04, a request by the Huntersville Planning Department to amend Article 7.4 of the Huntersville Zoning Ordinance.

B. Priest, Assistant Planning Director entered his staff report into the record, a copy of which is attached hereto as Exhibit E and incorporated herein by reference. Staff reviewed the proposed text amendment, and stated that staff is recommending approval of the amendment.

The Board asked if the mitigation would prevent a developer from coming to the Town. Staff stated that they would guess no, there is no shortage of developers with the current mitigation. Staffs expectation is that developers who can redesign will and those who cannot will seek conditional rezoning.

The Board asked staff to review what would be permitted for tree's plantings, concern was expressed over this amendment possibly being a solution looking for a problem, staff was asked how they arrived at the comps. Staff stated that the tree save ordinances vary greatly with Belmont and Matthews being the most similar to Huntersville. Matthews has a 30% tree save requirement and anything above that requires Town Board approval to encourage that the adjustment not be a by right but a Board approval process.

The Board expressed concern regarding the proposed percentage and the number of rezonings that would be required for small lots, support was also expressed for the amendment as being on the right track but possibly in need of adjustment. The perceived value of the mature tree versus paying in to the tree fund needs attention and the sooner the better.

Motion: T. Loomis made a motion to recommend the approval of TA25-04 based on the amendment being consistent with EOS-3, EOS-3.1, EOS-4 and the Big Idea Tree Canopy outlined on page 84 of the 2040 Community Plan. It is reasonable and in the public interest to amend the zoning ordinance because it supports the preservation and growth of the mature tree canopy which will provide significant environmental, storm water management, air quality, economic and community benefits for the Town of Huntersville without restricting developers by allowing flexibility with the conditional rezoning. L. Hallman seconded the motion.

T. Loomis commented that she likes that this would be another bargaining chip for the Planning Department and to create a better balance between savings of mature trees with developers still making money.

L. Hallman commented that this is a step in the right direction and may be we look at land preservation as also set out in the 2040 Plan.

S. Hensley commented that sometimes we get focused on here and now versus what the community will look like in 10-20 years. Would the value be in saving one heritage tree today that will die versus adding 20 trees that will add to the future canopy. There is a need for a balance of both.

P. Tokpah commented that maybe the focus needs to be on replanting the trees versus potentially hurting the development.

T. Loomis commented that there is a certain point where also we run out of space to plant trees and allow staff to negotiate with the developer where to put the building on the lot, not don't build the building, but find the balance on the lot, look for good design and good solutions that support both the trees and the building.

L. Hallman agreed that support of current and future land development according to the 2040 Plan is specifically what the Planning Board is charged with.

C. Boyd commented that he sees holes in the proposed plan as not being a good fit for all site sizes.

J. Henson agreed that this is a good fit for larger sites but for small sites this could create a lot of complications even with just 1 tree on the site.

T. Loomis asked staff if they have seen this be an issue with small sites. Staff responded that they have not seen this with 100% mitigation. There is some tree save that typically occurs and it is fair the point that J. Henson is making that the smaller the site the more challenging it could be, depending on where the trees are. This would largely apply to commercial use which means it is only relative to specimen trees since there is no tree canopy requirement for commercial use. The proposed language is to permit the flexibility of 30% for residential and 50% for commercial.

The Board and Staff had continued discussion related to the size of the lot and possible adjustments to the recommendation regarding lot size, percentage or other areas. Staff expressed concern about the

request to be more specific as there are no known additional sources to research and review to come up with a more specific proposal.

J. Henson inquired about the arborist providing more specific tree save recommendations and methods and commented on how saving the tree is typically a better cost savings then removing the tree. Staff agreed that updating the methods with the advice of the arborist would be a great tool to add.

S. Hensley asked if there has been a study to see if there has been a tree decrease. Staff stated that there has been a decrease but we are doing quite well in comparison to surrounding municipalities.

L. Hallman commented that he thinks we need to let this go through and start to learn from the variables in a case by case basis.

M. Horsman commented that he likes the concept but believes that the percentages are a little aggressive.

Vote: The motion failed (2-6) with C. Boyd, M. Horsman, P. Tokpah, J. Henson, S. Hensley and J. Wright opposed.

The Board discussed deferring the item to address small lot tree save issues.

Motion: J. Henson made a motion to recommend deferral of TA25-04 to August 26, 2025. S. Hensley seconded the motion.

Vote: The motion passed unanimously (8-0).

Other Business

Item 5A: Appointment of the Chair and Vice-Chair of the Planning Board for a one-year term.

Nominations:

S. Hensley nominated J. Henson for Chair.

T. Loomis nominated L. Hallman for Chair.

Vote: The Board voted (8-0) unanimously for J. Henson to be Chair.

Nominations:

C. Boyd nominated S. Hensley for Vice-Chair.

Vote: The Board voted (8-0) unanimously for S. Hensley to be Vice-Chair.

Adjourn

Motion: J. Wright made a Motion to Adjourn. M. Horsman seconded the motion.

Vote: The motion passed unanimously (8-0).

Approved this ____ day of _____ 2025.

Chairman or Vice Chairman

Board Secretary



Request for Board Action

August 26, 2025

To: Board Members

From: Nathan Farber, Senior Planner

Date: August 26, 2025

Subject: #TA25-09 Solar Energy Facilities

EXPLAIN REQUEST:

Consider a recommendation for Petition #TA25-09, a request by Burkert USA Corporation to amend Article 9.54 of the Huntersville Zoning Ordinance.

ACTION RECOMMENDED:

FINANCIAL IMPLICATIONS:

NA

ATTACHMENTS:

1. TA25-09 Solar Panels Staff Report Planning Board Hearing
2. 1. Application
3. 2. Proposed Ordinance

TA 25-09 – Article 9.54 Solar Energy Facilities

PART 1: DESCRIPTION

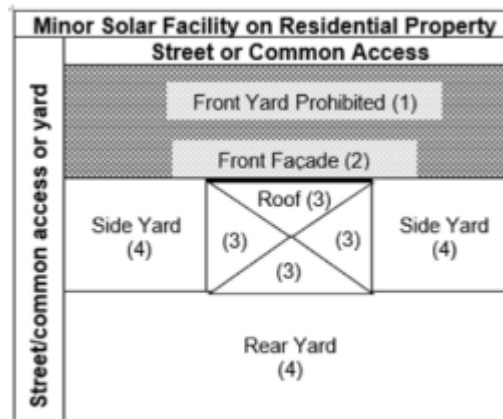
TA25-09 is a request by Burkert USA Corporation to amend Article 9.54.1 and 9.54.3.1 of the Solar Energy Facilities Conditions in the Zoning Ordinance. The purpose of the amendment is to add the ability for commercial properties to build minor free-standing solar facilities that are up to 14 feet tall over pedestrian walkways and surface parking lots. Additionally, this amendment would allow for front yard placement of minor free-standing solar facilities on non-residential property if it is not visible from the street.

PART 2: BACKGROUND

Article 9.54 Solar Energy Facilities currently divides solar panels into two different categories: Minor and Major.

- **Major Solar Facilities** are created for the primary purpose of producing electrical energy for beneficiary’s that are not located on-site. Major Solar Facilities are the primary use on the site. This use requires a Special Use Permit (SUP) and specific conditions to be met.
- **Minor Solar Facilities** are located on the power beneficiary’s premises and are intended to primarily offset part or all the beneficiary’s requirements for electricity. Minor Solar Facilities are the secondary use or accessory use on the site. This use requires specific conditions to be met but is allowed by right.

In 2022 the Town Board approved an amendment to simplify the Solar Energy Facilities language at the time and removed the SUP requirement for Minor Solar Facilities. This text amendment made it easier for residential and commercial properties to install environmentally friendly solar panels. The one item that did not change was the prohibition on free-standing minor solar facilities located in front yards and the limit of free-standing minor solar facilities height at 5ft.



Burkert USA approached Planning Staff to inquire about a new solar panel project for their 11425 Mt. Holly-Huntersville Rd industrial facility. As part of this project they were proposing to add solar panels to the roof of their building, construct free-standing solar faciltie that would cover their existing surface parking lot, and include free-standing solar facilities in their front yard. Rooftop solar facilities are already allowed by right leaving the remaining two proposals not permitted by the current ordinance. The below image was not provided by the applicant but serves as a visual representation of a possible solar facility above a parking lot.



In order to allow their proposals, Burkert has proposed the two changes to Article 9.54 Solar Energy Facilities:

1. Article 9.45.1: Adding a condition to the General Requirements for Minor Solar Energy Facilities that would allow for free-standing solar facilities to be 14 feet tall or less above surface parking lots and pedestrian walkways.
 - a. This would be limited to commercial properties only.
 - b. This would only be allowed if it is on a property that has a required 80-foot buffer in order to ensure that the Solar Energy Facility is adequately screened from the street.
 - c. The proposed language below would prohibit these taller facilities in the front yard if it is visible on the ground from the public street.
 - d. The existing parking and buffer requirements from Article 6 and Article 7.5 would require screening along the edge of the parking lot and buffers along the edge of the property.
2. Article 9.45.3.1: Adding “*from the public street*” to the end of “*Front yard placement, as depicted by area (1) in the above illustration, is prohibited when the placement would cause the solar facility to be visible by a person on the ground*”. This would allow minor free-standing solar facilities within the front yard of non-residential properties as long as it is not visible on the ground from the public street.

PART 3: RELEVANT SECTIONS OF THE HUNTERSVILLE 2040 COMMUNITY PLAN

1. **EOS-9.1:** Promote the use of energy efficient building design and neighborhood design.
Staff Comment: The proposed text amendment would expand the different opportunities for non-residential properties to install environmentally friendly solar panels. This would also allow future businesses to use creative solutions to fit more solar panels on their properties.

PART 4: STAFF RECOMMENDATION

Planning Staff recommends approval of the proposed text amendment TA25-09 as it is compliant with the Huntersville 2040 plan and is supported by policy EOS-9.1. This text amendment allows for expanded opportunities for non-residential properties to install environmentally friendly solar panels. This allows future businesses to use creative solutions to fit more solar panels on their properties. Staff believe that adequate language has been provided to ensure that these solar energy facilities are not a nuisance to nearby properties

and anyone traveling along a public street. Additionally, existing requirements for commercial properties provide additional protection to adjacent properties.

PART 5: PUBLIC HEARING

The Public Hearing took place on August 5, 2025.

PART 8: PLANNING BOARD RECOMMENDATION

August 26, 2025

PART 9: ATTACHMENTS

1. Text Amendment Application
2. Ordinance Language

PART 10: STATEMENT OF CONSISTENCY – TA22-04

<i>Planning Department</i>	<i>Planning Board</i>	<i>Board of Commissioners</i>
<p>APPROVAL: <i>In considering the proposed amendment TA25-09, Planning Staff recommends approval based on the amendment being consistent with EOS-9.1 of the Huntersville 2040 plan. It is reasonable and in the public interest to amend Article 9.54 because it allows for expanded opportunities for non-residential properties to install environmentally friendly solar panels. This allows future businesses to use creative solutions to fit more solar panels on their properties. Staff believe that adequate language has been provided to ensure that these solar energy facilities are not a nuisance to nearby properties</i></p>	<p>APPROVAL: <i>In considering the proposed amendment TA25-09, the Planning Board recommends approval based on the amendment being consistent with <u>(insert applicable plan reference)</u></i></p> <p><i>It is reasonable and in the public interest to amend the Zoning Ordinance because... (Explain)</i></p>	<p>APPROVAL: <i>In considering the proposed amendment TA25-09, the Town Board recommends approval based on the amendment being consistent with <u>(insert applicable plan reference)</u></i></p> <p><i>It is reasonable and in the public interest to amend the Zoning Ordinance because...(Explain)</i></p>
<p>DENIAL: <i>N/A</i></p>	<p>DENIAL: <i>N/A In considering the proposed amendment TA25-09, the Planning Board recommends denial based on the amendment being <u>(consistent OR inconsistent) with (insert applicable plan reference).</u></i></p> <p><i>It is not reasonable and in the public interest to amend the Zoning Ordinance because.... (Explain)</i></p>	<p>DENIAL: <i>In considering the proposed amendment TA25-09, the Town Board recommends denial based on the amendment being <u>(consistent OR inconsistent) with (insert applicable plan reference).</u></i></p> <p><i>It is not reasonable and in the public interest to amend the Zoning Ordinance because.... (Explain)</i></p>



Text Amendment Application

Date of Application 5/27/2025

Fee

See Current Town of Huntersville Fee Schedule for Text Amendment to the Zoning/Subdivision Ordinance

Type of Change

New Addition to text of Zoning Ordinance / Subdivision Ordinance / Other

Revision/Modification to text of Zoning Ordinance / Subdivision Ordinance / Other

Description of Change

Proposed text amendment will affect the following:

Ordinance(s): Zoning Article(s): 9 Section(s): 9.54

Current Ordinance

o "All minor free-standing facilities shall be a maximum of five (5) feet in height as measured from the grade at the base of the structure to the apex of the structure. This provision shall be waived for minor-free standing facilities on residential property if its application would prevent the reasonable use of a solar collector for the residential property."

- See attached language.

Proposed Text

Reason for Proposed Change

Burkert is committed to achieving carbon neutrality goals for Scope 1 and 2 by 2028. In order to support this commitment, we will be incorporating additional solar energy at our facility. The added benefit of the solar array would be that charging stations can be incorporated at a later date.


Attach additional pages if needed.

NOTE: If the proposed text amendment effects property located along Hwy 73; is 2000 feet from an adjoining municipality, and/or the Mountain Island and Lake Norman Watersheds, additional peer review is required.

Applicant

Printed Name Burkert USA Corporation

Corporation Limited Liability Company Trust Partnership Other: _____

Signature  Date 5/27/2025

Title Sustainability Manager Email Ty.Fortenberry@Burkert.com

Address of Applicant 11425 Mt. Holly-Huntersville Rd Huntersville, NC 28078

Property Owner (if different than applicant)

* Printed Name Burkert Systemhaus, LLC

Corporation Limited Liability Company Trust Partnership Other: _____

Signature _____ Date 5/27/2025

Title Managing Director Email Josip.Martis@Burkert.com

Address of Property Owner Headquarters: Christian-Bürkert-Straße 13 - 17 74653 Ingelfingen

* Property owner hereby grants permission to the Town of Huntersville personnel to enter the subject property for any purpose required in processing this application.

Every owner of each parcel included in this application, or the owner (s) duly authorized agent, must sign this application. If signed by an agent on behalf of the Owner, this petition MUST be accompanied by a Limited Power of Attorney signed by the property owner (s) and notarized, specifically authorizing the agent to act on the owner (s) behalf in signing this application. Failure of each owner, or their duly authorized agent, to sign, or failure to include the authority of the agent signed by the property owner, will result in an INVALID APPLICATION. **If additional space is needed for signatures, attach the Town of Huntersville Signature Addendum Form.**

Contact Information

**Town of Huntersville
Planning Department**
PO Box 664
Huntersville, NC 28070

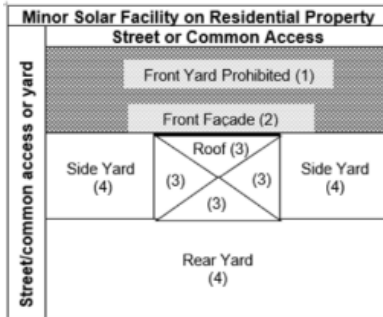
Phone: 704-875-7000
Fax: 704-875-6546
Physical Address: 105 Gilead Road, Third Floor, Huntersville, NC 28078
Website: <https://www.huntersville.org/228/Planning-Department>

Date Received By Planning Department: _____

Staff Initials: _____

9.54 Solar Energy Facilities

Any major or minor solar energy facility shall require approval from all applicable state and federal agencies as well as the affected energy provider.



1. Minor Solar Energy Facilities (refer to illustration).

1. General Requirements for Minor Solar Energy Facilities.

1. All minor free-standing facilities must comply with accessory structure setbacks and spacing as set forth in Article 8.8.
2. All minor free-standing facilities shall be a maximum of five (5) feet in height as measured from the grade at the base of the structure to the apex of the structure.
 1. This provision shall be waived for minor-free standing facilities on residential property if its application would prevent the reasonable use of a solar collector for the residential property.
 2. This provision shall be waived for minor-free standing facilities on commercial property if its application would prevent the reasonable use of a solar collector above vehicular parking or pedestrian walkways that are 14 feet or less in height and not visible behind an 80-foot minimum buffer.

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All minor rooftop solar energy facilities shall not be considered as rooftop equipment on any building type, and therefore, do not require screening and are not subject to any architectural standards that would prohibit reflective materials.

2. Residential Property.

1. Front yard placement is prohibited pursuant to N.C.G.S. § 160D-914(c)(3) when the placement would cause the solar facility to be visible by a person on the ground.
2. Placement on the façade of a structure that faces areas open to common or public access is permitted as a by-right accessory use in all districts subject to the issuance of a zoning permit.
3. Placement on the roof is permitted by-right accessory use in all districts subject to the issuance of a zoning permit.
4. Side and rear yard placement is permitted as by-right accessory use in all districts subject to the issuance of a zoning permit.

3. **Non-Residential Property.**

1. Front yard placement, as depicted by area (1) in the above illustration, is prohibited when the placement would cause the solar facility to be visible ~~by a person on the ground from the road.~~
2. Placement of minor free-standing solar facilities on non-residential property in locations other than the front is permitted as a by-right accessory use in all districts subject to the issuance of a zoning permit.
3. Minor rooftop solar facilities on non-residential property are allowed on all roof surfaces.

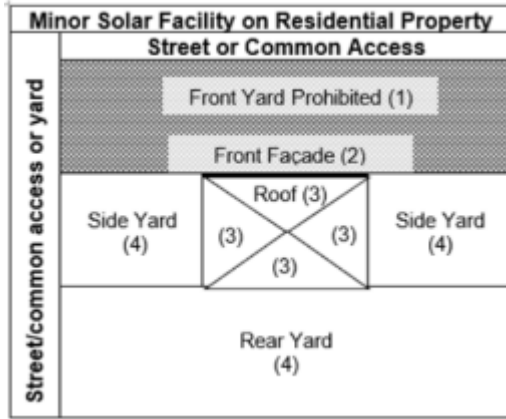
2. **Major Solar Energy Facilities.**

1. Major solar energy shall require the issuance of a Special Use Permit in accordance with the requirements set forth in Article 11.4.10.
 1. The minimum lot size requirement for major solar facilities is 10 acres.
 2. Setbacks for major solar energy facilities shall:
 1. meet the minimum required setbacks for the underlying zoning district for installations in the R and TR zoning districts.
 2. be a minimum of 20 feet from any property line in the SP zoning district.

3. Free standing major solar facilities shall be a maximum of eight (8) feet in height as measured from the grade at the base of the structure to the apex of the structure. This provision shall be waived for major-free standing facilities on residential property if its application would prevent the reasonable use of a solar collector for the residential property. Major Solar Energy Facilities shall be exempt from any parking requirements in the Huntersville Zoning Ordinance if there is no commercial or office building component.
4. Town of Huntersville to be given copies of any lease agreement and plan for removal of facility/equipment.
5. Major Solar Energy Facilities shall be exempt from any parking requirements in the Huntersville Zoning Ordinance if there is no commercial or office building component.
6. An existing features plan as described in Article 6.300.1.14 of the Subdivision Ordinance must be submitted with the application for the above-described Special Use Permit. Placement of solar panels shall be based on preserving existing features to the extent practical.

9.54 Solar Energy Facilities

Any major or minor solar energy facility shall require approval from all applicable state and federal agencies as well as the affected energy provider.



1. Minor Solar Energy Facilities (refer to illustration).

a. General Requirements for Minor Solar Energy Facilities.

(1) All minor free-standing facilities must comply with accessory structure setbacks and spacing as set forth in Article 8.8.

(2) All minor free-standing facilities shall be a maximum of five (5) feet in height as measured from the grade at the base of the structure to the apex of the structure.

- i. This provision shall be waived for minor free-standing facilities on residential property if its application would prevent the reasonable use of a solar collector for the residential property.
- ii. This provision shall be waived for minor free-standing facilities on commercial property if its application would prevent the reasonable use of a solar collector above vehicular surface parking or ground-level pedestrian walkways that are 14 feet or less in height and located behind an 80-foot buffer.

All minor rooftop solar energy facilities shall not be considered as rooftop equipment on any building type, and therefore, do not require screening and are not subject to any architectural standards that would prohibit reflective materials.

2. Residential Property.

1. Front yard placement is prohibited pursuant to N.C.G.S. § 160D-914(c)(3) when the placement would cause the solar facility to be visible by a person on the ground.
2. Placement on the façade of a structure that faces areas open to common or public access is permitted as a by-right accessory use in all districts subject to the issuance of a zoning permit.
3. Placement on the roof is permitted by-right accessory use in all districts subject to the issuance of a zoning permit.
4. Side and rear yard placement is permitted as by-right accessory use in all districts subject to the issuance of a zoning permit.

3. Non-Residential Property.

1. Front yard placement, as depicted by area (1) in the above illustration, is prohibited when the placement would cause the solar facility to be visible by a person on the ground from the public street.
2. Placement of minor free-standing solar facilities on non-residential property in locations other than the front is permitted as a by-right accessory use in all districts subject to the issuance of a zoning permit.
3. Minor rooftop solar facilities on non-residential property are allowed on all roof surfaces.

2. Major Solar Energy Facilities.

1. Major solar energy shall require the issuance of a Special Use Permit in accordance with the requirements set forth in Article 11.4.10.
 1. The minimum lot size requirement for major solar facilities is 10 acres.
 2. Setbacks for major solar energy facilities shall:
 - i. meet the minimum required setbacks for the underlying zoning district for installations in the R and TR zoning districts.
 - ii. be a minimum of 20 feet from any property line in the SP zoning district.

3. Free standing major solar facilities shall be a maximum of eight (8) feet in height as measured from the grade at the base of the structure to the apex of the structure. This provision shall be waived for major-free standing facilities on residential property if its application would prevent the reasonable use of a solar collector for the residential property. Major Solar Energy Facilities shall be exempt from any parking requirements in the Huntersville Zoning Ordinance if there is no commercial or office building component.
4. Town of Huntersville to be given copies of any lease agreement and plan for removal of facility/equipment.
5. Major Solar Energy Facilities shall be exempt from any parking requirements in the Huntersville Zoning Ordinance if there is no commercial or office building component.
6. An existing features plan as described in Article 6.300.1.14 of the Subdivision Ordinance must be submitted with the application for the above-described Special Use Permit. Placement of solar panels shall be based on preserving existing features to the extent practical.



Request for Board Action

August 26, 2025

To: Board Members

From: Brad Priest, Assistant Planning Director

Date: August 26, 2025

Subject: TA25-04: Tree Mitigation Maximum

EXPLAIN REQUEST:

Consider a recommendation on Petition #TA25-04, a request by the Huntersville Planning Department to amend Article 7.4 of the Huntersville Zoning Ordinance. The purpose of the amendment is to clarify tree survey requirements and limit the amount of tree mitigation permitted.

ACTION RECOMMENDED:

Consider making a recommendation to the Town Board on August 26, 2025.

FINANCIAL IMPLICATIONS:

N/A

ATTACHMENTS:

1. TA25-04 Staff Report Tree Mitigation PB 8 26 25
2. Draft Ordinance - 7-23- 25 - Small lots draft
3. R25-04 Text Amendment Application

TA25-04 Tree Save Mitigation – Maximum Mitigation Allowance and Tree Preservation Plan Clarifications Amendment

PART 1: DESCRIPTION

Petition #TA25-04 is a request by the Huntersville Planning Department to amend Articles 7.4 of the Huntersville Zoning Ordinance. The purpose of the amendment is to establish a maximum allowable mitigation cap for tree save standards. Additionally, the amendment clarifies submittal requirements for tree save area review and provides greater specificity regarding replanting requirements when approved tree save areas are disturbed.

PART 2: BACKGROUND

Since 2003 the Town of Huntersville has had a Tree Save Ordinance that requires a specific percentage of tree canopy and large specimen trees to remain on a developed site (Article 7.4). However, also since that time, a tree mitigation option has provided flexibility from that requirement. The mitigation option allows a development to remove up to all the trees required to be saved, if the trees required to stay are “mitigated” or replaced on the site, or the cost of which are contributed to the Town’s tree fund bank.

In 2015 the Town started reviewing the tree save ordinance in an effort to encourage more mature tree save, while still allowing mitigation flexibility for developments. The reason for the review was that at the time, mitigation plantings for the removal was significantly inequitable to the value of the mature trees being removed. One large 40-inch tree was only required to be mitigated by one newly planted 2-inch tree. Since mitigation requirements were so low, it was noted that developments were very quick to mitigate trees rather than provide good faith efforts to save them. Therefore, the Planning Board appointed a committee to review and make recommendations to address the noted pattern. At the conclusion of the review the Planning Board recommended, and the Town Board approved an ordinance that increased the mitigation amount for specimen trees. Under the new ordinance, with Planning Board approval, developments could mitigate specimen trees by contributing for or replacing 30% of the caliper (linear width in inches) of each tree required to be saved. A 40-inch tree would require 12 inches of caliper (30%), or 6 2-inch trees for mitigation.

In 2020 the Planning Board again noted to staff an increase of specimen mitigation requests coming before the Board. Therefore, they again appointed a committee to discuss and recommend further changes to the ordinance to encourage mature tree save and discourage removal. At the end of the process, the Planning Board recommended, and the Town Board approved an ordinance that; increased the mitigation amount to 100% of the required tree caliper removed, removed the ability to mitigate trees by counting trees already required to be planted by other sections of the ordinance (street trees, buffers, etc.), and allowed mitigation to be administered by staff rather than the Planning Board. The desired principles of the changes were to increase the mitigation amount to be directly equal to the amount of tree caliper being removed, increase the cost of removing trees thus encouraging their saving, but at the same time providing an easier mitigation process for when it was necessary. This is how the ordinance currently reads.

Policy EOS 4.2 of the Huntersville 2040 Plan recommends to “Regularly evaluate and revise tree mitigation options to further town goals”. Planning staff has noticed that mitigation requests and tree removal over the maximums are still quite common, while developments truly designing around significant trees remain rare.

Therefore, staff brought the tree save and mitigation discussion to the Huntersville Environmental Sustainability Committee (ESC). After discussion with staff, the committee made a recommendation to the Town Board to amend the ordinance. The amendment recommended would provide a firm minimum mature tree save requirement and increase the mitigation amount for Heritage trees. The Town Board subsequently asked staff to draft such an amendment. This application therefore is in response to that request and does the following:

1. Allows up to 30% of required tree mitigation for residential development (canopy or specimen)
2. Allows up to 50% of required tree mitigation for commercial/mixed use development (specimen).
3. Raises the mitigation amount for Heritage trees (trees that meet 80% of the points to qualify for the NC Champion Tree List) to 200% of the caliper of the tree removed.
4. Clarifies what type of tree preservation plan is needed for staff tree save review (Article 7.4.2 b)
5. Clarifies that Article 7.4.5 “mitigation” is the intended replanting requirements when an approved tree save area is physically disturbed in violation of an approved tree save plan.
6. **UPDATE 8/12/25**: Allows development under 2 acres in size to encroach into the required dripline with a tree preservation plan approved by a licensed arborist. See Part 6 below for further information.

This amendment does not change the amount of tree save required for a development. The amount requirement (based on zoning district) has not changed since its adoption in 2003. This amendment would only add a maximum mitigation amount so that 70% of *required* residential trees would need to physically stay on the site. 50% of *required* commercial trees would also need to physically remain. For instance, if 100 specimen trees exist on a residential site in NR zoning, 10 trees are currently required to remain (10%). This ordinance would state that only 3 trees could be mitigated, and 7 trees must physically remain on the site. For further flexibility and additional mitigation, developments would have the option to request a conditional district rezoning to ask the Town Board for a modification from the requirements of the ordinance. The Board would be able to review those tree mitigation requests on a case-by-case basis.

PART 3: RELEVANT SECTIONS OF THE HUNTERSVILLE 2040 COMMUNITY PLAN

TA-25-04 is consistent with the following Huntersville 2040 Community Plan policies.

- **EOS-3: Prioritize tree canopy preservation in the lower intensity areas.** *Staff Comment:* Capping how much tree canopy can be mitigated will encourage more mature tree preservation in all areas of Huntersville.
- **EOS-3.1: Make mature native forest an open space priority, especially near streams.** *Staff Comment:* Reducing mitigation allowance will encourage the saving of mature native forests and create opportunities for developments to provide more open space which includes mature wooded areas.
- **EOS-4: In more urban environments, encourage the preservation of heritage trees and tree canopy enhancement.** *Staff Comment:* Substantially increasing the mitigation amounts for heritage trees (200% of caliper) will encourage preservation. Mitigation would also be limited for commercial and mixed-use districts to 50% of required heritage trees, thus increasing their preservation in urban environments.

- **Big Idea Box: Increase tree canopy in areas of new development to 50%.** *Staff Comment:* Keeping mature canopy, rather than removing it and replanting (mitigating) will more effectively assist the Town to reach its 50% tree coverage goal.

PART 4: STAFF RECOMMENDATION

Over the past decade, the Town has made a focused effort to encourage the preservation of mature trees while providing flexibility for mitigation within developments. Despite these efforts, increasingly stringent mitigation requirements and ordinance adjustments have not achieved the desired level of mature tree preservation. As a result, the next recommended step is to establish a minimum, non-mitigatable standard for mature tree preservation. The proposed language aligns with the principle of allowing greater mitigation flexibility in higher-density developments—a practice also utilized in a few municipalities around our region.

Staff recommends approval of the proposed text amendment based on its consistency with policies EOS-3, EOS-3.1, EOS-4, and the “Big Idea: Tree Canopy” outlined on page 84 of the Huntersville 2040 Plan. The amendment is reasonable and in the public interest because it supports the preservation and growth of mature tree canopy, which will provide significant environmental, stormwater management, air quality, economic, and community benefits for the Town of Huntersville.

PART 5: PUBLIC HEARING

The Public Hearing was held on July 15, 2025. No one from the public spoke for or against the application. The stream of the meeting can be found here: <https://www.youtube.com/watch?v=zbPIDj7OVyM>

PART 6: PLANNING BOARD RECOMMENDATION

The Planning Board reviewed the application at its July 22, 2025 meeting. During the discussion, Board members expressed concern that the proposed text could lead to more conditional rezoning applications aimed at modifying the new tree save requirements. Staff acknowledged that an increase is possible but noted it would greatly depend on the type and intensity of the proposed development, as well as the location of significant trees on the site. The Board was particularly concerned that small-lot developments could be disproportionately affected by the requirement to preserve mature trees.

The stream of the meeting can be found here: https://www.youtube.com/watch?v=KGitQS_9UM8

UPDATE – 8/12/2025: To address the concerns from the Planning Board, staff drafted revised language that retains the current tree save requirements for smaller-lot developments but allows small-site projects to encroach into required tree driplines if supported by an arborist’s tree preservation plan. Staff believes this added dripline flexibility will retain the intent to save mature trees while addressing the development challenges unique to small sites. The revised language is proposed in Article 7.4.2 C of the ordinance. Please see the updated ordinance draft attached in the agenda packet.

PART 7: TOWN BOARD ACTION

The Town Board final action consideration is scheduled for final action on August 19, 2025.

PART 8: ATTACHMENTS

1. Text Amendment Application
2. Proposed Ordinance

PART 8: STATEMENT OF CONSISTENCY – TA25-04

Planning Department	Planning Board	Board of Commissioners
<p>APPROVAL: In considering the proposed amendment TA25-04, Planning Staff recommends approval based on consistency with policies EOS-3, EOS-3.1, EOS-4, and the “Big Idea: Tree Canopy” outlined on page 84 of the Huntersville 2040 Plan. The amendment is reasonable and in the public interest because it supports the preservation and growth of mature tree canopy, which will provide significant environmental, stormwater management, air quality, economic, and community benefits for the Town of Huntersville.</p>	<p>APPROVAL: In considering the proposed amendment TA25-04, the Planning Board recommends approval based on the amendment being consistent with <u>(insert applicable plan reference)</u></p> <p>It is reasonable and in the public interest to amend the Zoning Ordinance because...<i>(Explain)</i></p>	<p>APPROVAL: In considering the proposed amendment TA25-04, the Town Board recommends approval based on the amendment being consistent with <u>(insert applicable plan reference)</u></p> <p>It is reasonable and in the public interest to amend the Zoning Ordinance because...<i>(Explain)</i></p>
<p>DENIAL: N/A</p>	<p>DENIAL: In considering the proposed amendment TA25-04, the Planning Board recommends denial based on the amendment being <u>(consistent OR inconsistent)</u> with <u>(insert applicable plan reference)</u>.</p> <p>It is not reasonable and in the public interest to amend the Zoning Ordinance because... <i>(Explain)</i></p>	<p>DENIAL: In considering the proposed amendment TA25-04, the Town Board recommends denial based on the amendment being <u>(consistent OR inconsistent)</u> with <u>(insert applicable plan reference)</u>.</p> <p>It is not reasonable and in the public interest to amend the Zoning Ordinance because... <i>(Explain)</i></p>

**AN ORDINANCE TO AMEND ARTICLES 7.4.2 AND 7.4.5 - TREE PRESERVATION
MITIGATION REQUIREMENTS**

Section 1. Be it ordained by the Board of Commissioners of the Town of Huntersville that Article 7.4.2 b, and 7.4.2 f 2, and 7.4.5 of the Zoning Ordinance is hereby amended to be modified as follows:

Article 7.4.2 b

- b. ~~Site Analysis/Existing Features Plan.~~ **Tree Preservation Plan.** For the purposes of identification and preservation, a site analysis by a North Carolina Landscape Architect, Engineer, or other professional approved by staff is required for all development. The site analysis shall be submitted to planning staff prior to sketch plan review and prior to any clearing. **The plan shall include the delineation and calculated area of the canopy of the site, and the diameter at breast height (DBH), location, and species of all trees 12 inches in DBH and above. The survey may include only trees 24 inches and above if the licensed professional certifies that no small maturing specimen trees under 24 inches exist on the site. See Article 12.2.1 for the definition of a Specimen Tree.** The developer and/or the design firm shall review plans with staff to determine the best areas for potential tree save. Refer to Section 6.0 of the Subdivision Ordinance for all site analysis requirements.

Article 7.4.2 c

Method for Calculating Existing Tree Save and Proposed Tree Save Areas. Existing tree save area shall be considered the area in which the dripline of the existing tree or trees is located on the property plus an additional 5 feet around the perimeter, prior to development. Proposed tree save area shall be considered the area in which the drip line of the remaining tree or trees is located on the property plus an additional 5 feet around the perimeter after development. If root disturbance or construction activities occur within the dripline of any trees designated as tree save, only the area actually being protected will be included in the proposed tree save area. **However, for lots under two (2) acres in size, the dripline of the protected trees may be disturbed and still counted as tree save area, provided that:**

- A. **Tree Preservation Plan prepared and signed by a certified arborist is submitted, and**
- B. **The Tree Preservation Plan demonstrates that the proposed reduced dripline area is sufficient to maintain the long-term health and stability of the preserved tree(s) based on the following factors:**
- i. **Tree species, size, and condition;**
- ii. **Soil conditions, proposed root damage, and drainage;**

iii. Proximity to construction or grading activity; and
iv. Proposed tree protection measures proposed during and after construction

Article 7.4.2 f 2

2. Where circumstances prevent locating the required tree plantings or preservation standards on site, the developer may mitigate protected tree canopy removal by planting new trees on the site whose canopy equals that of the canopy to be removed (new tree canopy credits are described above). If site conditions are not conducive for healthy tree replacement planting on site, the developer may contribute to a Tree Fund/Bank set up by the town for the planting and maintenance of such trees elsewhere in the community. A combination of planting and contribution in lieu of planting is acceptable. The amount of contribution is based on the total cost of the required mitigation trees plus that of their installation. Planning staff will be responsible for reviewing and approving all tree mitigation plans consistent with the mitigation standards of this section, **but only up to 30% of the minimum preservation area may be mitigated as described above.**

For Specimen Tree Mitigation, the developer may mitigate the removal of specimen trees by planting new trees on the site whose total caliper (DBH) equals 100% of the total caliper of trees (DBH) to be removed above the ordinance requirement. **Heritage Tree Mitigation shall be calculated at 200% of the total caliper (DBH) of trees to be removed above the ordinance requirement.** If site conditions are not conducive for healthy tree planting on site, the developer may contribute to a Tree Fund/Bank as described above. Newly planted street trees, parking lot trees, and buffer trees do not count toward the mitigation calculation. **Mixed use zoning districts and non-residential uses may mitigate up to 50% of the specimen and heritage trees required to remain. Residential zoning districts may mitigate up to 30%.**

Article 7.4.5

Post Site Plan Approval Disturbance Mitigation. If a required tree save/preservation area or required undisturbed buffer yard is disturbed for any reason **after tree preservation plan approval by staff**, it shall be restored at a rate of 5 trees per 1,000 square feet. Trees to be planted shall have a minimum caliper of 2 inches, shall be 8-10 feet in height at installation, and shall be at least 75% large maturing hardwood varieties. Where a disturbed area also functioned to buffer adjacent properties or public street(s), at least 50% of the trees shall be evergreen varieties. Trees shall be distributed throughout the disturbed area in such a way as to effectively replace the vegetation disturbed. Where under story vegetation is removed or disturbed it shall be replaced at a rate of 20 shrubs per 1,000 square feet. Shrubs shall be

TA 25-04: Tree Mitigation Amendment

evergreen and 3 feet in height when installed and are expected to reach a minimum height of 6 feet at maturity. When a tree is destroyed due to an act of God, it shall be replaced with the same species or comparable species, 2 inch in caliper in size. A planting plan is required for staff review and approval prior to planting.

Section 2. This ordinance shall become effective upon adoption.

PUBLIC HEARING DATE: July 15, 2025

PLANNING BOARD MEETING: July 22, 2025

SECOND PLANNING BOARD MEETING: August 26, 2025

TOWN BOARD DECISION: Tentative September 16, 2025



Text Amendment Application

Date of Application _____ 4/1/25 _____

Fee

See Current Town of Huntersville Fee Schedule for Text Amendment to the Zoning/Subdivision Ordinance

Type of Change

____ New Addition to text of Zoning Ordinance / Subdivision Ordinance / Other

__x__ Revision/Modification to text of Zoning Ordinance / Subdivision Ordinance / Other

Description of Change

Proposed text amendment will affect the following:

Ordinance(s): ____ Articles 7.2 and 7.4 _____ Article(s): _____ Section(s): _____

See current and proposed language in the exhibit attached.

Current Ordinance

Proposed Text

Reason for Proposed Change

Town staff and the Environmental Sustainability Committee have discussed the possibility of limiting or “capping” the amount of tree mitigation allowed in the ordinance. The text would allow only a portion of required tree save to be removed and mitigated.

Attach additional pages if needed.

NOTE: If the proposed text amendment effects property located along Hwy 73; is 2000 feet from an adjoining municipality, and/or the Mountain Island and Lake Norman Watersheds, additional peer review is required.

Applicant

Printed Name _____ Huntersville Planning Department _____

Corporation Limited Liability Company Trust Partnership Other: _____

Signature _____ **Bradley D. Priest** _____ Date _____ 4/1/25 _____

Title _____ Assistant Planning Director _____ Email _____ bpriest@huntersville.org _____

Address of Applicant _____

Property Owner (if different than applicant)

* Printed Name _____

Corporation Limited Liability Company Trust Partnership Other: _____

Signature _____ Date _____

Title _____ Email _____

Address of Property Owner _____

* Property owner hereby grants permission to the Town of Huntersville personnel to enter the subject property for any purpose required in processing this application.

Every owner of each parcel included in this application, or the owner (s) duly authorized agent, must sign this application. If signed by an agent on behalf of the Owner, this petition MUST be accompanied by a Limited Power of Attorney signed by the property owner (s) and notarized, specifically authorizing the agent to act on the owner (s) behalf in signing this application. Failure of each owner, or their duly authorized agent, to sign, or failure to include the authority of the agent signed by the property owner, will result in an INVALID APPLICATION. **If additional space is needed for signatures, attach the Town of Huntersville Signature Addendum Form.**

Contact Information

**Town of Huntersville
Planning Department**
PO Box 664
Huntersville, NC 28070

Phone: 704-875-7000
Fax: 704-875-6546
Physical Address: 105 Gilead Road, Third Floor, Huntersville, NC 28078
Website: <https://www.huntersville.org/228/Planning-Department>

Date Received By Planning Department: _____ 4/1/25 _____

Staff Initials: _____ BP _____