

Mayor
Christy Clark

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Jennifer Hunt

Commissioners
Alisia Bergsman
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

November 19, 2025 - 6:30 PM

TOWN HALL (101 Huntersville-Concord Road)

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

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

1. Call to Order/Roll Call

2. Approval of Minutes

2.A. Consider approval of the September 23, 2025, regular meeting minutes.

2.B. Consider approval of the October 14, 2025, special meeting minutes.

2.C. Consider approval of the October 28, 2025, regular meeting minutes.

3. Public Comments

4. Action Agenda

4.A. Consider a recommendation on Petition #TA25-11, a request by Northwood Ravin, to amend Articles 4.9 and 8.16 of the Zoning Ordinance to allow reduced setbacks for some attached garages and modify requirements for mechanical equipment.

4.B. Consider a recommendation on Petition #TA25-10, a request by R. Todd Hirschfeld to amend Articles 3.2.3 and 9.18 of the Zoning Ordinance to permit with conditions private helistops in the General Residential zoning designation.

4.C. Consider a recommendation on Petition #TA25-12, a request by the Town of Huntersville Planning Department to amend Articles 4.9 and 8.16 of the Zoning Ordinance to allow detached garages in any yard on lots over five acres in size.

4.D. Consider Petition #V25-01, a request by Sean and Anna Townsend, for a variance from Article 3.2.3 (d)(3) Setback Requirements to allow the home to encroach two feet into the front yard setback.

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

November 19, 2025

To: The Honorable Mayor and Board of Commissioners

From:

Subject:

EXPLAIN REQUEST:

ACTION RECOMMENDED:

FINANCIAL IMPLICATIONS:

ATTACHMENTS:

1. September 23, 2025 Minutes

Minutes of the Town of Huntersville Planning Board

The Town of Huntersville Planning Board met at 6:30 p.m. on Tuesday, September 23, 2025.

Call to Order/Roll Call

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

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

Absent: J. Wright

Approval of Minutes

Item 2A: Consider approval of August 26, 2025, regular meeting minutes.

Motion: L. Hallman made a Motion to Approve August 26, 2025, minutes. C. Boyd seconded the motion.

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

Public Comments:

J. Webb, Huntersville, NC – Opposed R25-07

C. Paver, Huntersville, NC – Opposed R25-07

Disclosure: S. Hensley made a disclosure that his firm represents the adjoining property, and it will not affect his decision on this item. There were no objections.

Action Items

Item 4A: Consider a recommendation on petition #R25-11 Long Creek Retail, a request by TA and S Enterprises of NC Inc to rezone 4.396 acres from Highway Commercial-Conditional District to Highway Commercial-Conditional District and Rural.

B. Richards, Planning Director entered his staff report into the record, a copy of which is attached hereto as Exhibit A and incorporated herein by reference. Staff reviewed the proposed rezoning and stated that staff does not recommend approval of the rezoning.

The Board asked staff to expound on the grading issues that have been identified, how each lot could be affected, and proposed solutions. Staff reviewed the connectivity issues and stated that an engineer would need to consider all the issues and provide a solution.

The applicant, J. Moflehi, President of TA&S Enterprises and developer of the project presented and stated that the adjacent property owner has been contacted, and they are not interested in coming to an agreement at this time to allow the grading that would be required for connectivity at this time due to the slope of the land. The applicant stated that their property is currently at street level, and it is undoable to raise their property to meet the adjacent property and retain access from Beatties Ford Road and Mt Holly-Huntersville Road. The applicant stated that they are willing to put a cross-access easement into the plan with a retaining wall and a commitment to remove the retaining wall with access to grade when the adjacent parcel is required to develop their land. The applicant stated that they will keep 3 specimen trees and remove 3 specimen trees to meet the tree save requirements at 50%.

The Board asked additional questions regarding the proposed grade, study, and resolution. Brian Upton, Civil Engineer for the developer stated that they have studied the grades and highlighted the issues and

how their proposed grade could make future connectivity work when the adjacent property is ready to be redeveloped. J. Moflehi stated that the grading and property lines are also the reason for the sidewalk stopping short and stated that they are willing to bond the portion that needs to be completed until the adjacent property is bonded.

The Board asked for confirmation on the length of the proposed storage lanes. P. Monroe, Traffic Engineer for the applicant, confirmed the lengths and that the proposed design meets NCDOT requirements.

Motion: T. Loomis made an amended motion to recommend approval of R25-11. The Planning Board recommends approval with the conditions that future modifications to the grade and the retaining wall would be guaranteed upon further development of the property to the north. An additional condition is to bond the remainder of the sidewalk. The conditions are essential for guaranteeing connectivity. It is reasonable and in public interest to approve this request because it is consistent with LU 5.1 of the 2040 Plan allowing for more density where transportation, infrastructure, and utilities already exist. This gas station will provide valuable services to the surrounding community. C. Boyd seconded the motion.

T. Loomis thanked the applicant for their adjustments to come up with a good plan.

C. Boyd thanked the applicant for their adjustments as well.

S. Hensley thanked staff for their commitment to connectivity and commented that he appreciates the investment in road improvements and stated that there is a balance between connectivity and not penalizing an existing developer that wants to invest in the community because the existing adjacent property owner does not.

M. Pollard agreed that there are ancillary benefits to the community through the road improvement, economic development, and a warmer welcome to the Town.

L. Hallman echoed that this is a good use for this location and connectivity will come in time.

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

Recusal: Jay Henson requested to be recused from Item 4B.

Motion: M. Pollard made a motion to recuse J. Henson from Item 4B. C. Boyd seconded the motion.

Vote: The motion passed unanimously (7-0).

Item 4B: Consider a recommendation on Petition #R25-08 Second Street Village, a request by Jay Henson and Brian Hines to rezone +/- 4.799 acres at 204 N. Church St. from Neighborhood Residential to neighborhood Residential with a Conditional District for Townhomes and an Apartment.

N. Farber, Senior Planner entered his staff report into the record, a copy of which is attached hereto as Exhibit B and incorporated herein by reference. Staff reviewed the proposed rezoning and modifications and stated that staff is recommending approval of the rezoning.

The Board further reviewed the woonerf design, TIA results, and affordable housing that is being proposed in the plan. Staff reviewed what is proposed and what is being requested for the woonerf design, that the TIA determined no additional improvements would be needed, and that the applicant could further expound on the affordable housing.

The applicant, B. Hines, confirmed that they had reached out to S. Trott, Town of Huntersville Engineering Director, to determine if there will be any adjustments to the TIA results with the proposed three additional units. The Woonerf design is currently set to be a combination of asphalt and permeable pavers due to where the land will perc. The open areas will be maintained by the HOA but the use will not be exclusive to the HOA.

The Board asked the applicant to expound on the attainable housing element of the project. The applicant stated that they are committing to at least 15 units within a 3-story building that will be between 80-120% AMI. The applicant will title it as such and donate the value of the improved parcel with 24 parking spaces to a non-profit organization to go and obtain grants or financing to manage, maintain, and lease the property. The building will be part of the HOA and adhere to the architectural guidelines of the overall project so it will look seamless to the balance of the project. Upon completion of the sale of the improved parcel the terms of maximum time to begin development and how long the units remain attainable will be finalized. The Town will have some say in those negotiations and the request from the applicant at this time is for the units to remain attainable in perpetuity.

The Board asked if the adjacent property had any concerns. The applicant stated that they are very amenable to the development.

The Board reviewed the buffer modification, a proposed timeline for development, the criteria for selecting a non-profit organization.

Motion: C. Boyd made an amended motion to recommend approval of R25-08, Second Street Village with all modifications outlined in the staff report. The Planning Board recommends approval based on the plan being consistent with policies LU1.1, 2.1, 5.1, 5.3, 7.1, 8.2, 9.2, D2.1.2, 2, 3.1, 6.2 of the 2040 Huntersville Community Plan. It is reasonable and in the public interest to approve the rezoning plan because the proposed rezoning is consistent with the envisioned uses and development pattern set forth in the 2040 Community Plan and Downtown Master Plan. T. Loomis seconded the motion.

C. Boyd commented that the proposal is what we are looking for in the long-term plans and he looks forward to seeing if a woonerf works, he appreciates that they are being good neighbors to the church and tying in with the existing community with the open space.

T. Loomis commented that she likes the proposed project and that the applicant is bringing additional attainable housing to the Town.

M. Pollard commented that the location for the development fits well within the context of everything else and the growth of the Town.

M. Horsman echoed the comments and stated that the purchase agreement checks all the boxes for the attainable housing element.

L. Hallman commented that he appreciates the plan being well-designed to Town standards and he looks forward to seeing it come to fruition.

S. Hensley commented that he appreciates the proposal of the 15 attainable units in perpetuity within a single development and he hopes that the Board can use this in future negotiations.

Vote: The motion passed unanimously (7-0).

Motion: C. Boyd made a motion to reseal J. Henson. M. Horsman seconded the motion.

Vote: The motion passed unanimously (7-0).

Item 4C: Consider a recommendation on Petition #R25-07 Home2Hilton, a request by PM Patel to rezone +/- 4.69 acres at 13830 Statesville Road from Corporate Business and General Residential to Highway Commercial with Conditions.

N. Farber, Senior Planner entered his staff report into the record, a copy of which is attached hereto as Exhibit C and incorporated herein by reference. Staff reviewed the proposed rezoning and stated that staff is not recommending approval of the rezoning without accommodation of the recommendations to lower the height of the building, lower or adjust retaining wall and grading so it does not compromise the buffer, provide a wider buffer, provide increased excellence in design, and stream mitigation as a condition on the plan.

The Board asked staff about the elevation of the existing Best Western, the nearest residential neighbor to the proposed project and existing Best Western, the context of the use and structure to the corridor plans along Statesville Road, and if the height of the structure were adjusted if staff would support it. Staff confirmed that they are still seeking confirmation on the elevation of the Best Western, and the concerns regarding context are with the proposed height in relation to the neighbors to rear of the proposed structure, not the use or scale as proposed in relation to Statesville Road. If the heights were reduced and the conditions met staff would likely be in support of the project.

S. Irving, Cornelius presented for the applicant.

The Board reviewed the images presented relative to the existing height of the Best Western and the proposed height of the new project, if shifting the location of the building or amenities would be more in keeping with the zoning criteria, why the applicant is insisting on 5-story. The applicant reviewed the common criteria used for measuring the building height were met, the existing NCDOT easement restrictions that limit the proposed building placement, and the criteria set by Hilton brand for approval. The applicant continued that burying the first floor is an option but not ideal.

The Board asked how the applicant went about getting the letters of support that were included. The applicant stated that the owner was a resident of the neighborhood for 14 years and is the owner of the Best Western and sought out their neighbors and associates to meet and discuss and agree to concessions already such as the masonry wall and proposed fence.

The Board asked how many neighbors are affected by the buffer modification request and if the lots have stated if they are for/against the project. The applicant confirmed lot 5 and lot 6 would be affected and

it is unclear if they have expressed a position. Both of those are currently a similar distance from Best Western to the distance being proposed for the new structure.

The Board asked if the applicant has had any discussion with Hilton regarding potential compromise on the height of the building, and with the neighbors relative to what their real objection and concerns are. The applicant stated the areas that have been discussed and that no compromise has been met with Hilton. The concerns that the presenter was aware of are additional traffic in the residential neighborhood which led to the 'no right turn sign' being added and no entrance/exit along Dallas Street, and the street address being on Statesville Road to help deter traffic from entering the residential area.

The Board asked what the tallest existing buildings are outside of Birkdale. Staff confirmed there are numerous structures around 60-65' height including the new Town Hall building.

Motion: S. Hensley made a motion to recommend approval of R25-07, Home2Hilton. The Planning Board recommends approval based on the plan being consistent with policies LU6.2, LU5.1, LU2.1, EV 2 which specifically states, "encourage existing economic assets in entrepreneurial business development." Approval is subject to and shall include the modifications listed in the staff report. Also subject to the applicant working with staff to agree on the buffer details. It is reasonable and in the public interest to approve the rezoning plan because it supports an existing small business in Huntersville, will provide needed alternative hospitality options for existing Huntersville businesses and will provide a renovated and improved existing hospitality business in Huntersville. M. Pollard seconded the motion.

S. Hensley concurred with M. Pollard's statement regarding the necessity of amenities for the increased density that has been approved in Downtown, the attraction of a higher end product to the Downtown area, the upgrade of the Best Western, the shared driveway on Highway 21 are all his reasons for supporting the project.

M. Pollard commented that the economics and environment have created a demand for this type of product.

C. Boyd commented that he can see the benefits of the project with the shared drive and feels for the existing neighbors to live next to a 70' hotel. His preference would be to see it drop one-story.

T. Loomis commented that she agrees that this is a good location for a hotel and that a hotel is needed but the height is the issue for her.

L. Hallman commented that he will not support this as he feels that protecting the encroachment on the existing Greenfield Park residents is a greater priority than the business needs. It is too tall and too close to the existing residential. He also shared that letters of support as far as he can tell represent one resident of Greenfield Park and two residents came out to speak against the project. The Best Western was approved under a different set of ordinances.

M. Horsman commented that it is a close call for him and he believes more can be done to drop the height. If Hilton is really serious about wanting their product here that there is likely more flexibility to drop the height.

P. Tokpah commented that he agrees that the height is too tall and would like to see it reduced even by 1-story.

Staff stated that the applicant will agree not to exceed 64 feet for the building height.

Motion: S. Hensley made an amended motion to recommend approval of R25-07, Home2Hilton. The Planning Board recommends approval based on the plan being consistent with policies LU6.2, LU5.1, LU2.1, EV 2 which specifically states, “encourage existing economic assets in entrepreneurial business development.” Approval is subject to and shall include the modifications listed in the staff report. Also subject to the applicant working with staff to agree on the buffer details and height will not exceed 64 feet. It is reasonable and in the public interest to approve the rezoning plan because it supports an existing small business in Huntersville, will provide needed alternative hospitality options for existing Huntersville businesses and will provide a renovated and improved existing hospitality business in Huntersville. M. Pollard seconded the motion.

J. Henson commented that he would support 64 feet.

Vote: The motion passed (5-3) with C. Boyd, T. Loomis and L. Hallman opposed.

Item 4D: Consider a recommendation on Petition #R25-09, a request by Greenway Waste Solutions at North Meck to rezone +/- 220.9 acres near 15300 Holbrooks Road from Special Purpose Conditional District (SP-CD) Neighborhood Residential (NR), Transitional Residential (TR), and Corporate Business (CB), to Special Purpose Conditional District SP-CD). The purpose of the rezoning is to expand the North Meck Landfill.

B. Priest, Assistant Planning Director entered his 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 does not recommend approval.

The Board asked staff to confirm what permits have been issued by other governing bodies. C. Heath, Town Engineer stated that the applicant has been approved for the 404/401 permit from the state to impact the stream, additional approvals will need to be obtained such as erosion control, storm water mitigation, and assessment from the County on moving the stream.

The Board asked further questions for clarification on the effects of the stream changes and extent of possible contamination and what is not available for consideration with this item. Staff confirmed that it will be considered in the special use permit application, and the recommendation of staff is for any recommendation on the rezoning to be contingent on the approval of the special use permit.

The applicant, M. Griffin, Griffin Brothers presented.

The Board asked the applicant if there was any aspiration to go away from Construction and Demolition Debris, and to review the process that they take to ensure that they are only receiving Construction and Demolition Debris. The applicant stated that there are no plans to move into any other fields and that it would require additional approval from the Town and County.

The Board asked questions related to current known contamination issues and proposed life of the site.

Motion: L. Hallman made a motion to recommend approval of R25-09, Greenway Waste Expansion. The Planning Board recommends approval with conditions as listed in part 5 of the staff report. With the listed conditions, the application is consistent with policies LU1.1, EOS 1, and EOS 5 of the Huntersville 2040 Plan. It is reasonable and in the public interest to approve the rezoning plan because with the conditions attached the proposed application is consistent with the development pattern of the adopted and recommended plans, is conditioned to limit access to Holbrooks Road for the future compatibility with the residential neighborhood and it will mitigate the environmental challenges of the site with approved solutions. C. Boyd seconded the motion.

L. Hallman commented that he appreciated the presentation and explanation. He appreciates the necessity of it and doing the right thing for Holbrook Road.

C. Boyd agreed and appreciated their support of the neighborhood and give back to the community.

T. Loomis agreed and thanked the applicant for their consideration of Pottstown.

M. Horsman agreed and thanked the applicant for their attention to Holbrook Road and the thoughtful presentation with sensitive handling of the necessary service.

S. Hensley agreed and thanked the applicant for coming up with a way to add four decades of capacity without expanding the footprint.

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

Adjourn

Motion: C. Boyd made a Motion to Adjourn. P. Tokpah 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

November 19, 2025

To: The Honorable Mayor and Board of Commissioners

From:

Subject:

EXPLAIN REQUEST:

ACTION RECOMMENDED:

FINANCIAL IMPLICATIONS:

ATTACHMENTS:

1. October 14, 2025 Minutes

Minutes of the Town of Huntersville Planning Board

The Town of Huntersville Planning Board met at 6:00 p.m. on Tuesday, October 14, 2025, for a Special Meeting.

Call to Order/Roll Call

Chairman Henson called the meeting to order at 6:00 pm.

Present: J. Henson, S. Hensley, C. Boyd, L. Hallman, P. Tokpah, M. Horsman, M. Pollard, and J. Davis (alt)

Absent: T. Loomis, J. Wright

Approval of Minutes

None

Public Comments:

Brandon Nelson spoke about Pottstown

Shion Mayfield spoke about Pottstown

Rachel Zwipf spoke about Pottstown

Chris Wolak spoke about Pottstown

Verona Wynn spoke about Pottstown

Janelle Harris spoke about Pottstown

Action Items

Item 4A: Consider a recommendation on the Pottstown Community Preservation Plan.

D. Peete, Long-Range Principal Planner and Eric Orozco, Neighboring Concepts consultant presented the Pottstown Community Preservation Plan, a copy of which is attached hereto as Exhibit A and incorporated herein by reference. Staff reviewed the proposed small area plan and stated that staff recommend approval.

The Board asked if there was any discussion related to annexation of the lots and how the implementation of the plan may occur with lots that are within the ETJ. Staff shared that all members of Pottstown have been included in the discussion. The ETJ line does not impact zoning implementation.

The Board asked if staff are aware of what the Counties' plans are regarding the land that they recently purchased. Staff responded that they are aware that there has been some community outreach and it was purchased by County Parks and Recreation so the understanding is that it will be a future park. There may be some opportunity for a future road connection through here but there is no timeline or finalized project that has been shared with staff to date.

The Board asked how the boundaries of Pottstown were determined. Staff responded that there was a East Huntersville Revitalization Plan done previously that defined most of the area though not all and through historical discussions, and self-identification a handful of additional properties were added.

The Board asked if historical designation is something done by individual property owners or as a large collective area. Staff responded that a historic overlay, if legally permissible, could be put into effect by the Town Board without full consent of some residents, like designating a zoning to an area. Under

current North Carolina General Statutes 160D the effects of the historical designation might enhance or communicate expectations, but it would not be able to further restrict landowners from their current zoning designation. Typically, an overlay of this type would be something desired and accepted by a community.

The Board commented on the plan being a preservation plan and asked if there is an element to include a review if a home is removed, or if this would help prevent land assemblage or what can be built in place of a removed home. Staff stated that preservation can mean a lot of things and there would need to be legal work in addition to that of the Town Board determining what set of rules they would like to put in place. E. Orozco shared examples of what is being done in Charlotte and commented that individual homeowners can work with State resources now and the cemeteries may also qualify for historic status, and the associated churches could work with State resources as well. Staff clarified that the Town operates under the Counties Historic Landmark Commission unless in the future the Town elects to create and operate their own commission in the future.

The Board commented that the presented plan seems to be more of a community plan versus a preservation plan and the goals of the community seem to focus on affordability, improvements, and preservation of identity. The question was posed to staff as to how they see this plan addressing those needs. Staff responded that the plan neither requires nor prohibits the Town from working with any organization or addressing any priorities that have been identified. The plan serves to communicate what has been gained from the public outreach, organize it, and provide the groundwork for both the Planning Board and Town Board to select how to reconcile that.

The Board asked what the major concern of the public outreach was identified as. E. Orozco commented that preserving the homes was the primary concern that was heard. The plan is laid out to help the Town identify what they can support and act on within each tool. The toolkit for regulatory control is one toolkit that can also be focused on to determine what role the Town would like to take. There are many steps to preservation, and it takes work, but the steps are laid out and the community, along with the Town can identify steps that they would like to advance and then update the plan each year based on progress and next steps. The plan is designed to be realistic as a method to facilitate next steps.

The Board asked if there is an existing neighborhood committee that the Town should work with in forming a committee to work with the County on the implementation of the plan. Staff stated that there is nothing to prohibit that within the plan, the plan encourages a unified voice to be identified to create a coalition and communicate with the Town on the priorities of the community.

The Board expressed concerns over the lack of specificity for action items and clear deadlines. Staff shared that the Executive Summary is intended to identify the items that could be prioritized based on the feedback provided by the community. The method of accomplishing this will need to be identified by the Town Board.

The Board asked what the difference is between this plan and what Cornelius came up with for Smithville. E. Orozco commented that Pottstown has some community organizations doing some of the work but they would benefit from developing a Community Land Trust to actually build affordable housing.

Motion: S. Hensley made a motion to recommend approval of the Pottstown Community Preservation Plan as presented. The plan is consistent with the Huntersville 2040 Community Plan for providing housing options, preserving existing communities, and expanding infrastructure. J. Davis seconded the motion.

S. Hensley commented that a lot has been done to bring attention to Pottstown and while the plan is not perfect it is a good start and creates an adopted plan that can be referenced and referred to, to create change and action.

J. Davis commented that she would like the Board to strongly encourage the Town Board to form an Advisory Committee and invite the neighborhood and staff to sit on the committee.

Amended Motion: S. Hensley made a motion to recommend approval of the Pottstown Community Preservation Plan as presented with an emphasis on the urgency of implementing an Advisory Board, that invites residents of Pottstown, staff (time permitting), and other relevant officials and people. The plan is consistent with the Huntersville 2040 Community Plan for providing housing options, preserving existing communities, and expanding infrastructure. J. Davis seconded the motion.

M. Pollard asked if an addendum could be added to the presentation of the plan to address the top 2 or 3 most significant priorities to the community. This should be more than the goals or what is currently stated and should be called out specifically.

L. Hallman commented that he thinks it is a great plan and the toolkits are well designed and will be very useful.

J. Henson agreed and stated that he thinks the tools will be very useful in directing the next steps.

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

Adjourn

Motion: L. Hallman made a Motion to Adjourn. C. Boyd 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

November 19, 2025

To: The Honorable Mayor and Board of Commissioners

From:

Subject:

EXPLAIN REQUEST:

ACTION RECOMMENDED:

FINANCIAL IMPLICATIONS:

ATTACHMENTS:

1. October 28, 2025 Minutes

Minutes of the Town of Huntersville Planning Board

The Town of Huntersville Planning Board met at 6:00 p.m. on Tuesday, October 28, 2025.

Roll Call

Present: J. Henson, S. Hensley, C. Boyd, L. Hallman, P. Tokpah (virtually), M. Horsman, M. Pollard, T. Loomis, J. Wright, J. Davis, and A. Miller (virtually).

Absent: None

Approval of Minutes

None

Public Comments:

No public comments

Action Items

None

Other Business

5A. Board Quasi-Judicial Procedures Training

The Board received quasi-judicial procedures training from Planning staff and the legal department in preparation for hearing variances and appeals.

Adjourn

The meeting concluded at 7:30 p.m.

Approved this ____ day of _____ 2025.

Chairman or Vice Chairman

Board Secretary



Request for Board Action

November 19, 2025

To: Board Members

From: Lauren Speight, Senior Planner

Date: November 19, 2025

Subject: Petition #TA25-11

EXPLAIN REQUEST:

Consider a recommendation on Petition #TA25-11, a request by Northwood Ravin to amend Articles 4.9 and 8.16 of the Zoning Ordinance to allow single-family detached homes on lots 50 feet wide and less accessed via alley to have a reduced rear yard setback when a garage is attached to the primary structure via breezeway and modify requirements for mechanical equipment.

ACTION RECOMMENDED:

Make a recommendation

FINANCIAL IMPLICATIONS:

ATTACHMENTS:

1. TA25-11 Staff Report PH 11.18.2025
2. Application
3. TA25-11 Ordinance

TA25-11 Garage Setbacks and Mechanical Equipment for Single-Family Detached Homes

PART 1: DESCRIPTION

TA25-11 is a request by Northwood Ravin to amend Articles 4.9 and 8.16 of the Huntersville Zoning Ordinance. The purpose of the amendment is to allow garages attached via breezeway to single-family detached homes with alley access and to amend the requirements for the placement of mechanical equipment on single-family home lots.

PART 2: BACKGROUND

Currently, detached single-family homes are permitted to have accessory structures on the same lot as the home as long as the total area of all accessory structures does not exceed the total heated area of the first floor of the home per Article 8.8 of the Zoning Ordinance. Accessory structures are generally required to be located in the side or rear yard and must be a minimum of 5 feet from adjoining property lines per Article 8.8 of the Zoning Ordinance.¹ More often than not, setbacks for accessory structures are less than the setbacks for the primary homes.

Garages may be attached to a home or detached from a home per Article 8.16. Garages, or any other structure, attached to a home are not subject to the size restriction for accessory structures. Garages and other structures attached to a home are subject to the setbacks for the home. Detached garages are accessory structures subject to the previously stated size restriction. Detached garages are required to be a minimum of 5 feet from side and rear yard property lines.

Some of the single-family detached homes proposed within the Northwood Ravin development “Lodges at Huntersville” include a garage attached to the home via breezeway. As a structure attached to the home, the garage would be subsequently subject to the 25 ft rear yard setback per the requirements of Article 4 of the Zoning Ordinance for a single-family detached home. Northwood Ravin proposed that when a single-family detached home on a lot with primary access from an alley includes a garage attached via breezeway, there shall be a reduced rear yard setback.

Mechanical equipment on single-family detached home lots is not allowed to encroach into any required setback. The applicant proposes to allow encroachment into the required rear-yard setback as long as the mechanical equipment is screen from view from the public street or publicly-accessible alleys at-grade.

PART 3: RELEVANT SECTIONS OF THE HUNTERSVILLE 2040 COMMUNITY PLAN

TA25-11 is consistent with the following Huntersville 2040 Community Plan policy:

- **LU-8.1: Continue to emphasize form and flexibility in development regulations for these areas.** Staff Comment: This proposed text amendment would allow minimal setbacks for single-family detached home on a lot with primary access from an alley includes a garage attached via breezeway.

¹ Accessory dwellings shall be 15 feet from rear property lines. Swimming pools shall be a minimum of 10 feet from side and rear yard property lines measured from the water’s edge.

- **LU-8.1: Evaluate and strengthen incentives to encourage the achievement of higher design standards.** Comment: This text amendment would allow flexibility for the encroachment of mechanical equipment into rear-yards, but would encourage the higher standard of screening mechanical equipment from view from the public street or publicly-accessible alleys.

PART 4: STAFF RECOMMENDATION

Setbacks are a quantitative distance used to provide a separation of uses or structures. For single-family homes with access from alleys, the setback ensures a rear yard for the resident as well as a separation from the traffic in the alley. In most cases, single-family detached homes with alley access that include detached garages do not have significant rear yards, so this text amendment would slightly reduce the area of a usable rear yard for this home type. Per current Ordinance standards, the driveway for single-family homes with alley access is less than 5 feet or greater than 20 feet. This text amendment would not reduce the minimum setback currently required of the Ordinance.

Mechanical equipment is required to be screened for every other building type within the Town. The separation of mechanical equipment from adjoining properties and screening provides a reduction of noise nuisance and improved view.

Staff recommends approval of the proposed text amendment due to its consistency with policies LU-8.1 and LU-8.2 of the Huntersville 2040 Plan. TA25-11 would allow greater flexibility for setbacks of garages for single-family homes and higher design.

PART 5: PUBLIC HEARING

The Public Hearing is scheduled for November 19, 2025.

PART 6: PLANNING BOARD RECOMMENDATION

The Planning Board review is scheduled for December 16, 2025.

PART 7: ATTACHMENTS

1. Text Amendment Application
2. Proposed Ordinance

PART 8: STATEMENT OF CONSISTENCY – TA25-11		
Planning Department	Planning Board	Board of Commissioners
APPROVAL: In considering the proposed amendment TA25-11, Planning Staff recommends approval based on consistency with policies LU-8.1 and 8.2 of the Huntersville 2040 Plan. It is reasonable and in the public interest to approve the application because it will allow greater flexibility for setbacks of garages for single-family homes.	APPROVAL: In considering the proposed amendment TA25-11, the Planning Board recommends approval based on the amendment being consistent with <u>(insert applicable plan reference)</u> It is reasonable and in the public interest to amend the Zoning Ordinance because...(Explain)	APPROVAL: In considering the proposed amendment TA25-11, the Town Board recommends approval based on the amendment being consistent with <u>(insert applicable plan reference)</u> It is reasonable and in the public interest to amend the Zoning Ordinance because...(Explain)
DENIAL: N/A	DENIAL: In considering the proposed amendment TA25-11, the Planning Board recommends denial based on the amendment being <u>(consistent OR inconsistent)</u> with <u>(insert applicable plan reference)</u>. It is not reasonable and in the public interest to amend the Zoning Ordinance because.... (Explain)	DENIAL: In considering the proposed amendment TA25-11, the Town Board recommends denial based on the amendment being <u>(consistent OR inconsistent)</u> with <u>(insert applicable plan reference)</u>. It is not reasonable and in the public interest to amend the Zoning Ordinance because.... (Explain)



Text Amendment Application

Date of Application 9.29.2025

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): X Article(s): _____ Section(s): 4.9, 8.16

Current Ordinance

Proposed Text

Reason for Proposed Change

To introduce a new building type.

Attach additional pages if needed.

[See attached for proposed modifications.](#)

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 Chuck Travis, Housing Studio PA

☐ Corporation ☐ Limited Liability Company ☐ Trust ☐ Partnership ☒ Other: Professional Association

Signature Chuck Travis, FALA Date 9.29.2025

Title Principal Email ctravis@housingstudio.com

Address of Applicant 333 W Trade St, Suite 300. Charlotte NC 29202

Property Owner (if different than applicant)

* Printed Name Northwood Ravin

☐ Corporation ☐ Limited Liability Company ☐ Trust ☐ Partnership ☐ Other: _____

Signature Chuck Travis for Northwood Ravin Date 9.29.2025

Title _____ Email _____

Address of Property Owner 929 Jay St #100, Charlotte, NC 28208

* 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>

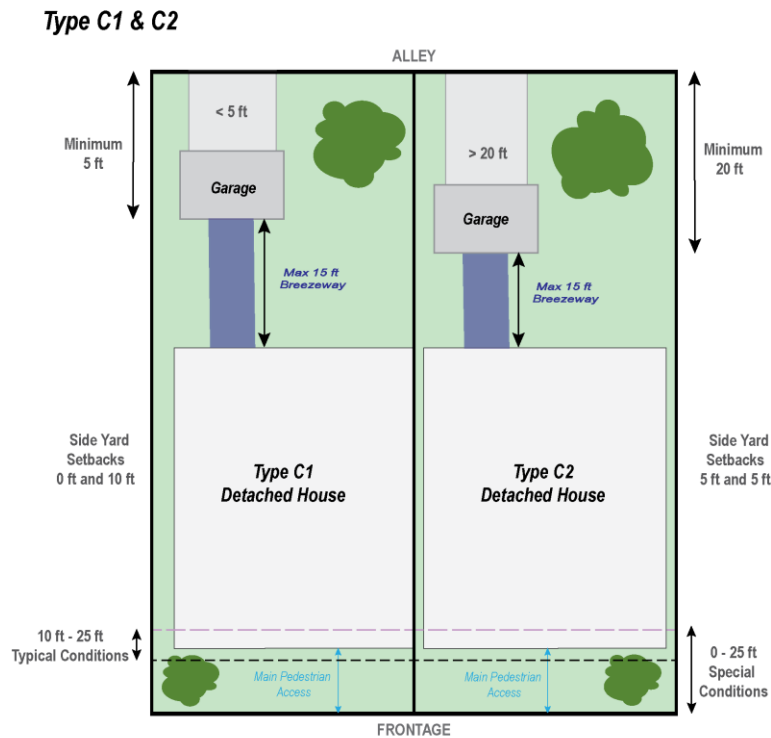
Date Received By Planning Department: _____

Staff Initials: _____

AN ORDINANCE TO AMEND ARTICLES 4.9 and 8.16

Section 1. Be it ordained by the Board of Commissioners of the Town of Huntersville that Article 4.9 of the Zoning Ordinance is hereby amended to add typical drawings for Type C1 and C2 Garages Attached via Breezeway as follows:

Garages Attached Via Breezeway



Section 2. Be it ordained by the Board of Commissioners of the Town of Huntersville that Article 4.9 of the Zoning Ordinance is hereby amended to as follows:

8. Mechanical equipment shall not encroach into any required **front or side setback or build-to-ranges. Mechanical equipment may encroach in the required rear setback. Mechanical equipment shall be screened from view from the public street or publicly-accessible alleys at-grade.**

Section 3. Be it ordained by the Board of Commissioners of the Town of Huntersville that Article 8.16 of the Zoning Ordinance is hereby amended to as follows:

8. **For lots 50 feet wide and less with single-family detached homes where alley access is provided, garages may be located in the rear yard attached to the home via breezeway. The breezeway shall be no longer than 15 feet in length. The garage shall not be less than 5 feet from all property lines.**

Section 3. This ordinance shall become effective upon adoption.

PUBLIC HEARING DATE: November 18, 2025

PLANNING BOARD MEETING: Tentative November 19, 2025

TOWN BOARD DECISION: Tentative December 16, 2025

TA25-10 Helistops in GR

PART 1: DESCRIPTION

TA25-05 is a text amendment request by R. Todd Hirschfeld to amend Articles 3.2.3 and 9.18 of the Zoning Ordinance to permit private helistops in the General Residential (GR) zoning designation with conditions.

PART 2: BACKGROUND

Currently the Zoning Ordinance allows helistops as an accessory use in the Campus Institutional, Corporate Business, and Special Purpose Districts. This text amendment would add helistops as a use permitted with conditions in the GR zoning district (Article 3.2.3) and add the related conditions of the use (Article 9.18). The proposed conditions are:

1. The helistop shall be for personal, private use only and shall not be open to the public for commercial purposes.
2. Landings and take-offs shall only occur during daylight hours.
3. No fueling, maintenance, or repairs shall occur on the property.
4. All operations must comply with the FAA regulations and any applicable local safety standards.

Staff has concerns about the proposed text amendment due to potential disturbances to adjacent properties and the lack of precedent for helistops on residential property in the region.

Staff researched how other municipalities handle helistops and only one allows them in conjunction with a residential use. The City of Charlotte allows helistops in the Neighborhood 1 Place Type, which is a designation in the City's comprehensive plan for areas that are primarily residential, with a mix of single-family homes, duplexes, triplexes, and duplexes with limited commercial uses that serve the immediate neighborhood. Helistops in the Neighborhood 1 Place Type are required to be located at least 400 feet from a lot line. The other municipalities allow helistops as an accessory for medical, government, and commercial uses, which is consistent with how the Huntersville Zoning Ordinance already addresses them.

Staff is also concerned about the impact of helicopter activity on properties adjacent to helistops if distance regulations are not included in the text amendment. Impacts can include excessive noise and wind due to helicopter activity. Trees will also need to be removed from a property with a helistop to ensure a clear flight path for the helicopter.

PART 3: STAFF RECOMMENDATION

Staff believes that the existing regulations of the Zoning Ordinance regarding helistops are sufficient as they are consistent with other municipalities in the region. Additionally, staff believes helistops in a residential zoning district create a nuisance on adjacent property owners without distance requirements, therefore **denial** is recommended.

If the Town Board would like to add helistops as accessory to residential uses, staff recommends they be permitted by way of Special Use Permit to review and address site specific elements of the proposed sites that may create nuisances to adjacent properties.

PART 4: PUBLIC HEARING

The Public Hearing is scheduled for November 3rd, 2025.

PART 5: PLANNING BOARD RECOMMENDATION

The Planning Board is scheduled for November 19th, 2025.

PART 6: ATTACHMENTS

1. Text Amendment Application
2. Proposed Ordinance

PART 7: STATEMENT OF CONSISTENCY – TA25-10

Planning Department	Planning Board	Board of Commissioners
DENIAL: In considering the proposed amendment TA25-10, Planning Staff recommends denial due to concerns of disturbance to adjacent property owners and lack of precedent in the region.	DENIAL: In considering the proposed amendment TA25-10, the Planning Board recommends denial based on the amendment being... <u>(insert applicable statement)</u>	DENIAL: In considering the proposed amendment TA25-10, the Town Board recommends denial based on the amendment being... <u>(insert applicable statement)</u>
DECISION:	DECISION:	DECISION:



Text Amendment Application

Date of Application September 8, 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 : Conditions for Certain Uses Section(s): 9.18 — Helistop

Section 9.19 currently states:

Current Ordinance

"A Helistop shall be permitted as an accessory use in the Campus Districts and the Special Purpose District, provided it complies with all applicable Federal Aviation Administration regulations and guidelines."

Helistops shall also be permitted as a conditional use in the General Residential (GR) zoning district, subject to the following limitations:

Proposed Text

1. The helistop shall be for personal, private use only and shall not be open to public or commercial purposes.
2. Landings and take-offs shall occur only during daylight hours.
3. No fueling, maintenance, or repairs shall occur on the property.
4. All operations must comply with FAA regulations and any applicable local safety standards.

Reason for Proposed Change

Please see below

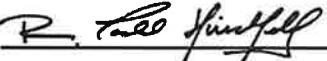
Attach additional pages if needed.

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 R. Todd Hirschfeld, Trustee of the Richard Todd Hirschfeld Revocable Trust

☐ Corporation ☐ Limited Liability Company ☒ Trust ☐ Partnership ☐ Other: _____

Signature  Date 9/8/2025

Title Trustee Email todd@hmsworldwide.com

Address of Applicant 16220 Stinson Cove Road Huntersville, NC 28078

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: _____

Staff Initials: _____

Supportive Letter – Reason for Proposed Change

(For Huntersville Text Amendment Application)

Date: September 8, 2025

To: Huntersville Planning Department

Address: 105 Gilead Road, Third Floor
Huntersville, NC 28078

Re: Proposed Text Amendment — Section 9.18: Allowing Helistops as a Conditional Use in General Residential (GR)

Dear Planning Department Members,

I respectfully submit this request to amend the Huntersville Zoning Ordinance, Section 9.18, which currently permits helistops only as accessory uses in the Campus and Special Purpose Districts. I am requesting that helistops also be allowed as a conditional use within the General Residential (GR) zoning district.

This request pertains to the limited, private use of a helicopter on my personal property, which includes my primary residence and an adjacent vacant lot I have owned for over 10 years. I am seeking the approval as a conditional use on this property as part of expanding the thoughtful use of my land.

Importantly, my proposed use fully aligns with the Town's existing definition of a "Helistop":

"A facility or structure that is intended or used for the landing and take-off of rotary-wing aircraft, but not including the regular repair, fueling, or maintenance of such aircraft, or the sale of goods or materials to users of such aircraft."

I want to emphasize the limited and low-impact nature of this request:

- **Personal Use Only** — The helistop will be used exclusively for private purposes and will not be open to the public, used for charters, or operate commercially.
- **Occasional Use** — On average, I anticipate using the helistop no more than 2–3 times per month. As such, operations would be infrequent and respectful of neighboring properties and the environment.
- **Daylight Operations Only** — All landings and take-offs will occur strictly during daylight hours to minimize any potential disruption.
- **Limited, Low-Impact** — The helistop is fundamentally different from a heliport. It does not allow for fueling, maintenance, or high-frequency use. This helistop will serve only as a landing and take-off point and, by its nature of operation, can be tailored to minimize disruption.
- **Adequate Property Size and Location** — The property is spacious and well positioned on a cove of Lake Norman with natural landscape buffer zones to mitigate sound and visibility impacts.
- **Strict Compliance with Safety Requirements** — I will adhere to all Federal Aviation Administration (FAA) regulations and any applicable local or state safety guidelines.

- **Emergency Preparedness and Access** – While the primary intent is personal transportation, having a designated, approved helistop on site could prove valuable in emergency or medical situations for the adjacent homes in this peninsula area.

This amendment request is not intended to create a broader precedent for widespread helistop development within residential areas. Instead, it is a site-specific, carefully controlled request to enhance the functional use of my property while ensuring safety, compatibility, and minimal impact on the surrounding community.

Thank you for thoughtful consideration of this application. I respectfully ask that the Board approve this conditional use request recognizing that it represents a responsible, private-use helistop. I look forward to working collaboratively with Town staff and officials throughout this process.

Sincerely,



R. Todd Hirschfeld, Trustee

AN ORDINANCE TO AMEND ARTICLES 3.2.3 & 9.18 OF THE ZONING ORDINANCE

Section 1. Be it ordained by the Board of Commissioners of the Town of Huntersville that Articles 3.2.3(a) and 9.18 of the Zoning Ordinance are hereby amended to be modified as follows:

Article 3.2.3(a)

(a) Permitted Uses.

Uses permitted by right.

- single family homes
- family care home

Uses permitted with conditions.

- cemeteries, (9.7)
- religious institutions, (9.8)
- duplexes on corner lots, (9.13)
- essential services 1 and 2, (9.14)
- government buildings up to 5,000 sq. ft. of gross floor area
- neighborhood and outdoor recreation, (9.21)
- parks, (9.29)
- schools, (9.35)
- transit shelters, (9.39)
- helistops, (9.18)

Uses permitted with Special Use Permit.

- wind energy facility, minor, accessory (9.53)

Article 9.18

A helistop shall be permitted as an accessory use in the GR, CI, CB and the SP Districts provided it complies with all applicable Federal Aviation Administration regulations and guidelines.

Helistops in the General Residential (GR) zoning district shall be subject to the following limitations:

1. The helistop shall be for personal, private use only and shall not be open to the public for commercial purposes.
2. Landings and take-offs shall only occur during daylight hours.
3. No fueling, maintenance, or repairs shall occur on the property.
4. All operations must comply with the FAA regulations and any applicable local safety standards.

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Section 2. This ordinance shall become effective upon adoption.

TA25-10

PUBLIC HEARING DATE: November 4, 2025

PLANNING BOARD MEETING: November 18, 2025

TOWN BOARD DECISION: December 16, 2025



Request for Board Action

November 19, 2025

To: The Honorable Mayor and Board of Commissioners

From: Becca Prichard, Planner II

Subject:

EXPLAIN REQUEST:

TA25-05 is a text amendment request by the Town of Huntersville Planning Department to amend Articles 4.9 and 8.16 of the Zoning Ordinance to allow detached garages in any yard on lots over five acres in size.

ACTION RECOMMENDED:

Conduct public hearing.

FINANCIAL IMPLICATIONS:

N/A

ATTACHMENTS:

1. TA25-12 Detached Garages PH Staff Report
2. TA25-12 Signed Application
3. TA25-12 Ordinance

TA25-12 Detached Garages

PART 1: DESCRIPTION

TA25-05 is a text amendment request by the Town of Huntersville Planning Department to amend Articles 4.9 and 8.16 of the Zoning Ordinance to allow detached garages in any yard on lots over five acres in size.

PART 2: BACKGROUND

Article 4.9.7 states that the side yard setback is 12' in the Rural (R) Zoning District. A previously approved text amendment changed the side yard setback for properties in the R district to 8' in Article 3.2.1(d)(2)(e). The amendment to Article 4.9.7 will make the regulations for side yard setbacks in the R designation consistent across the Zoning Ordinance.

Article 8.16.7 of the Zoning Ordinance currently has a regulation that requires garages for more than two cars to either be detached and located in the rear yard or rear loading if attached to the side. The proposed text amendment removes this because local governments no longer have the authority to regulate single family homes.

Additionally, Article 8.16.7 only allows detached garages to be located in the rear yard. This text amendment allows for detached garages to be placed in any yard as long as the lot is five acres or larger and the structure can't be seen from the road. Smaller lots and lots without proper screening will still be required to place detached garages in the rear yard.

PART 3: STAFF RECOMMENDATION

Staff recommends approval of the proposed text amendment. Approving the amendment to Article 4.9 ensures consistency within the Zoning Ordinance. Approving the amendment to Article 8.16.7 allows the ordinance to be consistent with current state statute and allows large residential lots additional design flexibility without altering urban design standards of keeping parking removed from the public street.

PART 4: PUBLIC HEARING

The Public Hearing is scheduled for November 18th, 2025.

PART 5: PLANNING BOARD RECOMMENDATION

The Planning Board is scheduled for November 19th, 2025.

PART 6: ATTACHMENTS

1. Text Amendment Application
2. Proposed Ordinance

PART 7: STATEMENT OF CONSISTENCY – TA25-10		
Planning Department	Planning Board	Board of Commissioners
APPROVAL: In considering the proposed amendment TA25-12, Planning Staff recommends approval as it increases consistency within the Zoning Ordinance, aligns the Town’s Zoning Ordinance with state statute, and allows design flexibility for large lots without altering urban design standards.	APPROVAL: In considering the proposed amendment TA25-12, the Planning Board recommends approval based on the amendment being consistent with... <u>(insert applicable statement)</u>	APPROVAL: In considering the proposed amendment TA25-12, the Town Board recommends approval based on the amendment being consistent with... <u>(insert applicable statement)</u>
DECISION:	DECISION:	DECISION:



Text Amendment Application

Date of Application 10/22/2025

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): _____ Article(s): 4.9.3, 7 & 8.16.7 Section(s): _____

Current Ordinance

Article 4.9.3: A detached garage may be located only in the rear yard.

Article 4.9.7: Sideyard setback is 12' in the R zone & 6' in the TR zone.

Article 8.16.7: Detached garages may only be placed in the established rear yard. Garages for more than two cars must be detached and located in the established rear yard or be attached side or rear loading.

Proposed Text

Article 4.9.3: A detached garage may be located only in the rear yard. See Article 4.9.7: Sideyard setback is 8' in the R zone & 6' in the TR zone.

Article 8.16: 7. Detached Garage Locations

- a. Detached garages may only be placed in the established rear yard.
- b. Detached garages may be placed in any yard on lots five acres or greater in size provided they cannot be seen from the public street.

Reason for Proposed Change

Fix an error, eliminate an unenforceable regulation, and allow flexibility for detached garages on large lots.

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 Town of Huntersville

☐ Corporation ☐ Limited Liability Company ☐ Trust ☐ Partnership ☒ Other: _____

Signature  Date _____

Title Planning Director Email brichards@huntersville.org

Address of Applicant 105 Gilead Road, Huntersville, NC 28078

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
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PO Box 664
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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: _____

AN ORDINANCE TO AMEND ARTICLE 8.16 OF THE ZONING ORDINANCE

Section 1. Be it ordained by the Board of Commissioners of the Town of Huntersville that Article 4.9 of the Zoning Ordinance is hereby amended to be modified as follows:

Article 4.9

1. Buildings shall be placed on the lot within zone represented by the hatched area except in R & TR zone, where min. front setback is 20'. Along new streets, the build-to line shall be a minimum of 10' behind street ROW. Along existing streets, front build-to lines of new buildings shall be equal to the average setbacks of existing buildings on the same side of the street within 300'. Where the average setback of existing buildings within 300' exceeds 50' the setback of any new building may vary up to 20' from the setback of an adjacent building, existing or proposed, in order to negotiate a gradual transition to a different building setback. Only in the most exceptional circumstances having to do with extreme topography or very special design composition may these rules of residential building placement be varied.
2. Garages may be detached (entered from front or rear), or attached to the main dwelling, with or without habitable rooms above. Front loaded garages, if provided, shall meet the standards of Section 8.16.
3. A detached garage may be located only in the rear yard. [See Article 8.16.](#)
4. Points of permitted front or rear access to parking indicated by arrows. On corner lots, sideyard access is also permitted.
5. Main pedestrian access to the building is from the street. Secondary access may be from parking areas.
6. For buildings set back from the sidewalk, balconies, stoops, stairs, open porches, bay windows, and, and awnings are permitted to encroach into the front setback area up to 8'.
7. Sideyard setback is 12' in the R zone & 6' in the TR zone.

Section 2. Be it ordained by the Board of Commissioners of the Town of Huntersville that Article 8.16 of the Zoning Ordinance is hereby amended to be modified as follows:

Article 8.16

1. Except as specifically provided in the Rural and Transitional districts, detached house types and two-unit attached house types shall be required to have a lot width greater than 50' feet. Developers shall have the option to provide lots widths 50' feet wide or less when alley access allowing on-site parking is provided for detached house types and two-unit attached house types. Further, developers shall also have the option to apply

for a conditional district rezoning to create lot widths of 50 feet wide or less without an alley provided it can demonstrate the development can accommodate on-street parking, meet all the provisions of the Zoning Ordinance including installation of street trees, and demonstrate public services such as trash pick-up can be provided.

2. Alley access for on-site parking is strongly encouraged for three-unit or more attached house types.
3. For lots 60 feet wide or less, driveways shall be no more than 14 feet wide as measured along the public street right-of-way for a detached house and two-unit attached house type. For lots wider than 60 feet, driveways shall be no more than 20 feet wide as measured along the public street right-of-way for a detached house and two-unit attached house type. For three or more unit attached house types, driveway width shall not occupy more than 50% of the public street front of a lot as measured along the public street right-of-way.
4. When front entry garages are used, it is recommended to minimize emphasis on front loaded garages by having a building feature projecting from or flush with the garage, have a column to separate a two-car garage or any other technique as determined by the owner to be appropriate.
5. Driveways shall extend at least twenty (20) feet from a public right-of-way and public sidewalk easement to prevent on-site residential parking from encroaching into the public right-of-way or easement for a public sidewalk.
6. On-street parking at lot front, when specifically provided, may be counted toward all or part of the parking requirement of a dwelling unit.

7. Detached Garage Location:

a. Detached garages may only be placed in the established rear yard. ~~Garages for more than two cars must be detached and located in the established rear yard or be attached side or rear loading~~

7.b. ~~Detached garages may be placed in any yard on lots five acres or greater in size provided they cannot be seen from the public street.~~

8. Lots in subdivisions approved prior to the effective date of this ordinance, are exempt from the limitations of .1 through .2, above.
9. Vehicles used primarily for commercial purposes and with more than two axles are prohibited from parking on streets, in driveways, or on private property in residential districts. This shall not be construed as preventing the temporary parking of delivery trucks, moving vans, and similar vehicles which deliver goods or services.
10. Provisions for parking unlicensed vehicles in residentially zoned districts shall be as follows:
 - a) No more than two (2) motor vehicles that do not have a current, valid license plate and are not fully enclosed in a permanent structure shall be permitted outside on any premises, provided such vehicles are registered to the occupant of the premises or immediate family member of the occupant as the record title of the vehicle.

- b) No unlicensed motor vehicle if not registered to the occupant of the premises or immediate family member of the occupant as the record title owner of the vehicle shall be permitted outside of any premises.
- c) Vehicles described in paragraphs (a) and (b) are not permitted to be located within any established setback or any established side yards which abut a street or any required side yards contained in these regulations or any street right-of-way. If stored in the rear yard, it must be a minimum of five (5) feet off the rear property line.
- d) Vehicles described in paragraphs (a) and (b) are not permitted on vacant or undeveloped parcels.

Section 3. This ordinance shall become effective upon adoption.

PUBLIC HEARING DATE: November 18, 2025

PLANNING BOARD MEETING: November 19, 2025

TOWN BOARD DECISION: December 16, 2025

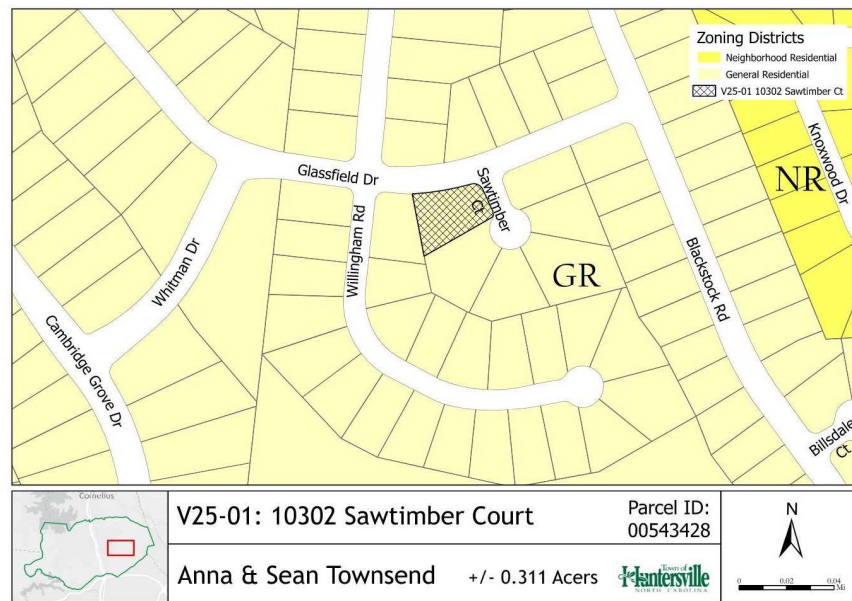
V25-01, 10302 Sawtimber Court
Parcel ID 00543428

Case #: V25-01
Address: 10302 Sawtimber Court
Parcel #: 005-43-428
Acreage: 0.311 Acres
Property Owner/Applicant: Sean and Anna Townsend
Owner/Applicant Address: 10302 Sawtimber Court, Huntersville, NC 28078
Staff: Becca Prichard - Planner II

The applicants Sean and Anna Townsend are requesting a variance from **Article 3.2.3 (d)(3) Setback Requirements** to allow the home to encroach two feet into the front yard setback.

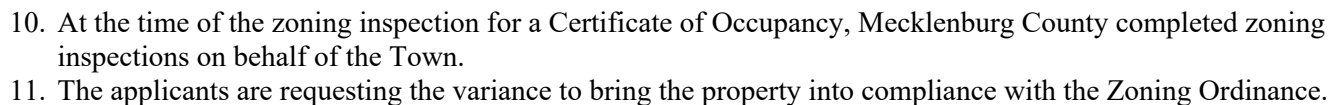
BACKGROUND:

1. The subject property, Parcel ID 005-43-428, is zoned General Residential (GR).

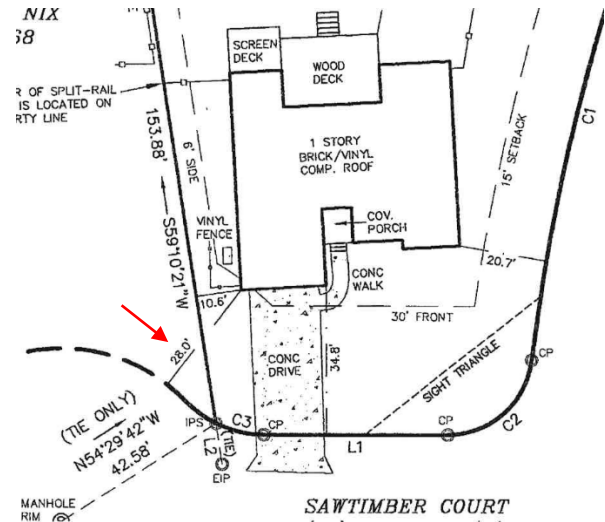
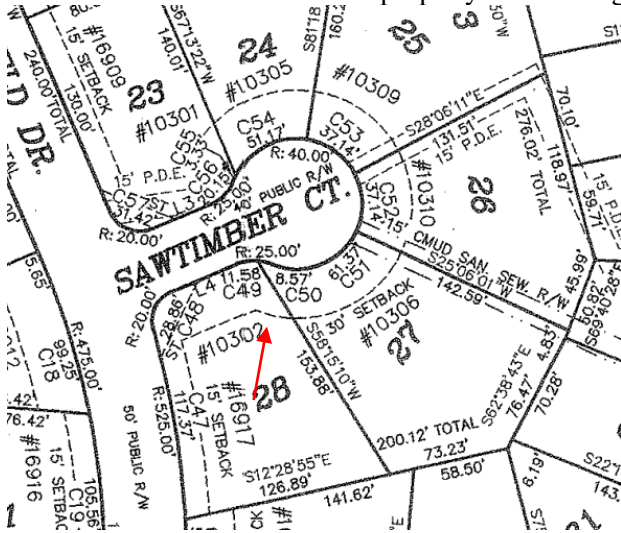


2. Article 3.2.3(d)(3) determines setbacks for properties in the GR district if a subdivision or preliminary plan does not dictate them. The subject property is part of the Hampton Ridge Subdivision and must comply with the setbacks determined by the subdivision plan.
3. The subject property is located within the boundaries of the Town of Huntersville.
4. The Subject property is owned by Sean and Anna Townsend.
5. The property located at 10302 Sawtimber Court has a required front setback of 30', Side setback of 15', and a rear setback of 35' as determined by the subdivision plat for the Hampton Ridge Subdivision. (EXHIBIT 2)

R-3 CLUSTER ZONING DEVELOPMENT STANDARDS	
*MIN. LOT AREA	5,000 SF
MIN. LOT WIDTH	60'
AVG. SETBACK	30'
*MIN. SETBACK	20'
*MIN. SIDE YARD	6'
*MIN. REAR YARD	35'
EXTERIOR	45'



- B. The required front setback is met if measured from the front property lines between the side lot lines as is usually done for measuring front setbacks. See C below. The 28' is measured from a curve shown on the subdivision plat through an adjacent lot, which is not a true representation of the distance from the house to the street. According to the survey, there is a 34' setback from the front property line to the garage.



- C. The setback is defined in the Huntersville Zoning Ordinance as follows: “The minimum distance required by this ordinance or established by recorded plat between the street right-of-way line and the front building line of a principal building or structure, projected to the side lines of the lot...”. Since the setback of the plat projects the measurement through the lot line to an adjacent lot, the setback required is peculiar to the general public.
- D. The curvature of the front setback made it more difficult to measure accuracy during construction.
- E. Staff finds this requirement has been met.
- 3) *The hardship did not result from actions taken by the applicant or the property owner. The act of purchasing property with knowledge that circumstances exist that may justify the granting of a variance shall not be regarded as a self-created hardship.*
- Staff Findings:**
- A. The placement of the home on the lot was permitted in 1998, before the applicant purchased the home.
- B. Staff finds this requirement has been met.
- 4) *The requested variance is consistent with the spirit, purpose, and intent of the ordinance, such that public safety is secured, and substantial justice is achieved.*

Staff Findings:

- A. The Hampton Ridge Subdivision plat requires a 30' front setback, which is met if measured between the lot's side lot lines as defined in the Zoning Ordinance.
- B. Measuring the front setback from the front of the home to the front property line immediately in the front of the home is the intent of the front setback requirement.
- C. Granting the variance would not harm public safety or welfare, as staff are not aware of any reports of safety issues or complaints from neighboring property owners regarding the two feet encroachment into the platted front setback.
- D. Staff finds the deviation is not contrary to the spirit, purpose, and intent of the Zoning Ordinance such that public safety is secured and substantial justice is achieved.
- E. Staff finds this requirement has been met.

STAFF POSITION:

The applicant is seeking a variance from Article 3.2.3(d) of the Huntersville Zoning Ordinance, which requires a 30' front setback, per the approved subdivision plat for the Hampton Ridge Subdivision from 1998. Staff finds that the application meets all of the four requirements for granting a variance and therefore recommend approval of the request based on the below findings:

1. The subject property, Parcel ID 005-43-428, is zoned General Residential (GR).
2. Article 3.2.3(d)(3) determines setbacks for properties in the GR district if a subdivision or preliminary plan does not dictate them. The subject property is part of the Hampton Ridge Subdivision and must comply with the setbacks determined by the subdivision plan.
3. The subject property is located within the boundaries of the Town of Huntersville.
4. The Subject property is owned by Sean and Anna Townsend.
5. Article 3.2.3 (d) states that the property must comply with the setbacks shown on the subdivision's approved preliminary plan.
6. The property located at 10302 Sawtimber Court has a required front setback of 30', Side setback of 15', and a rear setback of 35' as determined by the subdivision plat for the Hampton Ridge Subdivision. (EXHIBIT 2)
7. The home was built in 1998, as determined by the deed referenced as Book 9591, Page 190, per the Mecklenburg County Register of Deeds.
8. The property is on a corner lot located on a cul-de-sac.
9. The applicants purchased the property on March 26, 2025, according to the deed referenced as Book 39463, Page 994, per the Mecklenburg County Register of Deeds.
10. The survey obtained for the purchase showed the garage encroaching into the front setback by 2' due to the curve of the cul-de-sac. (Exhibit 3)
11. The encroachment is due to the plat measurement of the setback through adjacent property.
12. Within the side lot lines of the subject lot, the front setback of the home would be approximately 34' per the measurement of the Huntersville Zoning Ordinance.
13. At the time of the zoning inspection for a Certificate of Occupancy, Mecklenburg County completed zoning inspections on behalf of the Town.
14. The applicants are requesting the variance to bring the property into compliance with the Zoning Ordinance.

EXAMPLE MOTION: V25-01, 10302 Sawtimber Court Huntersville, NC 28078

Planning Department	Board of Adjustment
APPROVAL: In considering the application for V25-01, a request by Sean and Anna Townsend for a variance from Article 3.2.3(d) of the Zoning Ordinance, the Planning Department recommends approval of the variance request based on a finding that the request meets all of the four criteria, outlined in the ZONING ORDINANCE, for granting a variance.	APPROVAL: In considering the application for V25-01, a request by Sean and Anna Townsend for a variance from Article 3.2.3(d) of the Zoning Ordinance, the Board of Adjustment approves the variance request based on a finding that the request meets all of the four criteria, outlined in the ZONING ORDINANCE, for granting a variance. The Board of Adjustment finds the request meets _____ of the four criteria for granting a variance based on the following findings of fact: <i>(explain findings of fact)</i>
DENIAL:	DENIAL: In considering the application for V25-01, a request by Sean and Anna Townsend for a variance from Article 3.2.3(d) of the Zoning Ordinance, the Board of Adjustment denies the variance request based on a finding that the request meets _____ of the four criteria, outlined in the ZONING ORDINANCE, for granting a variance. The Board of Adjustment finds the request does not meet the criteria for granting a variance based on the following findings of fact: <i>(explain findings of fact)</i>

Exhibit 1 –Application

Exhibit 2 – Subdivision Plat

Exhibit 3 – Property Survey



Variance Application

Date of Application: 09/08/2025

Property/Building Address: 10302 Sawtimber Ct,
Huntersville, NC 28078

Parcel Size (ac): 0.311

Tax Parcel ID (PIN) Number: 00543428

(Legal Desc: L28 B3 M28-624)

Ordinance to be Varied:

Ordinance: (Zoning, Floodplain, etc.) _____ Article: _____ Section: _____

Description of Request: (In this section describe what you are seeking to be allowed at this property. For example – According to Article 4: Detached House of the Huntersville Zoning Ordinance, mechanical equipment shall not encroach into any required setback. I am requesting a variance to allow mechanical equipment in the side yard at 000 Gilead Road, Huntersville, NC):

We are requesting a variance for setback violation on our property discovered on 03/26/25 during our house closing. The survey revealed an encroachment on the required setback on the left side corner of the garage adjacent to the cul-de-sac

Submittal Procedure and Requirements:

See the current Planning Board schedule for filing deadlines and meeting dates. The variance process is quasi-judicial. Contact with the Planning Board shall only occur under sworn testimony.

The property owner(s) or legal representative of the property owner must sign this application. If the applicant is different from the property owner, the applicant shall also sign.

The following shall be submitted with a completed application:

- Applicable map(s), site plans, and exhibits showing exact location of property with respect to existing streets, adjoining lots, and other important features on or contiguous to the property. Include any maps and/or illustrations (to scale), which are necessary to show the location, number and size of buildings, signs, etc., on the property.
- A list of names, addresses and tax parcel identification numbers of properties that abut the site, are across the street from the site or are otherwise within one hundred feet (100') of the site.
- Review Fee - Please check most recent version of Fee Schedule for applicable Variance Review Fee. Reviews shall be submitted by mail as directed below or through the Town website: www.huntersville.org/ (Select How Do I > Pay Planning and Zoning Fees). Checks should be made payable to Town of Huntersville and include Tax Parcel ID in memo.
- The application, all supplemental documents, and the fee must be postmarked or received in person by staff on the filing deadline.
- If signed on behalf of a business entity or homeowners association, the application must include documentation of signatory authority.

Attention: Planning Department

In Person, FedEx, UPS or Courier Address: 105 Gilead Road | Third Floor
USPS Mailing Address: P.O. Box 664 | Huntersville, North Carolina 28070

Notification Requirements:

Planning Staff will be required to notify in writing each owner of property abutting the property that is the subject of the hearing. Staff shall also prominently post a notice of the hearing on the site that is the subject of the hearing or on an adjacent street or highway right-of-way.

If you are seeking a variance from the requirements of the Mountain Island Lake or Lake Norman Watershed Overlay Districts, Planning Staff is required to notify, in writing, each local government having jurisdiction in the watershed and the entity using the water supply for consumption as follows:

- * Mountain Island Lake Watershed Overlay. Local governments having jurisdiction in the watershed: Charlotte Mecklenburg, Cornelius and Huntersville. Entities using the water supply for consumption: Mecklenburg County, Gastonia, and Mount Holly.
- * Lake Norman Watershed Overlay. Local governments having jurisdiction in the watershed: Davidson, Cornelius, and Huntersville. Entities using the water supply for consumption: Mooresville, Mecklenburg County and Lincoln County.

Variance Requirements:

STANDARDS FOR GRANTING A VARIANCE (Article 11.3.2.e.):

When unnecessary hardships would result from carrying out the strict letter of a zoning ordinance, the Planning Board shall vary any of the provisions of the ordinance upon a showing of all the following:

- 1) Unnecessary hardship would result from the strict application of the ordinance. It shall not be necessary to demonstrate that, in the absence of the variance, no reasonable use can be made of the property.
- 2) The hardship results from conditions that are peculiar to the property, such as location, size, or topography. Hardships resulting from personal circumstances, as well as hardships resulting from conditions that are common to the neighborhood or the general public, may not be the basis for granting a variance. A variance may be granted when necessary and appropriate to make a reasonable accommodation under the Federal Fair Housing Act for a person with a disability.
- 3) The hardship did not result from actions taken by the applicant or the property owner. The act of purchasing property with knowledge that circumstances exist that may justify the granting of a variance shall not be regarded as a self-created hardship.
- 4) The requested variance is consistent with the spirit, purpose, and intent of the ordinance, such that public safety is secured, and substantial justice is achieved.

Appropriate conditions, which must be reasonably related to the condition or circumstance that gives rise to the need for a variance, may be imposed by the Board (Article 11.3.1.e.).

No change in permitted uses may be authorized by variance.

In the following spaces, indicate **FACTS** that demonstrate to the Planning Board you meet all the standards for granting a variance:

1. Unnecessary hardship would result from the strict application of the ordinance. It shall not be necessary to demonstrate that, in the absence of the variance, no reasonable use can be made of the property. The difficulty or hardship would result only from these regulations and from no other cause, including the actions of the owner or previous owners of the property.

The property at the cul-de-sac has a setback violation, with the garage less than 30ft from the right-of-way (shortest distance), though it complies if measured along the property line chord. This builder error from 1998, before 03/26/2025 purchase, creates a hardship as future buyers may avoid the house due to financing or resale concerns.

2. The hardship results from conditions that are peculiar to the property, such as location, size, or topography. Hardships resulting from personal circumstances, as well as hardships resulting from conditions that are common to the neighborhood or the general public, may not be the basis for granting a variance. A variance may be granted when necessary and appropriate to make a reasonable accommodation under the Federal Fair Housing Act for a person with a disability.

The hardship stems from the lot's unique cul-de-sac position, causing irregular frontage and measurement issues not typical of standard lots, necessitating a variance for reasonable use of the existing structure built in 1998.

3. The hardship did not result from actions taken by the applicant or the property owner. The act of purchasing property with knowledge that circumstances exist that may justify the granting of a variance shall not be regarded as a self-created hardship.

The setback violation was created by the builder in 1998, predating our ownership. We bought the property on March 26, 2025, with knowledge of the issue, but this does not constitute a self-created hardship.

4. The requested variance is consistent with the spirit, purpose, and intent of the ordinance, such that public safety is secured, and substantial justice is achieved.

The variance aligns with the ordinance's intent by correcting a 1998 builder error, ensuring no safety issues (structure stable since then), and enabling future sales, thus achieving substantial justice.

Applicant

Printed Name of Applicant: Anna & Sean Townsend

☐ Corporation ☐ Limited Liability Company ☐ Trust ☐ Partnership ☐ Other: _____

Phone of Applicant: 916-337-0338 (Anna), 916-337-4833 (Sean)

Applicant Email: anna.townsend.ca@gmail.com & sptowns@gmail.com

Address of Applicant: 10302 Sawtimber Ct, Huntersville, NC 28078

Printed Name of Applicant's Legal Representative, if applicable: N/A

Phone of Legal Representative: N/A

Legal Representative Email: N/A

☒ By signature below, I hereby acknowledge, as/on behalf of (circle one) the applicant my understanding this application will be considered in a quasi-judicial proceeding and that neither I, nor anyone on my behalf, may contact the Board of Commissioners except through sworn testimony at the public hearing. (Applicable if box is checked). **Appellant hereby grants permission to the Town of Huntersville personnel to enter the appellant's property for any purpose required in processing this Notice of Appeal upon mutual coordination of such site visits at times agreed to by all parties.**

Signature of Applicant: [Signature]

Date: 09/08/2025

Signature of Legal Representative: [Signature]

Date: [Signature]

Title: [Signature]

Property Owner (if different than applicant)

Printed Name of Property Owner: [Signature]

☐ Corporation ☐ Limited Liability Company ☐ Trust ☐ Partnership ☐ Other: [Signature]

Phone of Property Owner: [Signature]

Email of Property Owner: [Signature]

Address of Property Owner: [Signature]

Printed Name of Property Owner's Legal Representative, if applicable: [Signature]

Phone of Legal Representative: [Signature]

Legal Representative Email: [Signature]

☐ By signature below, I hereby acknowledge, as/on behalf of (circle one) the owner my understanding this application will be considered in a quasi-judicial proceeding and that neither I, nor anyone on my behalf, may contact the Board of Commissioners except through sworn testimony at the public hearing. (Applicable if box is checked) **Appellant hereby grants permission to the Town of Huntersville personnel to enter the appellant's property for any purpose required in processing this Notice of Appeal upon mutual coordination of such site visits at times agreed to by all parties.**

Signature: [Signature]

Date: [Signature]

Title: [Signature]

From: Anna Townsend <anna.townsend.ca@gmail.com>

Date: Fri, Jun 6, 2025, 12:04 PM

Subject: Variance Request Inquiry for 10302 Sawtimber Ct, Huntersville, NC

To: <bprichard@huntersville.org>, <brichards@huntersville.org>, Sean Townsend <sptowns@gmail.com>

Dear Mr. Richards and Ms. Prichard,

I hope this email finds you well. My name is Anna Townsend, my husband and I own the property at 10302 Sawtimber Ct, Huntersville, NC, which we closed on March 26, 2025. A recent survey revealed that the house encroaches on the required setback on the left side corner of the garage adjacent to the cul-de-sac. I am reaching out to inquire about the process for requesting a variance from the Town of Huntersville to address this setback violation. I have enclosed a copy of the survey for your reference, which details the encroachment.

To clarify, the encroachment is based on a measurement taken from the cul-de-sac, across the neighbor's property line. However, if the measurement is taken from the property line, the house would not be in violation of the setback requirements. I have enclosed a copy of the survey for your reference, which details this encroachment.

Could you please provide guidance on the steps required to apply for a variance, including any necessary forms, fees, deadlines, and details about the review process? Thank you for your assistance. Please let me know if you need additional information or documentation to proceed. I look forward to your response and guidance on how to move forward with this request.

Best regards,

Anna Townsend

10302 Sawtimber ct, Huntersville, NC 28078

Anna.Townsend.ca@gmail.com

Attachment: Survey_10302_Sawtimber_Ct.pdf



Variance Request Inquiry for 10302 Sawtimber Ct, Huntersville, NC

message

Becca Prichard <bprichard@huntersville.org>

Mon, Sep 8, 2025 at 2:15 PM

to: Anna Townsend <anna.townsend.ca@gmail.com>, Brian Richards <brichards@huntersville.org>, Sean Townsend <sptowns@gmail.com>

Hi Anna,

I apologize for the delay in response. Yes, now is the correct time to move forward with the variance. We would like to add it to the October 28th Planning Board meeting agenda.

Please follow the link below to access the application. The application and associated \$150 fee will need to be submitted either in person or via USPS. All of the necessary information can be found through the link.

<https://www.huntersville.org/2651/Variances-Appeals>

Please let me know if there is anything else I can assist with at this time!

Thanks,



Becca Prichard

Planning Department

Planner II

704-464-5506

bprichard@huntersville.org

Thrive Here

From: Anna Townsend <anna.townsend.ca@gmail.com>

Sent: Monday, September 8, 2025 12:49 PM

To: Becca Prichard <bprichard@huntersville.org>; Brian Richards <brichards@huntersville.org>; Sean Townsend <sptowns@gmail.com>

Subject: Re: Variance Request Inquiry for 10302 Sawtimber Ct, Huntersville, NC

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

A list of names, addresses & tax parcel IDs :

00543423

10301 Sawtimber Ct, Huntersville NC 28078

Michael H Kelley, Sherry D Kelley

00543424

10305 Sawtimber Ct, Huntersville NC 28078

Judson L Gibbs, Vivian Watkins Gibbs

00543425

10309 Sawtimber Ct, Huntersville NC 28078

Kenneth J McLeod, Melissa D McLeod

00543426

10310 Sawtimber Ct, Huntersville NC 28078

Rodney B Sidney, Cathleen C Sidney

00543427

10306 Sawtimber Ct, Huntersville NC 28078

Robert P Nix, Victoria L Boyd

INVOICE

DON ALLEN AND ASSOCIATES, PA
127 Promenade Dr Ste E
 Mooresville, NC 28117

quotes@donallensurvey.com
+1 (704) 664-7029



TOWNSEND, ANNA: LOT 28 BLOCK 3 HAMPTON RIDGE M3 - 10302 SAWTIMBER CT

Bill to

ANNA TOWNSEND
ANNA.TOWNSEND.CA@GMAIL.COM

Ship to

LOT 28 BLOCK 3 HAMPTON RIDGE M3 -
10302 SAWTIMBER CT
ANNA TOWNSEND

Invoice details

Invoice no.: 38479938
Terms: Due on receipt
Invoice date: 02/27/2025
Due date: 02/27/2025

Job Name: LOT 28 BLOCK 3 HAMPTON
RIDGE M3

#	Date	Product or service	Description	Qty	Rate	Amount
1.		RESIDENTIAL PHYSICAL	PHYSICAL SURVEY (WITH MAP) - MARK PROPERTY CORNERS, LOCATE EXISTING IMPROVEMENTS, & STAKE BOUNDARY LINES	1	\$850.00	\$850.00
2.			(DOES NOT INCLUDE STAKING ROAD RIGHT OF WAYS)			
3.			**COMPLETED SURVEY DUE DATE: 03.14.25			

Ways to pay



Total \$850.00

Payment -\$850.00

Note to customer

ADDRESS: 10302 SAWTIMBER CT HUNTERSVILLE, NC 28078

Balance due \$0.00

Paid in Full

We received your agreement! Please provide payment through the QuickBooks payment link if you would like to proceed with scheduling. We are currently booking into the week of March 10th for field work. Please note, if the invoice is paid later than the date issued, anticipated dates for field work may be delayed as field work is scheduled based on when the invoice is paid. A confirmation email with a tentative schedule date once your payment has been received.

Please contact our office if you have any questions regarding payments or scheduling.

Thank you for your business!
DON ALLEN & ASSOCIATES, PA

FLOOD STATEMENT

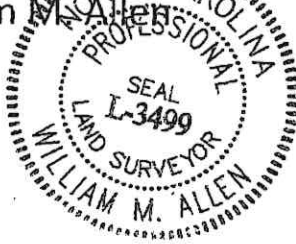
Re: Lot 28 Block 3 Hampton Ridge Map 3
10302 Sawtimber Court
 Mooresville, NC 28117
Sean Patrick Townsend & Ann Dobрева Townsend

According to FEMA's Flood Insurance Rate Map is the above referenced property located in a special hazard area.

- (x) - No-property not in flood
- () - Yes- Up to flood line as shown
- () - Above mentioned map not available

Comments:

 March 13, 2025
William M. Allen Date





Investors Title Insurance Company

P.O. Drawer 2687
Chapel Hill, North Carolina 27515-2687

SURVEYOR'S REPORT FORM

To: INVESTORS TITLE INSURANCE COMPANY

THIS IS TO CERTIFY, that on March 13, 2025, I made an accurate survey of the premises standing in the name of Sean Patrick Townsend & Ann Dobreva Townsend situated at Huntersville TWSP (CITY), Mecklenburg (COUNTY), NC (STATE) briefly described as Lot 28 Block 3 Hampton Ridge Map 3 and shown on the accompanying survey entitled: Physical Survey.

I made a careful inspection of said premises and of the buildings located thereon at the time of making such survey, and again on March 13, 2025, and at the time of such latter inspection I found Sean Patrick Townsend & Anna Dobreva Townsend to be in possession of said premises as purchaser (TENANT) OR (OWNER).

I further certify as to the existence or non-existence of the following at the time of my last inspection:

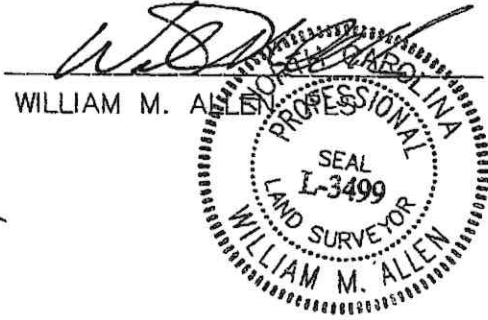
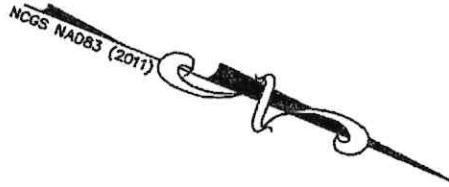
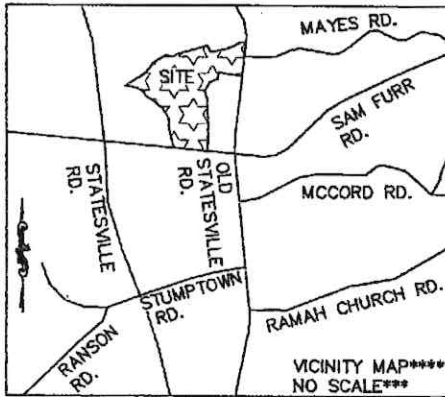
1. Rights of way, old highways, or abandoned roads, lanes or driveways, drains, sewer, water, gas or oil pipe lines across said premises: None
2. Springs, streams, rivers, ponds, or lakes located, bordering on or running through said premises: None
3. Cemeteries or family burying grounds located on said premises. (Show location on plat): None
4. Telephone, telegraph or electric power poles, wires or lines overhanging or crossing or located on said premises and serving said premises or other property or properties: None
5. Joint driveways or walkways; party walls or rights of support; porches, steps or roofs used in common or joint garages: None
6. Encroachments, or overhanging projections. (If the buildings, projections or cornices thereof, or signs affixed thereto, fences or other indications of occupancy encroach upon or overhang adjoining properties, or the like encroach upon or overhang surveyed premises, specify all such): None
7. Building or possession lines. (In case of city or town property specify definitely as to whether or not walls are independent walls or party walls and as to all easements of support or "beam rights." In case of country property report specifically how boundary lines are evidenced, that is, whether by fences or otherwise). None
8. Is property improved? Yes
9. Indications of building construction, alterations or repairs within recent months: None
(a) If new improvements under construction, how far have they progressed?
10. Changes in street lines either completed or officially proposed: None
(a) Are there indications of recent street or sidewalk construction or repairs?
11. Does the property abut a dedicated public road? If not, explain what type of road it abuts. If property does not abut a road, answer this question "none." Yes
12. If the surveyed premises are subject to restrictive covenants, do the improvements, use and occupancy comply with such? (If the premises are subject to restrictive covenants, have the House in violation of 30' setback

DAS DON ALLEN & ASSOCIATES, P. A.

"Since 1971"

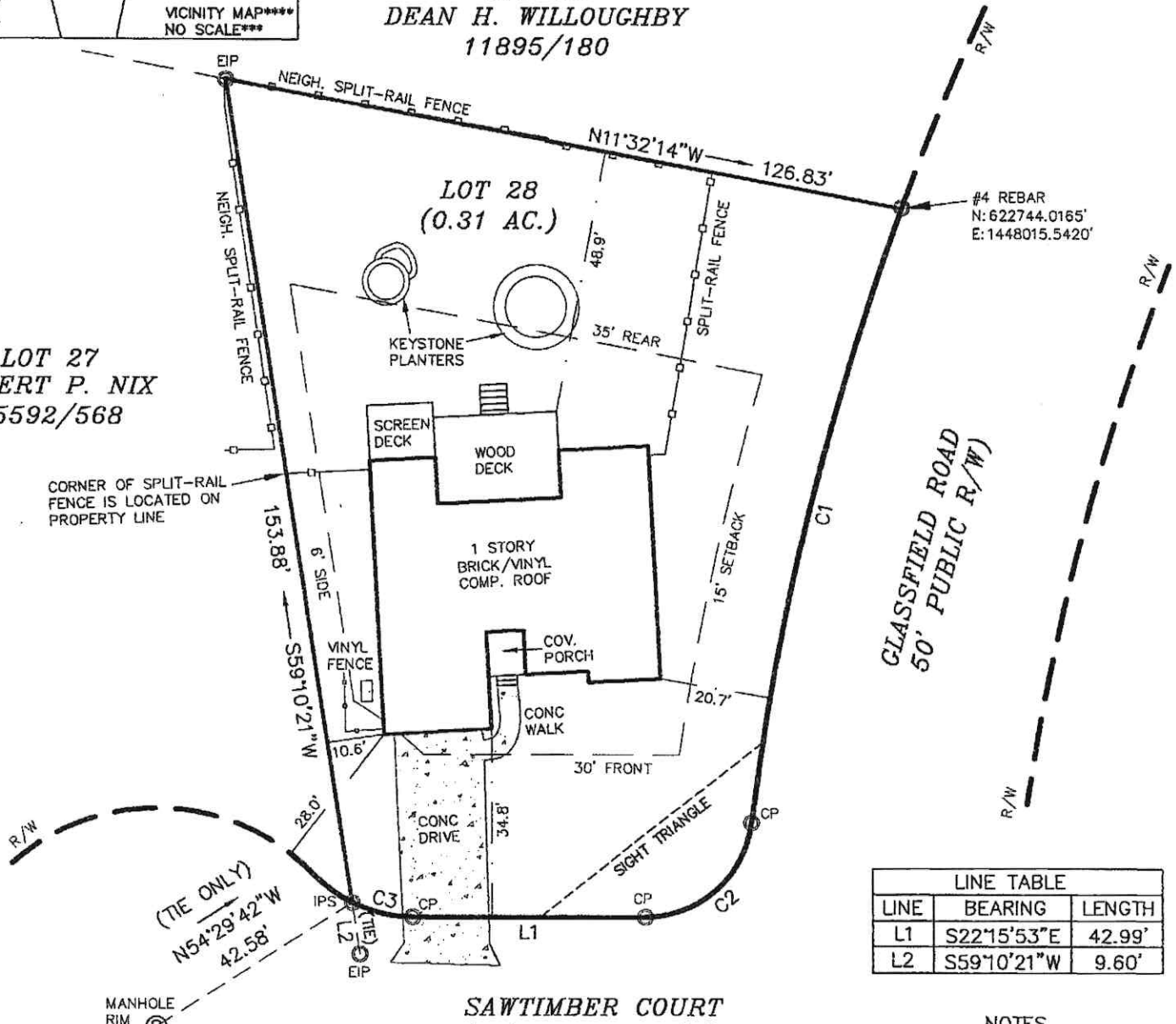
Commercial * Residential * Mortgage Surveys * Multi-Family
Construction Staking * Subdivision Design * Topographical
127 Promenade Drive - Suite E * Mooresville * NC * 28117
DASSurveying.com * (704) 664-7029 * info@donallensurvey.com

I, William M. Allen, certify that this map was drawn under my supervision from an actual GPS survey made under my supervision and the following information was used to perform the survey:
1) Class of Survey: CLASS AA; 2) Positional Accuracy: 0.04'; 3) Type of GPS Field Procedure: RTK;
4) Date of Survey: 03/11/2025; 5) Datum/Epoch: NAD83 (2011); 6) Published/Fixed-Control Use: VRS;
7) GEOID Model: 2018; 8) Combined Grid Factor: 0.99987413; 9) Units: US Survey Feet.
That this map was prepared in accordance with G.S. 47-30, as amended. Witness this my original signature, registration number and seal this 13TH day of MARCH, 2025 A.D.



LOT 29
DEAN H. WILLOUGHBY
11895/180

LOT 27
ROBERT P. NIX
35592/568



LINE TABLE		
LINE	BEARING	LENGTH
L1	S22°15'53\"E	42.99'
L2	S59°10'21\"W	9.60'

SAWTIMBER COURT

NOTES

#97118436

#1199

DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
PROPOSED SUBDIVISION ROAD
CONSTRUCTION STANDARD CERTIFICATION
APPROVED: Bill Hume
DATE: 8/28/97

APPROVED IN ACCORDANCE WITH THE
ENGINEERING REQUIREMENTS OF THE
SUBDIVISION ORDINANCE OF THE TOWN OF
HUNTERVILLE, NORTH CAROLINA.
MECKLENBURG COUNTY ENGINEERING DEPT.
ENGINEERING STAFF DATE: 8/19/97

I HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY
SHOWN AND DESCRIBED HEREON 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 DEDICATE ALL
SEWER LINES AND ALL WATER LINES TO THE CHARLOTTE-
MECKLENBURG UTILITY DEPARTMENT, IF APPLICABLE.
8/8/97 Bill Hume
OWNER(S)

State of North Carolina, County of Mecklenburg
The foregoing certificate(s)
Joseph E. Whaley, Jr.
a Notary Public (s) (are) certified
to be correct.
This is given in presence of
day of Sept., 1997.
Joseph E. Whaley, Jr.
Notary Public
Deputy

FILED FOR
REGISTRATION
SEP 9 1997
AT 10:51
JUDITH A. GIBSON
REGISTERED CLERK
MECKLENBURG COUNTY, N.C.

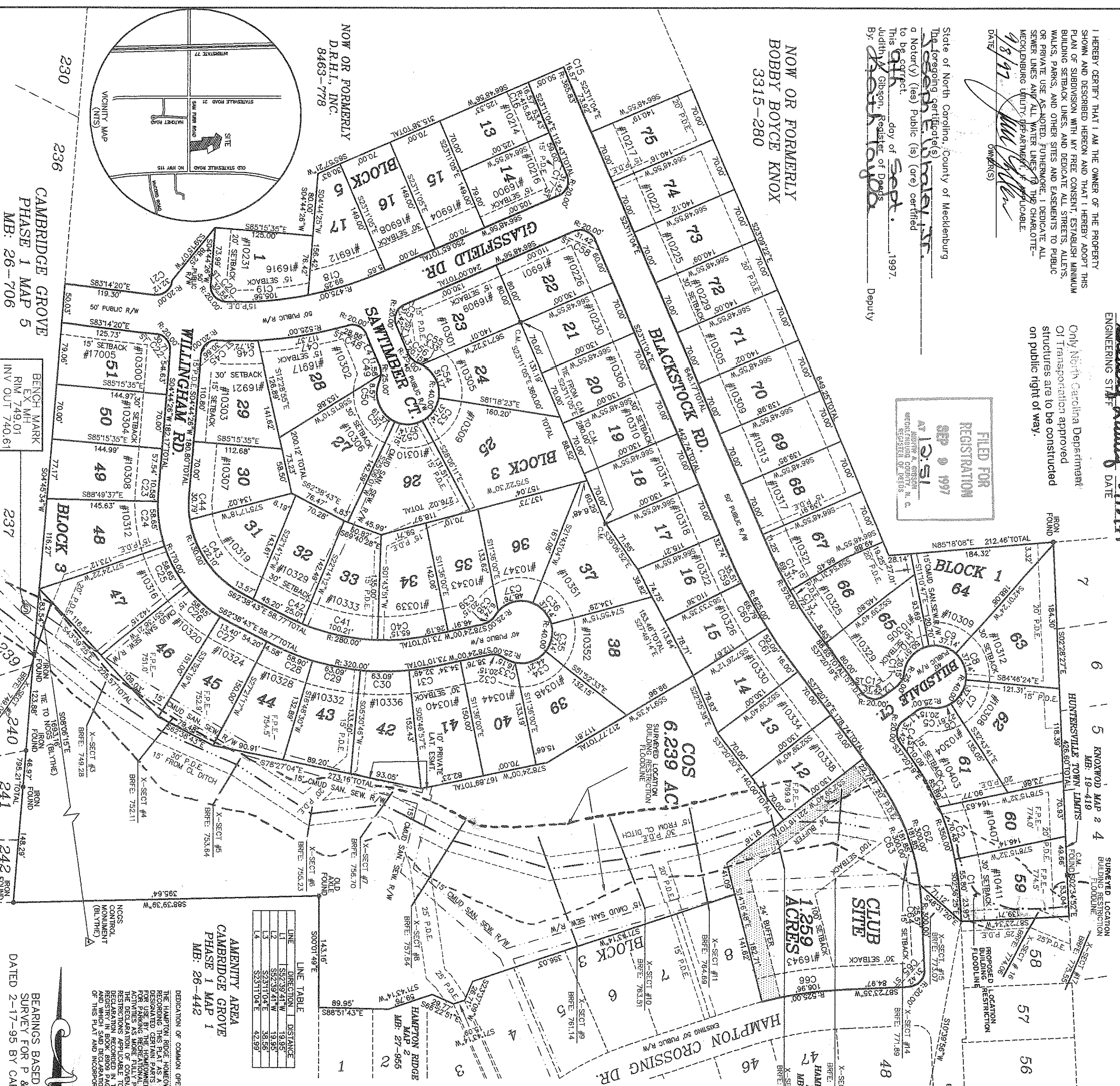
APPROVED IN ACCORDANCE WITH THE SUBDIVISION REGULATIONS
OF THE TOWN OF HUNTERVILLE.
DATE: 8/21/97 Joe C. Hammond
TOWN OF HUNTERVILLE

map Book 28 Page 624

NOTARY PUBLIC
JOSEPH E. WHALEY, JR.
NORTH CAROLINA
COMMISSION EXPIRES 12-12-98

I, SAM F. WILLIAMS, STATE THAT THIS PLAT WAS
DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY
MADE BY ME OR BY A PERSON UNDER MY CLOSE PERSONAL
SUPERVISION. I HAVE BEEN A LICENSED SURVEYOR FOR
AS LONG AS I HAVE BEEN A LICENSED SURVEYOR. THE
ERROR OF ANGULAR MEASUREMENT OF 1/12" PER ANGLE
HAS BEEN CALCULATED IN EXCESS OF 1:10000 WITH A MAXIMUM FIELD
ERROR OF 1/12" PER ANGLE. THE ERROR OF LINEAR MEASUREMENT
OF 1/12" PER ANGLE HAS BEEN CALCULATED IN EXCESS OF 1:10000
WITH A MAXIMUM FIELD ERROR OF 1/12" PER ANGLE. THE ERROR OF
AN ORDINANCE THAT REGULATES PARCELS OF LAND, THAT THIS
PLAT WAS PREPARED IN ACCORDANCE WITH 6.5.47-30 AS AMENDED.
THIS IS A CORRECTION OF AN ERROR, AS 1997.

"NORTH CAROLINA, MECKLENBURG COUNTY.
I, A NOTARY PUBLIC OF THE COUNTY AND STATE AFORESAID,
CERTIFY THAT SAM F. WILLIAMS A REGISTERED LAND SURVEYOR
AND A LICENSED SURVEYOR, HAS BEEN SEEN BY ME AND
WITNESS MY HAND AND OFFICIAL STAMP OR SEAL, THIS 15th
DAY OF Aug., 1997.
MY COMMISSION EXPIRES 12-12-98



CURVE TABLE

CURVE	LENGTH	CHORD	BEARING	DELTA
C1	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C2	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C3	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C4	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C5	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C6	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C7	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C8	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C9	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C10	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C11	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C12	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C13	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C14	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C15	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C16	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C17	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C18	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C19	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C20	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C21	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C22	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C23	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C24	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C25	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C26	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C27	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C28	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C29	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C30	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C31	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C32	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C33	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C34	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C35	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C36	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C37	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C38	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C39	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C40	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C41	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C42	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C43	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C44	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C45	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C46	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C47	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C48	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C49	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C50	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C51	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C52	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C53	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C54	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C55	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C56	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C57	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C58	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C59	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C60	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C61	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C62	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C63	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C64	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C65	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C66	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C67	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C68	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C69	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C70	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C71	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C72	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C73	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C74	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C75	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C76	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C77	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C78	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C79	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C80	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C81	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C82	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C83	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C84	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C85	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C86	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C87	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C88	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C89	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C90	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C91	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C92	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C93	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C94	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C95	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C96	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C97	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C98	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C99	300.00	593.62	S 71° 22' 28" E	09° 59' 02"
C100	300.00	593.62	S 71° 22' 28" E	09° 59' 02"

GRAPHIC SCALE
1 inch = 100 ft

SHEET TITLE
RECORD PLAT - 26.162 ACRES
PROJECT
HAMPTON RIDGE MAP 3
HUNTERVILLE TWP, MECK CO, N.C.
OWNER: D.R.H.I., INC.
YARBROUGH - WILLIAMS & ASSOCIATES, INC.
PLANNING • SURVEYING & ENGINEERING
720 WINDSOR OAK COURT CHARLOTTE, NC 28273
(704) 596-1890

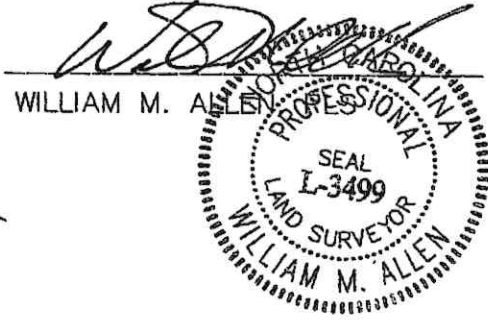
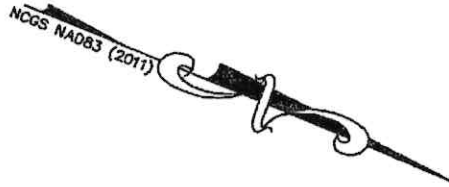
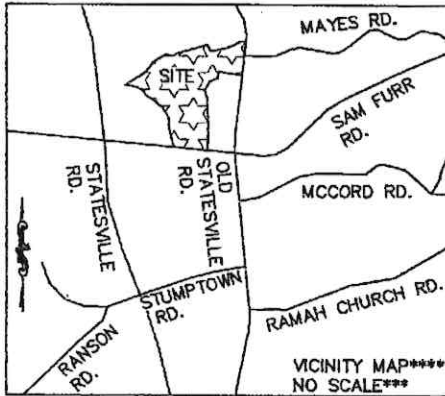
BEARINGS BASED ON A BOUNDARY
SURVEY FOR P & G DEVELOPMENT
DATED 2-17-95 BY CAROLINA SURVEYORS, INC.

DAS DON ALLEN & ASSOCIATES, P. A.

"Since 1971"

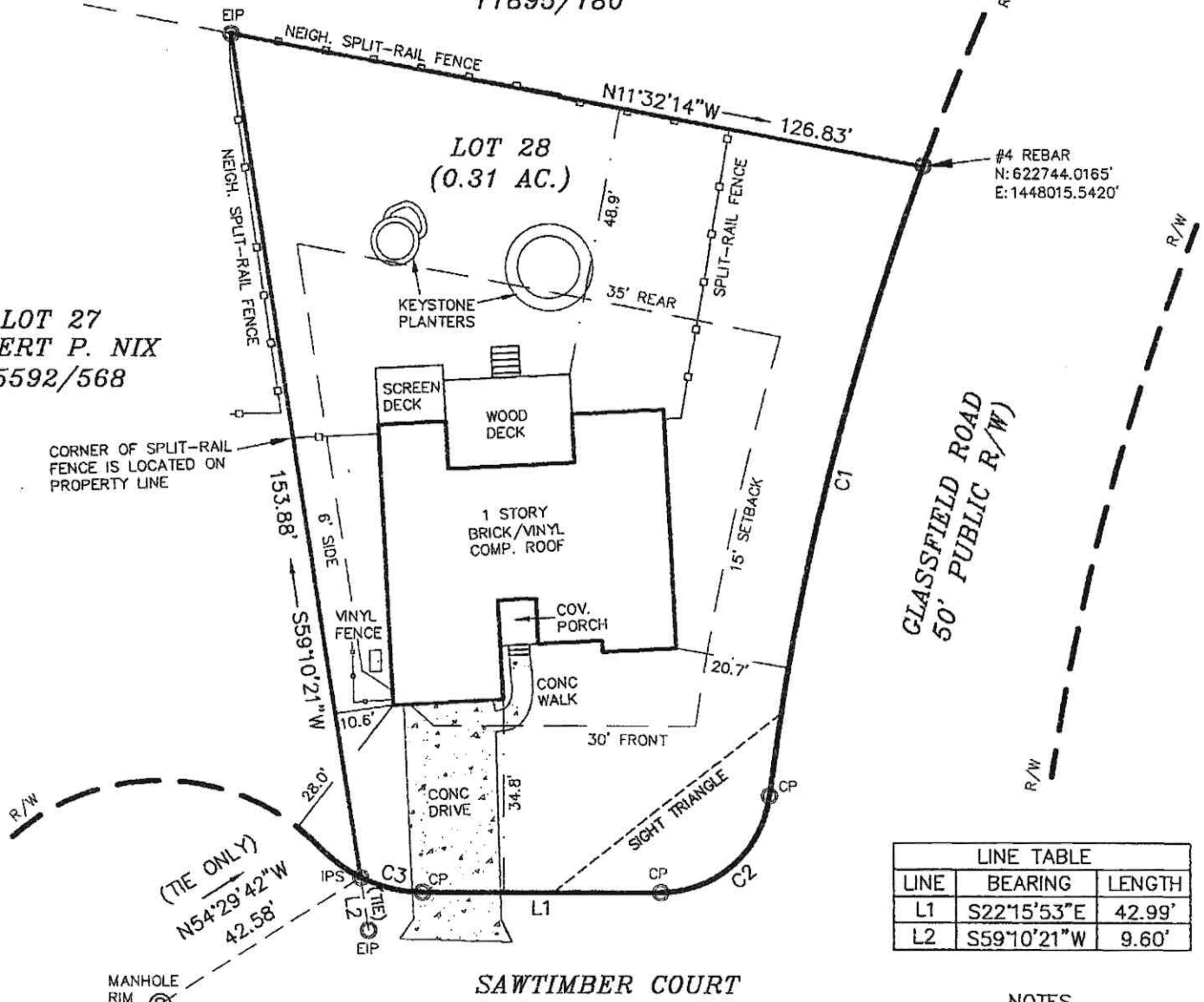
Commercial * Residential * Mortgage Surveys * Multi-Family
Construction Staking * Subdivision Design * Topographical
127 Promenade Drive - Suite E * Mooresville * NC * 28117
DASSurveying.com * (704) 664-7029 * info@donallensurvey.com

I, William M. Allen, certify that this map was drawn under my supervision from an actual GPS survey made under my supervision and the following information was used to perform the survey:
1) Class of Survey: CLASS AA; 2) Positional Accuracy: 0.04'; 3) Type of GPS Field Procedure: RTK;
4) Date of Survey: 03/11/2025; 5) Datum/Epoch: NAD83 (2011); 6) Published/Fixed-Control Use: VRS;
7) GEOID Model: 2018; 8) Combined Grid Factor: 0.99987413; 9) Units: US Survey Feet.
That this map was prepared in accordance with G.S. 47-30, as amended. Witness this my original signature, registration number and seal this 13TH day of MARCH, 2025 A.D.



LOT 29
DEAN H. WILLOUGHBY
11895/180

LOT 27
ROBERT P. NIX
35592/568



LINE TABLE		
LINE	BEARING	LENGTH
L1	S22°15'53"E	42.99'
L2	S59°10'21"W	9.60'

NOTES