

**Town of Sunset Beach  
Planning Board Meeting  
April 18, 2013**

**MINUTES**

**Members Present:** Carol Santavicca, Chairwoman; Tom Vincenz, Vice-Chairman; Member Al Seibert, and Member Bill McDonald

**Members absent:** Member Bob Tone; Member Sybil Kesterson and Member Leon August

**Staff Present:** Sandy Wood, UDO Administrator and Lisa Anglin, Planning Board Secretary

Chairwoman Santavicca called the meeting to order and called for draft agenda amendments.

**Draft Agenda Amendments**

No agenda amendments made.

**Minutes Approval**

MEMBER MCDONALD MADE A MOTION TO APPROVE THE APRIL 4, 2013 MINUTES AS WRITTEN. MEMBER SEIBERT SECONDED THE MOTION. CHAIRWOMAN SANTAVICCA CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

**UDO Administrator Report**

Sandy Wood advised that Staff is continuing the review of the UDO and will submit to the Planning Board as amendments are needed.

**Council Work Session Report**

Sandy Wood advised that the Council interviewed Planning Board member candidates during their April 16, 2013 Work Session and will make the appointments during the May 6, 2013 Meeting.

**Bike Path & Vision Plan Proposals**

Sandy Wood and the Board reviewed maps of the proposed bike path and discussed the relationship between the two (2) proposals. The Board discussed incorporating the Vision Plan into an overlay district which would need to be included in the UDO. Sandy Wood advised that Holland Planning Consultant is revising the Vision Plan Draft #2 to include the items from the April 4, 2013 meeting and will submit the revised plan to the Board at the May 2, 2013 meeting. Sandy Wood advised that Holland Planning Consultants have completed the project as per their contract and Council will need to approve additional funding for them to do anything more.

**Continued UDO Amendments Discussion**

The Board continued to review the UDO amendments received from Council members and Staff. A spreadsheet will be prepared by the Secretary that will accompany each set of minutes. The spreadsheet will contain all of the sections under review, the Planning Board discussion, final action and the recommendation submitted to Council, if any. The Spreadsheet will also contain the action taken by Council, by either scheduling a public hearing or returning the item to the Board for further review, and the date of when the UDO was updated if applicable.

**Planning Board Roles and Responsibilities**

Sandy Wood reminded the Board that during the February Council meeting, Attorney Isenberg and the Council requested that the Planning Board and Board of Adjustment Rules of Procedure be amended to remove any NC General Statute or Town Ordinance language that didn't need to be repeated prior to Council adoption. The Board voiced a desire for the Planning Board and Board of Adjustment Rules of Procedure to remain as written and discussed why Council approval is necessary. Staff will research and determine if Council approval is a statutory requirement. Concerning the election of both the Chairman and Vice Chairmen in both Board Rules of Procedure, the Board clarified that those positions are elected from the full membership (including Alternate and Extraterritorial Members) not just regular members. Chairwoman Santavicca and Staff will review both documents for additional administrative amendments.

MEMBER MCDONALD MADE A MOTION TO ADOPT THE AMENDED PLANNING BOARD RULES OF PROCEDURE. VICE-CHAIRMAN VINCENZ SECONDED THE MOTION. CHAIRWOMAN SANTAVICCA CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

**Public Comments**

Charles Nern 647 Oyster Bay Drive – Suggested coordinating all of the existing projects to save time and money.

John Corbett 423 Sailfish Drive – Thanked the Staff and Planning Board for the work they are doing.

MEMBER MCDONALD MADE A MOTION TO ADJOURN THE APRIL 18, 2013 MEETING. MEMBER SEIBERT SECONDED THE MOTION. CHAIRWOMAN SANTAVICCA CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

Town of Sunset Beach  
Planning Board

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Carol Santavicca, Chairwoman

Submitted by:

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Lisa Anglin, Planning Board Secretary