



Town of Sunset Beach  
Planning Board Meeting

Meeting Minutes of July 21, 2016

**DRAFT MINUTES**

**Members Present:** Chairperson Tom Vincenz, Noelle Kehrberg, Len Steiner

**Members Absent:** Greg Jensen, Bob Tone

**Staff Present:** Richard Hathcock, GIS Planner; Cindy Nelson, Planning Board Secretary, Susan Parker; Town Administrator.

Chairperson Vincenz called the meeting to order and established that a quorum was present. The Pledge of Allegiance was recited by all in attendance.

**Amend or Approve Agenda:** Move item 8A under New Business ahead of Old Business. All members were in agreement.

**Postponement or Withdrawal Requests:** None

**Public Comments:** None

**Consideration of Approval of Minutes:** Consideration of approval of minutes:

JUNE 2, 2016: CHAIRPERSON VINCENZ ASKED FOR A MOTION TO APPROVE WITH A CORRECTION. MOTION MOVED BY LEN STEINER WITH A SECOND MADE BY NOELLE KEHRBERG. MOTION CARRIED UNANIMOUSLY.

JUNE 16, 2016: CHAIRPERSON VINCENZ ASKED FOR A MOTION TO APPROVE WITH CORRECTIONS. MOTION MOVED BY LEN STEINER WITH A SECOND MADE BY NOELLE KEHRBERG. MOTION CARRIED UNANIMOUSLY.

**Agenda Item 8A under new business:** Approval of Gate and Fence for the Riverside Drive Subdivision "Ocean Club".

Wes Macleod made the presentation that an approval for the gate at Riverside Drive is for the design and appearance of a gate only. He noted that privacy fences are not permitted in the BR-2 zoning district.

CHAIRPERSON VINCENZ ASKED FOR A MOTION TO APPROVE THE GATE AS SUBMITTED. MOTION MOVED BY LEN STEINER TO APPROVE AS DESIGNED. SECOND MADE BY NOELLE KEHRBERG. MOTION CARRIED UNANIMOUSLY.

### **Old Business**

a. TA-15-13: Amend Article 2, General Regulations in the UDO to provide development standards for the use of fill on lots, with Attachment A.

Richard Hathcock highlighted the changes he made as per Town Council recommendation. The changes are as listed in Attachment A. This allows the standard to be more readable and understandable. The Board's consensus was that the language needed to be clarified further. After some discussion, the Board gave Richard suggestions on what language to use and stated they would like to see the final draft for additional consideration.

b. TA-16-02: Amend Article 6, Zoning Districts; Zoning District Development Standards for the Gateway Corridor Overlay District.

The Board discussed additional changes:

Section 3e. Define size of buildings, i.e. small, medium and large and make a percentage based on that. Like a small building would be a 20% change, a medium building would be a 50% change. Wes suggested the standard apply to the buildings square footage. Noelle said it should apply to all buildings. Staff will do additional research.

Section #5 Use and Design standards: Define "Earth tones" more specifically. Define the colors with a color chart for reference.

Section (F) h. Split-Faced CMU. Spell out "CMU" (Cinder Block Masonry Unit).

(D) (1) Lighting-include picture(s) of a light pole standard that could be used.

(B) (2) Bicycle racks shall be required. Remove paragraph b. Standard can be modified as needed in the future when development is more prevalent.

(3) (5) Change language to geometric shapes is prohibited.

(3) (7) Change "Planning and Inspections Director" to "Planning Board".

6. a. Signage Discussion ensued in regard to allowing neon signs(flashing or otherwise) in windows of businesses. After deliberation on the subject, Chairperson Vincenz suggested referring back to the the sign ordinance when needed.

c. TA-16-05: Amend Article 2, UDO General Regulations regarding maintenance of bulkheads, docks, and piers.

Richard presented the most recent changes to the Board. One additional change was noted.

CHAIRPERSON VINCENZ ASKED FOR A MOTION TO APPROVE AND SEND TO COUNCIL. LEN STEINER MOVED TO APPROVE SECTION 2.02 AND SEND BACK TO TOWN COUNCIL. SECOND WAS MADE BY NOELLE KEHRBERG. MOTION WAS CARRIED UNANIMOUSLY. CHAIRPERSON VINCENZ ASKED FOR A MOTION TO APPROVE AS PER THE CONSISTANCY STATEMENT PRESENTED. LEN MOVED TO APPROVE WITH THE CONSISTANCY AS PRESENTED. SECOND WAS MADE BY NOELLE KEHRBERG. MOTION WAS CARRIED UNANIMOUSLY.

d. Consideration of Approval/Recommendation of the 2016 CAMA Land Use Update; Wes Macleod, Cape Fear COG.

Discussion ensued with Wes as the Board addressed the most recent changes and comments. Additional changes were noted; Wes will make changes and bring them back for a final review and approval. Wes also said he will update the website.

### New Business

a. Approval of Gate and Fence for the Riverside Drive Subdivision “Ocean Club”.

Agenda item addressed above prior to Old Business

b. TA-16-09 Swimming Pools in CR-1

Board Members questioned the reason for this topic being on the agenda as an agreement is already in place that is specific of what can be permitted in this zoning district. Wes answered that the Text Amendment is written so that swimming pools are only allowed in the CR-1 district, not in other beach districts where pools are still not a permitted use. This will be added as a Permitted Use and to the Table of Uses, and the text of the zoning regulation for CR-1.

Board discussion noted that the appropriate permits would still have to be obtained. There was some conversation regarding what the size of the pool could be. Wes agreed to do some more research on that specific topic and present his findings at the next meeting.

**Administrative Items:**

A. Director and Staff Comments

Richard Hathcock informed the Board that there was a request made by the developer for King Fish Bay to make a date for a Special Called meeting to review their site plan for the King Fish Bay amenities center on the island. The Board agreed on a date.

B. Board Member Comments and Request for Future Agenda Item

Chairperson Vincenz challenged Town Staff as to the enforcement of the sign ordinance. He made reference to the signs that have been posted at the gazebo over the summer. Richard suggested the he confer with Town Administrator Susan Parker, as those signs have been permitted thru her.

**Public Comment**

Carol Scott; 1527 North Shore Drive: King Fish Bay will not be paying Sunset Beach Property taxes, only County taxes. The permitted uses for the BB-1 zoning district should not allow community centers within the Town’s limits for subdivisions that are not located within the Town and purchase property here to build their amenity centers on. They will receive Town services however, will not be required to pay Town taxes.

**Adjournment: 10:25 AM. CHAIRPERSON VINCENZ ASKED FOR A MOTION TO ADJOURN. MOTION MOVED BY GREG JENSEN. SECOND WAS MADE By LEN STEINER. MOTION CARRIED UNANIMOUSLY.**

Town of Sunset Beach  
Planning Board

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*Tom Vincenz, Chair Person*

Submitted by:

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*Cindy Nelson, Planning Board Secretary*

\*\*\*Meeting minutes from the June 2, 2016 and the June 16, 2016 meetings were approved at the July 21, 2016 Planning Board meeting.