Town of Sunset Beach
Planning Board Meeting

Meeting Minutes of April 7, 2016
9:00 am

Members Present: Vice-Chairperson Len Steiner, Greg Jensen, Noelle Kehrberg, Bob Tone

Members Absent: Chairperson Tom Vincenz

Staff Present: Rawls Howard, Planning Director; Cindy Nelson, Planning Board Secretary; Richard Hathcock

Vice-Chairperson Steiner called the meeting to order, read a prepared welcome statement, and established that a quorum was present. The Pledge of Allegiance was recited by all in attendance.

Postponement or Withdrawal Requests- None

Public Comments- None

Consideration of Approval of Minutes: **VICE-CHAIRPERON STEINER ASKED FOR A MOTION TO APPROVE MINUTES WITH CORRECTIONS FOR MARCH 3RD AND MARCH 17TH. MOTION MOVED BY GREG JENSEN. SECOND WAS MADED BY BOB TONE. MOTION CARRIED UNANIMOUSLY.**

Old Business

a. TA-16-02; Text Amendment; Town-initiated; Proposal to amend UDO to provide for a Gateway Corridor Overlay District.

Rawls reviewed the changes that he incorporated from the last meeting. The Board recommended:

- All existing owners within the overlay district should receive a letter informing them of the new requirements.

VICE-CHAIRPERON STEINER ASKED FOR A MOTION TO APPROVE THE TEXT ADMENDMENT WITH TYPOGRAPHICAL CORRECTIONS. MOTION MOVED BY

GREG JENSEN. SECOND WAS MADE BY NOELLE KEHRBERG. THIS PASSED UNANIMOUSLY.

b. TA-15-13; Text Amendment; Town-initiated; Proposal to amend UDO to address fill standards for lots.

Rawls gave a presentation on fill standards for lots, which is attached to these minutes, and reviewed the changes he incorporated after the last meeting. After discussion; The Board recommended additional changes:

- Maintain the Brunswick County standard of 4 inches of fill on "flat" lots for proper drainage.
- Do not allow sand to be taken off of the island.
- Develop graphics to supplement language on fill.

Rawls agreed to revise the text and bring back to the Board for final approval at a future meeting.

New Business

a. Site Plan Review – Shared Parking Agreement for 424 Sunset Blvd. South.

Rawls reviewed the plans that were submitted by the applicant and answered questions regarding the plan. Rawls recommended:

- Joint alleyway to be removed from plan.
- Lighting to be lowered to 15 feet to reduce interference with adjacent residential structure.

Rawls informed the board that the Fire Chief approved the plan and there were not any issues with emergency management. He also informed them that there would be curb stops and not marked parking.

Brian White, owner of 424 Sunset Blvd. South, came before the board and answered questioning regarding the proposed shared parking agreement. He stated:

- It would be public parking.
- He is willing to lower lighting to 15 feet.
- He assured the Board that the design would be "nice."

VICE-CHAIRPERSON STEINER ASKED FOR MOTIONS. GREG JENSEN MOVED TO ACCEPT SUBMITTED PLANS WITH CHANGES TO LIGHTING AND THE JOINT ALLEYWAY. SECOND WAS MADE BY BOB TONE. THIS PASSED UNANIMOUSLY.

b. Appointment of Richard Hathcock as Board Secretary.

VICE-CHAIRPERSON STEINER ASKED FOR MOTIONS. BOB TONE MOVED TO ACCEPT RICHARD HATHCOCK AS THE BOARD SECRETARY. SECOND WAS MADE BY GREG JENSEN. THIS PASSED UNANIMOUSLY.

Administrative Items:

A. Director and Staff Comments

Rawls spoke to the Board regarding the following topics:

a. Ordinance amendments for fill and alteration of sand dunes will be going to Town Council soon.
b. Maintenance of bulkheads, docks, and piers regulations to be added to the UDO and brought to the next meeting.
c. Rawls attended the North Carolina American Planning Associate (APA) section 6 meeting that reviewed new state legislation.
d. Made the Board aware of a Board Training provided by the UNC School of Government at the Wilmington City Hall on May 19th, 2016.
e. Reminded the Board that the CAMA Land Use Plan Survey ended on March 31st, 2016.

B. Board Member Comments and Request for Future Agenda Items-

Noelle recommended defining "sand dunes" and Rawls indicated that this would be an item on the agenda for the next meeting.

Public Comments:

Carol Scott; 1527 North Shore Drive:

- Reminded the Board that Town Council recommended the Planning Board to add requirements to the UDO on reviewing ownership titles before permitting.
- Recommended looking into creating regulations for bulkhead, pier, and dock repairs.
- Expressed concerns over the fill language.

- Expressed concern over the Shared Parking Agreement for 424 Sunset Blvd. S.

John Corbet; 1313 Canal Drive: Recommend a cross-sectional view of the fill and grade graphics.

Patricia White; 1515 Canal Drive, 1216 E. Main Street, and 424 Sunset Boulevard. South: Asked the Board to looking into parking regulations along Main Street.

<u>Adjournment:</u> 10:25 AM. VICE-CHAIRPERSON STEINER ASKED FOR A MOTION TO ADJOURN. MOTION MOVED BY BOB TONE. SECOND WAS MADE BY GREG JENSEN. MOTION CARRIED UNANIMOUSLY.

Town of Sunset Beach
Planning Board

Len Steiner

Len Steiner, Vice-Chair Person

Submitted by:

Richard Hathcock, Planning Board Secretary

TOWN OF SUNSET BEACH
OFFICIAL SEAL
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