



TOWN OF HOLDEN BEACH
PLANNING & ZONING BOARD REGULAR MEETING
HOLDEN BEACH TOWN HALL – PUBLIC ASSEMBLY ROOM
TUESDAY, AUGUST 26, 2025 – 3:30 P.M.

1. Public Hearing for Revisions to Town Ordinance 157.087
2. Call to Order
3. Roll Call
4. Public Comments on Agenda Items
5. Approval of Minutes of July 22, 2025
6. Vote to Elect Chairman, Vice Chairman, and Secretary
7. Act on Amendments to Town Ordinance 157.087
8. Comments
9. Adjournment

**TOWN OF HOLDEN BEACH
PLANNING & ZONING BOARD
JULY 22, 2025 – 3:30PM**

The Planning & Zoning Board of the Town of Holden Beach met for their Regular Meeting on Tuesday, July 22, 2025, at 3:30 p.m. in the Town Hall Public Assembly. Present were Regular Members Chad Hock, Maria Surprise and Kate Day; Alternate Members Mark Francis & Tina Page; Planning Director Tim Evans; Development Services Officer Janna Pigott; and Plan Reviewer/ Building Inspector Carey Redwine.

CALL TO ORDER

The meeting was called to order at 3:31 p.m.

ROLL CALL

Chairman Aldo Rovito and Vice Chairman Ashley Royal were absent. All the other members were present.

PUBLIC COMMENTS ON AGENDA ITEMS

No comments.

SWAERING IN OF NEW MEMBERS

Town Clerk Heather Finnell swore in Kate Day as a Regular Member and Mark Francis and Tina Page as Alternate Members.

APPROVAL OF MINUTES

Regular Member Maria Surprise motioned to approve the minutes of April 22, 2025; Regular Member Kate Day seconded; approved by unanimous vote.

DISCUSSION OF ADDRESSES ABUTTING ATLANTIC INTRACOASTAL WATERWAY, PUBLIC TRUST WATERS AND CANALS

Director Evans stated that this topic was carried to the Board of Commissioners previously numerous times to have addresses on both sides of public ways for life safety. Director Evans stated that if a huge storm were to occur and the only way to get on the island was by boat it would make it difficult for First Responders to identify addresses on canal and structures that abut public ways. Director Evans stated that house numbers were required on oceanfront structures under Town Ordinance 157.087, but that other structures abutting public ways were not required to under the existing Ordinance. Alternate Member Tina Page asked if the revision would be enforceable, and Director Evans stated that if the Ordinance were to be revised it would be since it is under the land use section. Regular Member Chad Hock asked if structures facing the marsh would have to adhere to the Ordinance as well, Director Evans stated yes; it would pertain to all structures that face any body of water or can be accessed during an emergency by water. Director Evans stated that if the

Ordinance were to be amended it would be easier to enforce by the Code Enforcement Officer and any new structure built or any repairs made to an existing structure would be required to install the house numbers if they face public ways.

Regular Member Kate Day motioned to approve the language of the Ordinance and for staff to bring back a consistency statement to the Board; Alternate Member Mark Francis seconded; approved by unanimous vote.

Regular Member Maria Surprise motioned to support the revision to Town Ordinance 157.087 for a Public Hearing at the next Regular scheduled meeting at 3:30 p.m.; Alternate Member Mark Francis seconded; approved by unanimous vote.

COMMENTS

There were no comments.

ADJOURNMENT

The Board voted unanimously to adjourn; the meeting adjourned at 3:52 p.m.

§ 157.087 BUILDING NUMBERS.

(A) The correct street number shall be clearly visible from the street on all buildings. Numbers shall be block letters, not script, and of a color clearly in contrast with that of the building and shall be a minimum of six inches in height. Numbers shall be provided on each unit in a duplex or multiple unit building and shall consist of the building number with a suffix letter (A, B, C, and the like). ~~Numbers existing on the effective date of this chapter and at least four inches high and clearly visible from the street shall be allowed to remain. Replacement numbers shall comply with this section.~~

(B) Beach front buildings will also have clearly visible house numbers from the strand side meeting the above criteria on size, contrast, etc. Placement shall be on vertical column supporting deck(s) or deck roof on the primary structure. If no such condition exists for the building, or if a clearer line of sight position exists on the building, the numbers shall also be affixed to the primary structure. For buildings with a setback of over 300 feet from the first dune line, a vertical post shall be erected aside the walkway with house numbers affixed. The post shall not exceed eight feet in height above the base of the walkway. The post will be placed on the highest elevation of the walkway within 300 feet of the first dune line. In all cases the numbers must be clearly visible from the strand. Other placements may be acceptable with approval of the Building Inspector.

(C) Structures abutting the Atlantic Intracoastal Waterway, canals, and any public trust waters shall have house number affixed on the back of the structure or on the end of the dock/pier visible so as in case of an emergency and per the North Carolina Residential Code Section R319.1.



TOWN OF HOLDEN BEACH PLANNING & ZONING BOARD STATEMENT OF CONSISTENCY AND ZONING RECOMMENDATION

The Town of Holden Beach Planning & Zoning Board has reviewed and hereby recommends approval of amendments to Section 157 of the Towns Land Use Section.

After review, the Planning & Zoning Board has found that the recommended amendments are consistent with the adopted CAMA Land Use Plan and are considered reasonable and in the public interest for the following reasons.

Use of Property: The amendment as recommended to be consistent with the North Carolina Building Code regarding the requirement of house numbers to be affixed on structures abutting public ways.

Economic Impacts: The CAMA Land Use Plan Goals and Objectives 3.1; Policies 3.1(A), 3.1(B), 3.1(C) and 3.1(D). The changes will support not alter the current Goals, Objectives, and Policies.

Environmental Impacts: Amendments align with current Goal 3.1 and Objective 3.1 of the CAMA Land Use Plan.

Upon approval by the Board of Commissioners the Comprehensive Plan will be deemed amended and shall not require any additional request or application for amendment.

The statement and Motion were adopted by a _____ vote this _____ day of August 2025.

Aldo Rovito, Chairman