

**Town of Sunset Beach
Planning Board Meeting
July 17, 2014**

MINUTES

Members Present: Carol Santavicca, Chairwoman; Tom Vincenz, Vice-Chairman; Members Sybil Kesterson, Noelle Kehrberg, Bob Tone and Len Steiner

Members absent: Members Al Seibert

Staff Present: Sandy Wood, UDO Administrator, Randy Walters, Building Inspector and Lisa Anglin, Planning Board Secretary

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

Draft Agenda Changes

The Board requested the agenda format for the Old Business section be amended to add subsections titled Items For Consideration During This Meeting and Future Items to be Considered.

Consideration of Minutes for Approval

The Board considered the May 1, 2014, June 5, 2014 and the June 19, 2014 minutes for approval. The June 19, 2014 minutes were amended to include the information provided by Sandy Wood which advised that the roadway from 40th Street to the west end of the island owned by Sunset Beach & Twin Lakes Inc. had been deeded to Sunset Beach West LLC and that the deed did convey utilities and drainage easements to the Town, a sewer easement to Brunswick County and an ingress/egress easement to Lots 1, 2 and 3.

MEMBER STEINER MADE A MOTION TO APPROVE THE MAY 1, 2014 AND JUNE 5, 2014 MINUTES AS WRITTEN AND THE JUNE 19, 2014 MINUTES AS AMENDED. MEMBER KEHRBERG SECONDED THE MOTION. CHAIRWOMAN SANTAVICCA CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

UDO Administrator Report

Progress Reports for on-going Issues

Sandy Wood advised that ribbon cutting for the roundabout was held July 16, 2014. Wood advised that the park construction is progressing and the permatrek boardwalks will be installed soon. Park opening now scheduled for mid-August.

Sidewalk/Bike Path Estimate

Wood advised that he is awaiting a price to finish the bike path in Sea Trail from the Maples Clubhouse to the South entrance on Shoreline Drive West. Sea Trail is stripping the bike path from Old Georgetown Road to the Maples Clubhouse. Wood advised that he will be meeting with the Coastal Outfitters Developer next week to discuss the sidewalk from the roundabout to Station Trail. Chairwoman Santavicca advised that the bike path will be included in the Vision Plan that is discussed during the August meetings.

UDO Administrator Report (Cont.)

Staff Review of Changes to Flood Map and FEMA Regulations

Walters advised that new flood maps are expected to be released in mid-to-late summer.

Other Reports

Town Council Meeting

No report.

Town Council Work Session

No report.

Technical Review Committee

No Report

Old Business

BEMC Representative – Lighting Ordinance Article 9 Part III

Sandy Wood introduced Clayton Rivenbark BEMC Representative, to discuss with the Board the new pole and lighting installed at 39th Street. Member Kehrberg distributed information from the International Dark Sky Association. Rivenbark advised that BEMC is moving towards the national standard for roadway poles and LED lights. Rivenbark advised that the standards include 20', 25' and 30' silver poles with white LED lights. BEMC can order and install special poles at the Town's cost. The types of special poles available can be viewed on the BEMC website in the outdoor lighting section. Rivenbark advised that BEMC Representatives are gathering information from the various beach communities but no final decisions have been made. Rivenbark will keep Town Staff informed.

Items For Consideration During This Meeting

- Proposed UDO Amendments – Staff Recommendations
 - i. Table of Uses (Section 6.04):
 - Removal of Table of Uses Headers – Residential and Related Uses & Non-Residential Uses – Randy Walters requested the Board to review the table and determine if removing the headers would make a difference. This item will be added to the Items for Action at Future Meetings section of the agenda.
 - Bulkheads – Add Permitted Use in RI1 and AF1 – Walters informed the Board that bulkheads exists in the RI1 and AF1 zones currently and requested the Board to consider adding “P” in the RI1 and AF1 zones on the Table of Uses.

MEMBER KESTERSON MADE A MOTION TO RECOMMEND TO COUNCIL THAT BULKHEADS BE A PERMITTED USE IN RI1 AND AF1 ZONES. VICE-CHAIRMAN VINCENZ SECONDED THE MOTION. CHAIRWOMAN SANTAVICCA CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

- Piers & Docks – Add Permitted Use in MR1, MR2, MR3, MH1, AF-1; Change RI1 to Permitted Use – Walters informed the Board that Piers and Docks exists in the MR1, MR2, MR3, MH1 and AF1 zones currently and requested the Board to consider adding “P” in the MR1, MR2, MR3, MH1 and AF-1 zones on the Table of Uses. Walters informed the Board that only Town-owned property is located in the RI1 zone and requested the Board to consider replacing the “S” with a “P”.

Items For Consideration During This Meeting (Cont.)

VICE -CHAIRMAN VINCENZ MADE A MOTION TO RECOMMEND TO COUNCIL THAT PIERS AND DOCKS BE A PERMITTED USE IN MR1, MR2, MR3, MH1, AF-1 ZONES AND THAT PIERS AND DOCKS BE A PERMITTED USE IN R11 INSTEAD OF A SPECIAL USE SINCE ON TOWN-OWNED PROPERTY EXISTS IN THE R11 ZONE. MEMBER KEHRBERG SECONDED THE MOTION. CHAIRWOMAN SANTAVICCA CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

- CAMA approved Dune Walkovers – Walters informed the Board that the BR2 zone does not include oceanfront lots and requested the Board to consider removing the permitted use designation from the BR2 zone on the Table of Uses.

MEMBER KEHRBERG MADE A MOTION TO RECOMMEND TO COUNCIL THAT THE PERMITTED USE DESIGNATION FOR CAMA APPROVED DUNE WALKOVERS IN BR2 BE REMOVED SINCE OCEANFRONT LOTS ARE NOT INCLUDED IN THE BR2 ZONE. VICE-CHAIRMAN VINCENZ SECONDED THE MOTION. CHAIRWOMAN SANTAVICCA CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

- ii. MR-2A Designation in Article 6 Section 6.03 – Walters advised that the MR-2A Designation needs to be added to Section 6.03 (B) (1) to correspond with the MR-2A Zone that was added to Section 6.04 during the last UDO amendments.

VICE-CHAIRMAN VINCENZ MADE A MOTION TO RECOMMEND TO COUNCIL THAT THE MR2A DESIGNATION BE ADDED TO ARTICLE 6 SECTION 6.03 AS (B) (1). MEMBER KESTERSON SECONDED THE MOTION. CHAIRWOMAN SANTAVICCA CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

- iii. Article 2 General Regulations Section 2.17 Underground Electric Service – Walters advised that 151.012 was omitted during the UDO conversion and requested that 151.012 be added as Section 2.17.

MEMBER KESTERSON MADE A MOTION TO RECOMMEND TO COUNCIL THAT ARTICLE 2 GENERAL REGULATIONS BE AMENDED TO ADD SECTION 2.17 WITH THE VERBIAGE FROM 151.012 OF THE OLD ZONING CODE. VICE-CHAIRMAN VINCENZ SECONDED THE MOTION. CHAIRWOMAN SANTAVICCA CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

- iv. Article 11 Section 11.07 (D) (1) – Walters advised that the last sentence was added during the UDO conversion and requested the Board to consider removing the last sentence. After a brief discussion concerning potential changes at the state level, the Board also agreed to replace town-owned with roadway in the first sentence.

MEMBER STEINER MADE A MOTION TO RECOMMEND TO COUNCIL THAT ARTICLE 11 SECTION 11.07 (D) (1) BE AMENDED TO REMOVE THE LAST SENTENCE AND TO REPLACE TOWN-OWNED WITH ROADWAY IN THE FIRST SENTENCE. MEMBER KESTERSON SECONDED THE MOTION. CHAIRWOMAN SANTAVICCA CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

Items For Consideration During This Meeting (Cont.)

- v. Section 7.34 and Article 13 Discussion – Walters advised that Staff recommends leaving Section 7.34 as written but to add Section 13.01 (C) (13) for reference to Section 7.34 for Open Space where required.

MEMBER KESTERSON MADE A MOTION TO RECOMMEND TO COUNCIL THAT ARTICLE 13 SECTION 13.01 (C) (13) BE ADDED TO REFERENCE SECTION 7.34. MEMBER KEHRBERG SECONDED THE MOTION. CHAIRWOMAN SANTAVICCA CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

- vi. Section 13.01 (E) (2) – Wood advised that Section 13.01 (E) (2) is needed to assist the building inspections department with subdivision infrastructure bonding requirements.

MEMBER STEINER MADE A MOTION TO RECOMMEND TO COUNCIL THAT SECTION 13.01 (E) (2) BE ADDED TO ASSIST THE BUILDING INSPECTIONS DEPARTMENT WITH SUBDIVISION INFRASTRUCTURE BONDING REQUIREMENTS. MEMBER KESTERSON SECONDED THE MOTION. CHAIRWOMAN SANTAVICCA CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

The following are UDO amendments from prior meetings that are being recommended to Council for consideration:

- Section 7.03 (C) - Remove the reference to “Volume 7”
- Section 6.04 – Off-site Septic Tanks

Future Items to be Considered

The following are items that the Board will discuss at future meetings:

- Required Changes to UDO as to BOA – Sandy Wood advised that Council has recommended the seventh and final member for the Board of Adjustment to the Brunswick County Commissioners and once appointed the Board of Adjustment will meet. Staff is finalizing the UDO amendments concerning the Board of Adjustment.
- Height Measurement Method for Flood Plain – on hold waiting for new flood maps in the late summer.
- Noise Regulations – Member Steiner has gathered noise ordinance samples from several municipalities that will be distributed to the Board with the September 4th meeting packet for discussion.
- Pier Head Alignment – waiting for Council funding approval.
- Adaptation of Vision Plan into Overlay District – Chairwoman Santavicca requested each member to review Chapter 4 and Appendix 1, 2 and 3 of the Vision Plan for preparation of discussion during the August 7th and 21st meetings to convert the Vision Plan into an overlay district.

Items for Action at Future Meetings

The following items will be discussed at future meeting with action possible:

- Removal of Table of Uses Headers - Residential and Related Uses & Non-Residential Uses

Future Items to be Considered (Cont.)

- Article 6 – Establishment of a maximum number of bedrooms limitation for each district
- MB2 District – Change the title to Mainland Business District
- Establish a subsection in 6.06 for the Mixed Use Districts guidelines
- Swimming Pools – Allow in all districts except MB2
- Residential Lighting Ordinances for Article 9

New Business

Swimming Pool Ordinances

Wood requested the Board to review the swimming pool ordinances and the Table of Uses concerning swimming pools as the Building Inspections Office is receiving numerous phone calls to allow swimming pools on oceanfront lots. This will be added to the August 7th agenda for discussion.

Public Comments

None

MEMBER KESTERSON MADE A MOTION TO ADJOURN THE JULY 17, 2014 MEETING. MEMBER STEINER SECONDED THE MOTION. CHAIRWOMAN SANTAVICCA CALLED FOR A VOTE AND THE MOTION CARRIED BY A UNANIMOUS VOTE.

Town of Sunset Beach
Planning Board

Carol Santavicca, Chairwoman

Submitted by:

Lisa Anglin, Planning Board Secretary

*The July 17, 2014 minutes were approved by the Planning Board during the August 7, 2014 meeting.