

ARTICLE 13. SITE DEVELOPMENT PLANS AND DESIGN REQUIREMENTS *(Amended 3/5/2018)*

Section 13-1: Introduction

Site development plans are required for the following projects: (1) all multi-family development, (2) all non-single-family development involving the construction of a building having 800 square feet or more of enclosed floor area, (3) any development involving the disturbance of one acre or more of land area, (4) all manufactured home parks, (5) any new development in the CDO1 or CDO2 overlay districts, or (6) conditional zoning districts (see Section 9.1(L)). *(Amended 6/4/2018, 8/2/2021)*

Major site development plans (inclusive of manufactured home parks) must be approved by the Pembroke Town Council, upon recommendation of the Pembroke Planning Board. Major site development plans (inclusive of manufactured home parks) shall be submitted to the Administrator at least 21 days prior to the regular Planning Board meeting at which it is to be reviewed. All major site plans shall be reviewed by the UDO Administrator or their designee prior to submittal to the Planning Board. Major site development plans must comply with Article 16 Building Design Standards.

Minor site development plans shall be approved by the UDO Administrator and may be submitted to the UDO Administrator at any time.

Section 13-2: Regulations for Multi-Family Development, including Apartments, Townhouses, and Condominiums

All multi-family and townhouse development located in the R-8, Multiple-Family Dwelling and the O&I, Office and Institutional districts must comply with the provisions below. *(Amended 2/7/2022)*

- (A) Minimum Lot Area. As required by the zoning district in which the development is located, see Article 11, Table of Yard, Area, Height, and Lot Coverage Regulations.
- (B) Parking. As specified in Article 17 of this Ordinance.
- (C) Open Space (Recreation) Area. Open space areas shall be provided for all apartments and condominium developments with over five dwelling units. The spatial distribution and number of individual open space areas within the development shall be determined by the Planning Board on the basis of the spatial arrangement of the dwelling units, topography, and other physical features. Swimming pools including their accessory areas shall not constitute any part of the open space requirements.

All open space shown on the site development plan shall be recorded in the Robeson County Register of Deeds office and shall be conveyed by the following method.

By leasing or conveying title including beneficial ownership to a corporation, association, or other legal entity, the terms of such lease or other instruments of conveyance must include provisions suitable to the town for guaranteeing:

- (1) The continued use of land for the intended purposes;
- (2) Continuity of proper maintenance for those portions of open space land requiring maintenance;
- (3) When appropriate, the availability of funds required for such maintenance;
- (4) Adequate insurance protection; and
- (5) Recovery for loss sustained by casualty, condemnation, or otherwise.

Furthermore, the applicant shall file in the Robeson County Register of Deeds office at the time of site development approval, legal documents which shall produce the above guarantees and in particular, will provide a method for reserving the use of open space for the use and enjoyment of the residents of the development.

(D) Timing. Proposed schedule of development including stages likely to be followed.

(E) Sketch Design Plan. Prior to the filing of an application for approval of the site development plan, the developer shall submit to the Administrator a sketch design of the proposed development. The sketch design shall be submitted at any time prior to the submittal of a site development plan. The developer shall discuss ideas and thoughts pertaining to the new development and also become familiar with the ordinances affecting the land being developed. Included in the sketch design plan indicating the proposed development layout shall be a sketch vicinity plan, including scale, which shows the development in relation to the surrounding areas. Structures shall be appropriate in scale and appearance to avoid sharp contrast with the character of the town and the surrounding area. This procedure does not require formal application or fee.

The sketch plan should contain or be accompanied by the following information:

- (1) The proposed name and location of the development.
- (2) The name and address of the owner and the developer.
- (3) The total acreage in the tract to be developed.
- (4) The tentative street and plat arrangement.
- (5) The approximate rights-of-way, rights-of-way designation (public or private), easements, and lot lines.
- (6) The existing and proposed uses of land throughout the development.
- (7) Surface and subsurface drainage of the development.
- (8) The zoning classification of the tract.
- (9) Sites, if any, for parks and/or open spaces.
- (10) Acreage in parks and other land uses.
- (11) Sketch vicinity map showing relationship between the development and the surrounding area.
- (12) Existing and proposed utilities.

(F) Site Development Plan. A site development plan, accompanied by the appropriate fee from the schedule of fees, drawn to scale shall contain the following information:

- (1) The names of the development, owner(s), and developers;

- (2) The exact boundary lines of the development by lengths and bearings and the location of intersecting boundary lines and adjoining lands, along with the total acreage of the tract;
- (3) Scale denoted both graphically and numerically;
- (4) The plans for utility layouts, including sewers, storm sewer, water distribution lines, natural gas, telephone and electric service, connections to existing systems or plans for individual water supply systems and sewage disposal systems. Plans must show line sizes, the location of fire hydrants, blow-offs, manholes, pumps, force mains, gate valves, daily estimated sewer flow figures (NOTE: Type of construction materials and brand of appurtenances will require approval from the Town of Pembroke);
- (5) Street names, if applicable;
- (6) The location, purpose, and dimensions of areas to be used for uses other than residential (i.e., parks, easements, etc.);
- (7) Minimum building setback lines;
- (8) The names of owners of adjoining properties and any adjoining subdivisions of record (or proposed and under review);
- (9) The location and dimensions of all rights-of-way, utility or other easements, riding trails, natural buffers, pedestrian or bicycle paths and areas to be dedicated to public or property owner's use with a statement of the purpose of each;
- (10) Right-of-way lines, and pavement widths of all streets and the location and width of all adjacent streets and easements.
- (11) Property lines, buildings, or other structures, water courses, railroads, bridges, culverts, storm drains (both on the land to be subdivided and on the land immediately adjoining), corporate limits, and extraterritorial jurisdiction limits;
- (12) Sufficient engineering data to determine readily, and to be reproducible on the ground, every straight or curved boundary line, street line, lot line, right-of-way line, easement line, and setback line, including dimensions, bearings, or deflection angles, radii, central angles, and tangent distances for the center line of curved streets and curved property lines that are not the boundary of curved streets. All dimensions shall be measured to the nearest one-tenth of a foot and all angles to the nearest minute;
- (13) The accurate locations and descriptions of all monuments, markers, and control points;
- (14) The deed or master restrictions, proposed articles of incorporation and by-laws of property owner's association, or any other similar covenants;
- (15) The date of the survey and plat preparation;
- (16) North arrow and declination;
- (17) The name and location of any property within the planned development, or within any contiguous property, that is listed in the US Department of Interior's National Register of Historic Places; likewise any property that has been designated by local ordinance as a "historic property" pursuant to GS Chapter 160A, Article 19, Part 3A;
- (18) The name(s), address(es), telephone number(s) of the owner(s), registered surveyor(s), land planner(s), architect(s), landscape architect(s), and professional engineer(s) responsible for the subdivision and the registration number(s) and seal(s) of the professional engineer(s) and registered surveyor(s);
- (19) Flood hazard areas according to FEMA flood insurance rate map;

- (20) Topographic information showing vertical contour every two feet;
- (21) Show boundaries of flood hazard areas based on current federal flood hazard maps;
- (22) Total number of multi-family dwellings and total number of dwelling units;
- (23) Total residential floor area in the development;
- (24) Total number of floors in each building/structure;
- (25) Total height of each building/structure;
- (26) Total open space area(s);
- (27) Total number of parking spaces;
- (28) All proposed landscaping including planting details as specified in Article 15 of this Ordinance.

(G) Placement of Buildings.

- (1) There shall be maintained at least 16 linear feet of open space between individual and unattached buildings in a residential development.
- (2) Any group of buildings forming a courtyard shall have at least 25% of the perimeter of such courtyard open for access by emergency vehicles.
- (3) Where the length of a street exceeds 200 feet and where there exists six or more dwelling units, an area must be provided for the turnaround of fire-fighting vehicles on a paved or graveled surface. This area shall not be used for parking and shall subscribe a circular area having a paved radius of 35 feet or shall have a configuration which provides comparable turnaround space.
- (4) All fire hydrants, whenever possible, should be located adjacent to the paved roadways suitable for transporting fire-fighting vehicles. Hydrants shall be located no more than 50 feet from any building. Hydrants shall be located at entrance and exit ways, and additional hydrants shall be located so that each building and portion thereof will be within 350 feet of a hydrant. If buildings have standpipes and sprinkler systems, one hydrant shall be located within 75 feet of each standpipe and sprinkler connection system. All hydrants must be served by a water main of sufficient size. In no case shall the minimum size main be less than six inches in diameter.
- (5) All building locations shall be approved by the Planning Board.

(H) Design Standards.

- (1) Entrances and parking lots should be configured to be functional and inviting with walkways conveniently tied to logical destinations.
- (2) The features and spaces should enhance the building and center as integral parts of the community. The use of such features as plazas, patios, and courtyards should be used when practical.
- (3) Maximum number of dwelling units per acre shall be 13. With the issuance of a special use permit, the maximum number of dwelling units per acre may be increased to not more than 20 dwelling units per acre. The applicant must demonstrate to the town's satisfaction that any increase can be accommodated by the town's water and sewer systems, storm drainage, street system, and general town services including

fire and police protection. Any such increase shall not result in exceeding Section 13-2(H)(4) and (5). *(Amended 8/2/2021)*

- (4) Minimum OSR shall be 40% (may include front, rear, and side yard setbacks).
- (5) Maximum impervious coverage ratio shall be 60%.

Section 13-3: Manufactured Home Park Regulations and Site Development Plan Requirements

- (A) **Compliance.** All manufactured home parks existing on the effective date of this Ordinance are required to comply with all applicable procedures and requirements of this Ordinance. Any manufacture home park failing to comply with the applicable provisions of this Ordinance is hereby declared to be a nonconforming use of land. All complying manufactured home parks shall continuously satisfy the general requirements of this Ordinance. Failure to meet continuously each of the general requirements shall be grounds for revocation of the certificate of occupancy/compliance for any conforming manufactured home park.

No person shall begin construction of a manufactured home park or make any addition to a manufactured home park that either alters the number of sites for manufactured homes within the park or affects the facilities required therein until he first secures a permit authorizing such construction or addition. The construction or addition shall be in accordance with plans and specifications submitted with the application to the Pembroke Planning Board. The application will be reviewed by the Pembroke Planning Board, the Administrator, the Code Enforcement Department, the Public Works and Public Utilities Departments, and when applicable, the Robeson County Health Department. All applications for a manufactured home park construction permit will be accompanied by six prints.

- (B) **Sketch Design Plan.** Prior to the filing of an application for approval of the site development plan, the developer shall submit to the Administrator a sketch design of the proposed development. The sketch design shall be submitted at any time prior to the submittal of a site development plan. The developer shall discuss ideas and thoughts pertaining to the new development and also become familiar with the ordinances affecting the land being developed. Included in the sketch design plan indicating the proposed development layout shall be a sketch vicinity plan, including scale, which shows the development in relation to the surrounding areas. Structures shall be appropriate in scale and appearance to avoid sharp contrast with the character of the town and the surrounding area. This procedure does not require formal application or fee.

The sketch plan should contain or be accompanied by the following information:

- (1) The proposed name and location of the development.
- (2) The name and address of the owner and the developer.
- (3) The total acreage in the tract to be developed.
- (4) The tentative street and plat arrangement.
- (5) The approximate rights-of-way, rights-of-way designation (public or private), easements, and lot lines.

- (6) The existing and proposed uses of land throughout the development.
- (7) Surface and subsurface drainage of the development.
- (8) The zoning classification of the tract.
- (9) Sites, if any, for parks and/or open spaces.
- (10) Acreage in parks and other land uses.
- (11) Sketch vicinity map showing relationship between the development and the surrounding area.
- (12) Existing and proposed utilities.

- (C) Conformance with Regulations. It shall be unlawful for any person to construct or engage in the construction of any manufactured home park or make any addition or alteration to an existing mobile home park within the jurisdiction of this Ordinance unless a site development plan of the manufactured home park has been approved in accordance with this Section. No new manufactured home park or manufactured home park addition shall be occupied until a Certificate of Occupancy has been issued by the Administrator.

The Pembroke Administrator may, after due notice, subject to the right of appeal, suspend or revoke a Certificate of Occupancy for failure to maintain the park in compliance with the provisions of this Ordinance. The Certificate of Occupancy may be revoked for a specific section of a manufactured home park which is in violation and occupancy allowed to continue in portions of the park which are in conformity with the Certificate of Occupancy.

The Pembroke Administrator and his designee, as well as the Robeson County Health Department may conduct as many inspections of manufactured home parks as are deemed necessary to ensure the maintenance of applicable standards.

- (D) Contents of the Site Development Plan. The site development plan shall be drawn at a scale not more than 100 feet to the inch and shall show the following on one or more sheets:

- (1) Title information shall include: name of park, name of developer, scale, date, and name of surveyor.
- (2) Small scale location diagram showing all roads in the vicinity and the relationship of the site to major roads.
- (3) Dimensions and bearings of exterior property lines.
- (4) Topography information as deemed necessary by inspectors.
- (5) Location of any flood hazard areas as defined by Corps of Engineers which is located on property adjacent to the proposed manufactured home park.
- (6) Roads in vicinity (access roads and adjacent roads).
- (7) Manufactured homes spaces well defined.
- (8) Surface water drainage plans.
- (9) All structures in the park site (present or proposed).
- (10) Recreation areas.
- (11) Method of surfacing roads within the park.
- (12) Location and intensity of area lights, riser diagrams, and typical connections to manufactured homes, or a statement indicating that the power companies will be responsible for design and installation of the electric system.

- (13) Source of water and water distribution system. If water source is a well, it shall meet the appropriate county and/or state agencies.
- (14) Sanitary sewerage. If a private sewerage collection and disposal system is used, plans and specifications approved by appropriate County and/or State Agencies.
- (15) Proposed provisions for storm drainage (including retention pond facilities, when applicable), approved by the Administrator.
- (16) All proposed landscaping including plant details as specified in Article 15 of this Ordinance.
- (17) Developer should meet with the County Environmental Health Department, County Soil Scientist, and the Pembroke Planning Director to discuss his proposed development.

(E) Review of Site Development Plans. After site development plan(s) for a manufactured home park have been properly submitted to the Pembroke Planning Board, the following agencies shall be responsible for reviewing the proposed plans.

- (1) Planning Board. The Pembroke Planning Board shall review the site development plan(s) for manufactured home parks. This agency shall be responsible for the review of the following to determine if the proposed design is in accordance with the approved sketch plan and the requirements of this Ordinance.
- (2) Robeson County Health Department. When septic tank or individual wells are required, the Health Department permit shall be submitted with the application for approval of a Manufactured Home Park site development plan. The Health Department shall be responsible for the review of the following to determine if they are in accordance with the minimum health standards and regulations.
 - (a) Source of water and water distribution system;
 - (b) Sanitary sewerage system; and
 - (c) Adequate lot size.
- (3) Should any agency find deficiencies in the review of the site development plans of a proposed manufactured home park, that agency shall notify the developer of the park to correct such deficiencies. Each agency shall notify the Planning Department after approving the plans of a proposed park. The Planning Department, after receiving notification of approval from all agencies involved in the review of a proposed manufactured home park, shall notify the developer of the proposed park that preliminary approval has been granted for the construction of the park.

(F) Issuance of Construction Permit and Certificate of Compliance.

- (1) After approval of the site development plans for a manufactured home park by the town and county agencies concerned, the Administrator is authorized to issue a construction permit and the Code Enforcement Officer may issue any required building permits. The intent of this permit is to enable the execution of the plan in the field and shall not be construed to entitle the recipient to offer spaces for rent or lease or to operate a park as defined in this Ordinance.

- (2) During this phase, all field work shall be in accordance with the approved plans. It shall be the responsibility of the developer to inform the various agencies as to the progress of field work so that timely inspections may be made.
- (3) The Administrator is authorized to issue a Certificate of Compliance after the installation of the number of spaces the developer wishes to initially install. In no case shall the Certificate of Compliance be issued for less than the minimum spaces required by this Ordinance. The Certificate of Compliance will be issued only after the Administrator is satisfied that all work has been executed as outlined in that section of the approved plans and in accord with the intent and spirit of this Ordinance. Should additional spaces be added to a park that has preliminary plans approved, a Certificate of Compliance for the additional spaces will be necessary before such spaces are offered for rent or lease.
- (4) Upon receipt of the Certificate of Compliance, the permittee is duly authorized to operate and maintain his park in any way that is not contrary to the provisions of the permit. However, should the Administrator find at any time subsequent to the issuance of the permit that the park is operating in violation of the terms of this Ordinance or of special conditions set forth in the permit, the Administrator shall revoke the Certificate of Compliance and further operations of the park without a Certificate of Compliance shall be cause for legal action.

(G) Manufactured Home Park Site Development.

- (1) If wells or septic tanks are required, the amount of land for each manufactured home space shall be determined by the Robeson County Health Department after an investigation of soil conditions, the proposed method of sewerage disposal, and proposed water system. However, in no case shall the size of a manufactured home space be less than the following:
 - (a) Lot sizes with public water and sewer shall be: 6,000 square feet when streets are paved with curb and gutter; 8,000 square feet when streets are paved with no curb and gutter; curb and gutter requirements will be waived only upon proof of extraordinary conditions during the special use permit hearing.
 - (b) Lot sizes with central water and individual septic tanks shall be: 20,000 square feet with paved streets.
 - (c) Lot sizes with individual wells and individual septic tanks shall be: 25,000 square feet.
 - (d) Minimum lot width of 50 feet on public water and sewer, central well. Minimum lot width of 75 feet on individual well, individual septic tank.

All manufactured home parks shall be located on an undivided tract of land not less than three acres in size.

- (2) Parking space sufficient to accommodate at least two automobiles shall be located on each manufactured home space.
- (3) The manufactured home park shall not be located in a flood hazard area based on the Town's current federal flood hazard maps. The park shall be graded so as to prevent any water from ponding or accumulating on the premises. All ditch banks shall be sloped and seeded.
- (4) There shall be at least 20 feet clearance between manufactured homes including manufactured homes parked end to end. No manufactured home shall be located closer than 20 feet of any exterior boundary line of the park, no closer than 15 feet to the edge of any interior street right-of-way, or closer than 10 feet to any manufactured home space (lot) boundary line.
- (5) The manufactured home park shall have a buffer which complies with Article 15 of this Ordinance.
- (6) Existing manufactured home parks which provide manufactured home spaces having a width or area less than that described above may continue to operate with spaces of existing width and area, but in no event shall any such nonconforming manufactured home park be allowed to expand unless such extension meets the requirements of this Ordinance.
- (7) Each manufactured home space shall be graded, the graded areas grassed to prevent erosion, and provide adequate storm drainage (including retention pond facilities, when applicable) away from the manufactured home. Each manufactured home space shall abut upon an improved paved interior drive. The dimensions of all manufactured home spaces shall be shown.
- (8) Interior Drives. All manufactured home spaces shall abut upon an interior drive of no less than 36 feet in right-of-way, which shall have unobstructed access to a public street or highway, it being the intent of this section that manufactured home spaces shall not have unobstructed access to public streets or highways except through said interior drive. Interior drives shall be privately owned and maintained. All interior drives shall be graded to their full right-of-way and shall have a road of at least 20 feet in width. Minimum improvements shall be a compacted base of four inches of #7 ABC stone. Roads shall be maintained with paved surface of 2" of asphalt. Graded and stabilized road shoulders and ditches shall be provided. Standing water shall not be permitted.
 - (a) Cul-de-sacs. Any interior drive designed to be closed shall have a turnaround at the closed end with a minimum right-of-way diameter of 100 feet. The entire right-of-way of such turnaround shall be graded and usable for the turning of motor vehicles. Cul-de-sacs shall not exceed 600 feet in length.

- (b) Access to the manufactured home park must be via a public road and not located in a flood hazard area. The following street and parking standards shall be complied with:
- (i) Maintenance of such streets shall be provided by the owner or operator of the park, who will be required to post a bond for the first year's maintenance, amount and terms to be determined by the Town Council.
 - (ii) Streets or drives within the manufactured home park shall intersect as nearly as possible at right angles, and no street shall intersect at less than 60 degrees. Where a street intersects a public street or road, the design standards of the NC Department of Transportation shall apply.
 - (iv) Proposed streets, which are obviously in alignment with others, existing and named, shall bear the assigned name of the existing streets. In no case shall the name of proposed streets duplicate or be phonetically similar to existing street names, irrespective of the use of a suffix: Street, Avenue, Boulevard, Drive, Place, Court, etc. New manufactured home park names shall not duplicate or be similar to any existing manufactured home park name in the County. Street name signs that are in compliance with current Town policy are required and may be purchased for the Town.
 - (v) A minimum of two automobile parking spaces surfaced with a minimum of four inches of gravel shall be provided on each manufactured home space and shall not be located within any public right-of-way or within any street in the park.
 - (vi) All spaces within a manufactured home park shall be serially numbered for mailing address purposes. These numbers shall be displayed in the front of the manufactured home on the driveway side with four inch lettering.
 - (vii) When more than five rural mail boxes are used for mail delivery, the approval of the local Post Office Department and the District Highway Engineer shall be required.
 - (viii) Each manufactured home park in a community's flood prone area shall have an evacuation plan indicating alternate vehicular access and escape routes. All manufactured homes to be placed in flood prone areas shall be anchored to resist flotation, collapse, or lateral movement by providing over-the-top ties at each of the four corners

of the manufactured home with two additional ties per side at intermediate locations.

- (10) Intersections. Drives shall intersect as nearly as possible at right angles, and no drive shall intersect at less than 75 degrees. Where an interior drive intersects a public right-of-way, the design standards of the North Carolina Department of Transportation shall apply.
 - (11) Spaces Numbered. Each manufactured home space shall be identified by a permanent number which shall not be changed. All space numbers must be shown on the site development plan. The appropriate number of each manufactured home space must be permanent and visibly displayed on the space. Each number shall be placed on a concrete, wood, metal, or any permanent post and conspicuously located on the lot.
 - (12) Signs for Identification of Manufactured Home Parks. Permanent identification sign(s) shall be required for every manufactured home park. The size of the signs shall be as follows: Not more than two signs with a total maximum area of 48 square feet and a total minimum area of 12 square feet. Signs must be located on the park property within 50 feet of the entrance and at least 10 feet off the front property line. Signs must be located a minimum of five feet from any side property lines. Only indirect non-flashing lighting may be used for illumination, and the sign must be constructed in such a manner as to prevent a direct view of the light source from any public road right-of-way.
- (H) Sanitary Facilities, Water Supply, Sewerage, Electricity, Lighting, and Refuse Collection Facilities.
- (1) Each manufactured home space shall be equipped with plumbing and electrical connections and shall be provided with electrical current in sufficient amount to safely meet the maximum anticipated requirements of a manufactured home.
 - (2) Water, sewerage, and electricity. Each manufactured home space shall be provided with and shall be connected to sanitary sewerage and water supply systems. Wells and septic tanks shall be approved by the Robeson County Health Department.
 - (3) Lighting. All electrical wiring shall be installed in accordance with the National Electrical Code and shall be approved only by the electrical inspector. Distribution lines shall be installed underground. All lighting shall be installed in compliance with Article 19 of this Ordinance. Underground lines shall be placed at least 18 inches below the ground surface where possible and at least one foot radial distance from water, sewer, gas, or communications lines. Electrical systems of manufactured home developments shall be calculated on the basis of at least 100 amps (at 120/140 volts) for each manufactured home. The point of electrical connection for a manufactured home shall be within an area of the manufactured home stand and approximately 40 feet from the front of the manufactured home and

approximately four feet from either side of the manufactured home. Where other utilities and fixtures prevent the location of electrical connections shall be made with due regard to uniformity, safety, and convenience. Exterior lighting shall be provided for all streets, walkways, buildings, and other facilities subject to nighttime use. The average illumination level in manufactured home parks shall be at least three tenths (0.3) footcandle, and a minimum level of one tenth (0.1) footcandle shall be maintained on all streets. Potentially hazardous locations such as street intersections and walkways shall be individually illuminated with a minimum level of six tenths (0.6) footcandle.

- (4) Refuse collection facilities. The park owner is responsible for seeing to refuse collection. All refuse shall be collected at least once/week or more if the need is indicated. When manufactured home parks are located in the Town of Pembroke town limits, the applicable sanitation regulations shall be complied with.

(I) Manufactured Home Stands and Anchors.

- (1) The area of the manufactured home stand shall be improved to provide an adequate foundation for the placement and anchoring of the manufactured home, thereby securing the structure against uplift, sliding, rotation, and/or overturning.
- (2) Each manufactured home owner shall provide anchorage in accordance with the North Carolina Regulations for Manufactured Homes.
- (3) Any manufactured home placed in a manufactured home park after adoption of this Ordinance shall have skirting.

(J) Service, Administration, and Other Buildings.

- (1) Within a manufactured home park, one manufactured home may be used as an administrative office. Other administrative and service buildings housing sanitation and laundry facilities or any other such facilities shall comply with all applicable ordinances, codes, and statutes regarding buildings, electrical installations, plumbing, and sanitation systems.
- (2) All service buildings, commercial structures, and the grounds of the park shall be maintained in a clean condition and kept free from any condition that will menace the health of any occupant or the public or constitute a nuisance.

- (K) Structural Additions. All structural additions to manufactured homes other than those which are built into the unit and designed to fold out or extend from it shall be erected only after a building permit is obtained, and such additions shall conform to the North Carolina Building Code, and shall meet the standards of special regulations adopted with respect to such additions. The building permit shall specify whether such structural additions may remain permanently, must be removed when the manufactured home is removed, or must be removed within a specified length of time after the manufactured home is removed.

Structural alterations existing at the time of passage of this Ordinance shall be removed within 30 days after the manufactured home which they serve is moved unless attached to another manufactured home on the same site within that period.

- (L) Storage. Storage of a manufactured home or recreational vehicle is prohibited.
- (M) Management. In each manufactured home park, the permittee or duly authorized attendant or caretaker shall be in charge at all times to keep the manufactured home park, its facilities and equipment in a clean, orderly, safe, and sanitary condition.
- (N) Manufactured Home Park. It shall be the duty of the operator of a manufactured home park to keep an accurate register containing a record of all registered occupants. The operator shall keep the register available at all times for inspection by law enforcement officials, public health officials, and other officials whose duties necessitate acquisition of the information contained in the register.
- (O) Sales in Manufactured Home Parks.
 - (1) It shall be unlawful to sell on a commercial basis manufactured homes or trailers within manufactured home parks.
 - (2) It shall be unlawful to sell a manufactured home space(s) within the manufactured home parks.
 - (3) Except for accessory uses, it shall be unlawful to operate any business within a manufactured home park.
- (P) Landscaping and Screening Requirements. Refer to Article 15, Buffer Strips and Landscaping.

Section 13-4: Commercial/Industrial Site Development Plans

The following regulations shall apply to a non-single-family development as specified in Section 13-1, which is located in the O-I, C-1, C-2, C-3, PUD or I zoning district.

- (A) Parking. As specified in Article 17 of this Ordinance.
- (B) Loading. As specified in Article 17 of this Ordinance.
- (C) Screening and Fencing. As specified in Article 15 of this Ordinance.
- (D) Lots Fronting on a Public Street. The Planning Board may approve plans with lots within the interior of a business site development plan project provided that the Board finds that adequate access is assured by the design of the development.

- (E) Minimum Yard Requirements. All exterior lot lines located along the perimeter of the business site development plan shall satisfy the standards listed within Article 11, "Table of Area, Yard, Height and Lot Coverage Requirements."
- (F) Plans are required and must show:
- (1) Structures. Location and approximate size of all existing and proposed structures within the site, and all buildings and structures within 500 feet, in addition to public or private easements or rights-of-way adjoining or intersecting such property.
 - (2) Circulation. As specified in Article 17 of this Ordinance.
 - (3) Signs. The applicable zone sign regulations shall apply in accordance with Article 18 of this Ordinance.
 - (4) Timing. Proposed schedule of development, including stages likely to be followed.
 - (5) Other Site Plan Requirements.
 - (a) Size and location of all signs.
 - (b) Size and location of all fences, walls, and hedges.
 - (c) Proposed provision for storm drainage (including retention pond facilities, when applicable), and sanitary sewerage, approved by the Administrator.
 - (d) Proposed solid waste storage facilities.
 - (e) Proposed water system. Hydrants shall be located within 300 feet of any building or portion thereof. Where possible, such hydrants shall be located at least 50 feet from any building. If buildings have standpipes and sprinkler systems, one hydrant shall be located within 75 feet of each standpipe and sprinkler system connection.
 - (f) Types of surfacing, slope, grade and cross-section of driveways, sidewalks, malls, etc.
 - (g) Profiles of publicly maintained water and sewer lines.
 - (h) Profiles, cross-sections and slopes of on-site and off-site ditches carrying water runoff.
 - (i) Erosion and sedimentation control plan.
 - (j) Lighting plan, inclusive of wattage and illumination, in accordance with Article 19 of this Ordinance.
 - (k) Installation of curb and gutter may be required in conformance with the storm water control ordinance.
 - (l) Depict traffic control devices.
 - (m) Parking area shall have a stabilized surface with parking space and traffic lanes clearly marked. Points of access and egress shall consist of driveways or roadways at least 20 feet in width and shall be set back a sufficient distance from highway intersections to minimize traffic hazards, inconvenience, and congestion.
 - (n) All plans and construction details must meet the current specifications of the Town of Pembroke.

(6) Placement of Buildings.

- (a) Exterior walls of unattached buildings shall be located no closer than a distance equal to the height of the taller building.
- (b) Any courtyard created by the placement of the buildings shall have at least 25% of its perimeter open for access by emergency vehicles.