



MEMORANDUM

TO: City Manager, City Council and Mayor
FROM: Carl Best, Director of Development Services
DATE: February 23, 2026
SUBJECT: Call for a Public Hearing.
SUB 02-25 Sanctuary at Tooley Harbor

REQUEST:

The Developer is seeking Preliminary Plat through the major subdivision process approval for a PUD-PDM with 149 townhomes, two commercial lots with a total area of approximately 2.6 acres, and an existing. The total acreage of the Sanctuary at Tooley Harbor is approximately 32 acres. This development will have a gross density of 4.6 units per acre. The project will offer three townhouse models. The lot sizes range from approximately 1,800 square feet to 6,000 square feet. The majority of the lots are about 2,500 square feet in size with an overall average lot size of roughly 3,200 square feet.

LOCATION/DESCRIPTION:

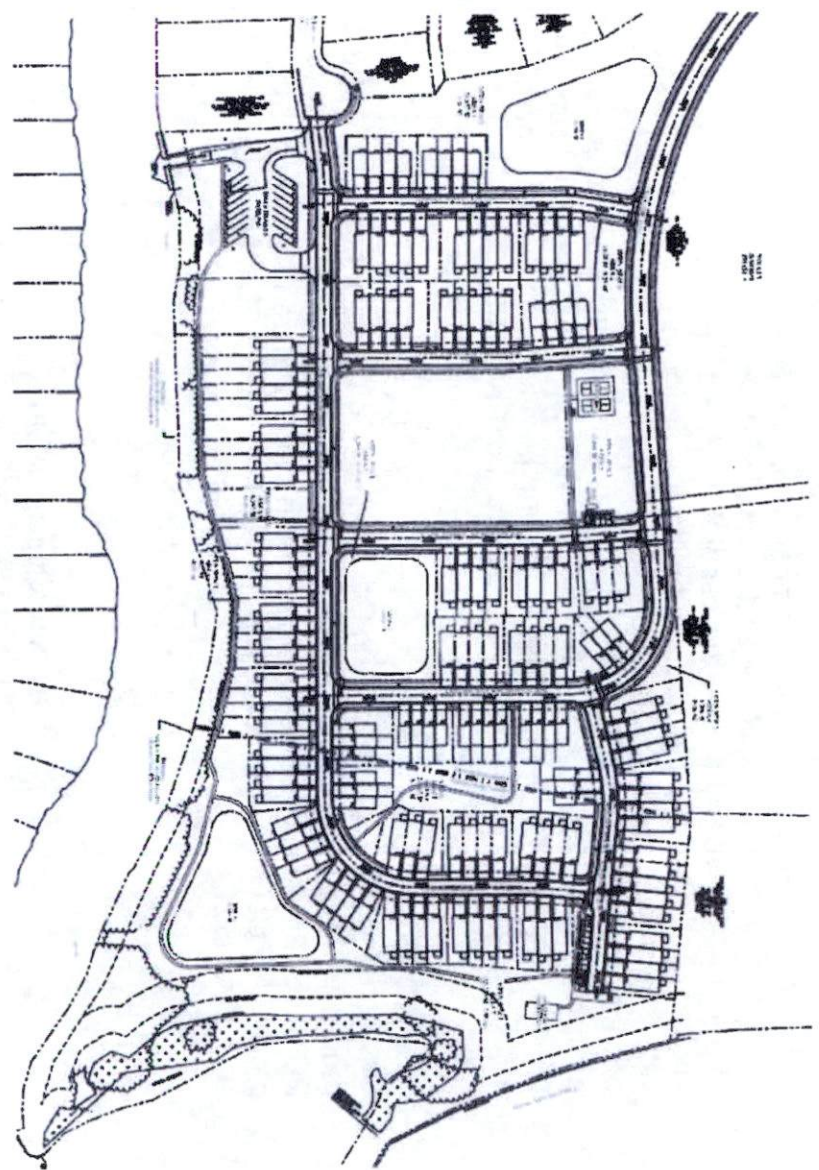
The approximate 32-acre site is comprised of two parcels and located on the east side of River Road, just east of the end of Asbury Drive and Sailor's Way adjacent to the Pasquotank River and across the canal from Pelican Pointe. The Sanctuary at Tooley Harbor Land Planning Solutions submitted a preliminary plat for 149 residential units with a density of approximately 5 units per acre. There are two commercial lots that can have a maximum of 12,000 square feet of commercial uses and approximately 6 acres of open space. The project will provide waterfront access and a boat ramp for boat parking. This project is on a PUD-PDM zoned parcel located at the end of Sailors Way and Grand View Drive adjacent to Tooley Harbor Phase III.

PREVIOUS ACTION TAKEN:

On February 3, 2026, the Elizabeth City Planning Commission heard Case SUB 02-25 regarding Preliminary Plat for approval for The Sanctuary at Tooley Harbor PUD-PDM. The Planning Commission voted unanimously to approve the request for the preliminary plat for the Sanctuary at Tooley Harbor PUD-PDM and the creation of 149 townhome lots.



Aerial



**CITY OF ELIZABETH CITY
PLANNING COMMISSION
REGULAR SCHEDULED MEETING
TUESDAY February 10th, 2025
4:00 PM**

MEMBERS PRESENT

Suzanne Stallings, Acting as Chairman
Jeff Terry
Boyd McDonald
Barbara Baxter

Also present were Carl Best, Director of Development Services; Planners Dylan Lloyd and Cheryl Eggar; Aprylee Brown, Administrative Assistant; Reginald Goodson, City Manager; and Mayor Kirk Rivers.

Chairman Stallings called the meeting to order at approximately 4:10 PM and stated a quorum.

Chairman Stallings then asked for a motion to approve the meeting agenda.

Commissioner Terry made a motion to **APPROVE** the agenda. Commissioner Baxter properly seconded the motion. **ALL IN FAVOR: STALLINGS, TERRY, MCDONALD AND BAXTER. NONE OPPOSED. MOTION CARRIED.**

Chairman Stallings then asked for a motion to approve the minutes from the December 2nd, 2025 meeting.

Commissioner Terry made a motion to **APPROVE** the December 2nd, 2025 meeting minutes. Commissioner Baxter properly seconded the motion. **ALL IN FAVOR: STALLINGS, TERRY, MCDONALD AND BAXTER. NONE OPPOSED. MOTION CARRIED.**

Chairman Stallings then called for the secretary to the Commission to read the Statement of Disclosure.

Planner Lloyd, acting Secretary to the Commission read the **STATEMENT OF DISCLOSURE** as follows:

Elizabeth City Code of Ethics provides that public officials and employees be independent, impartial, and responsible to the public; that government decisions and policy be made in proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals and in keeping with the ethical standards of conduct for city public

officials and its employees, disclosure of interest in legislative action must be stated for public record, as per City of Elizabeth City Code of Ordinances Section 32.04. Any official act or action before the Planning Commission shall be publicly disclose on the record of the Commission the nature and extent of such interest and the Commissioner shall withdraw from any consideration of the matter if excused by the Commission pursuant to G. S. 160A-75.

New Business

Chairman Stallings moved on to the first item on the agenda under new business, to which Director Best reads as follows:

- **CASE NO.: SUB 02-25**, The Sanctuary at Tooley Harbor Land Planning Solutions submitted a preliminary plat for 149 residential units with a density of approximately 5 units per acre. There are two commercial lots that can have a maximum of 12,000 square feet of commercial uses and approximately 6 acres of open space. The project will provide waterfront access and a boat ramp for boat parking. This project is on a PUD-PDM zoned parcel located at the end of Sailors Way and Grand View Drive adjacent to Tooley Harbor Phase 3.

Planner Eggar then read from the staff report, outlining the size and the scope of the project. The 31.7 acre parcel, which had just last year been approved for a PUD-PDM Master Site Plan, was being presented for a Preliminary Plat of 149 townhome style units, as well as three storm water ponds, 6.2 acres of open space and amenities including walking trails, a volleyball court and a boat ramp and access parking.

The acting chair then called the applicant to speak. PE Jeff Huentelman, from Land Planning Solutions, stood at the podium and described the project in greater detail, mentioning the connectivity of the open space areas, the 20' access for the trails and the design of the mailbox kiosks, which he asserted would function as designed on the plans. The applicant also provided the commission with a memo of the items they would be able to satisfy from the last round of comments from the planning department. He also mentioned that the trails should only be 4' wide and that the 8' request was unnecessary, as well as the proposal for paved access to the ponds for maintenance. The engineer also asserted that the open space being provided was sufficient as per the calculation in UDO Article 10-7.16. The Open Space provided by the applicant would be for general use by the public and not just the residents.

After discussion between staff and the engineering team from LPS, and agreement for the applicable items to be included on the drawings, Chairman Stallings then read the following conditions for approval:

- That the dedicated recreation area be accepted instead of the fee in lieu
- Annexation of the parcel currently in Pasquotank would be completed
- A recombination Plat would be completed and recorded

- An HOA Declaration for maintenance of open space, ponds and common area would be incorporated.
- A Multipurpose Trail of 4' wide with 20' access would be acceptable
- Three trail benches along the multipurpose trail would be provided
- Storm Callouts for the drainage devices would be provided.

Acting Chairman Suzanne Stallings asked if there was a motion for the presented case.

Commissioner Boyd made a motion to **APPROVE CASE No: RZ 03-25**. Commissioner Stallings **properly seconded the motion. ALL IN FAVOR: STALLINGS, TERRY, MCDONALD AND BAXTER. NONE OPPOSED. MOTION CARRIED.**

Acting Chairman Stallings then asked if there was any old business.

There was no old business.

Acting Chairman Stallings asked if there was a staff report.

No staff report.

Acting Chairman Stallings asked if there were any member concerns.

Member Concerns

Chairman Stallings made a motion to **ADJOURN**. Commissioner Terry properly seconded the motion. **ALL IN FAVOR: STALLINGS, TERRY, MCDONALD AND BAXTER. NONE OPPOSED. MOTION CARRIED.**

The meeting was thus adjourned at approximately 4:55 PM.

Submitted Respectfully,

Aprylee Brown – Administrative Assistant