



Town of Sunset Beach
Planning Board Meeting

Meeting Minutes of January 5, 2017

DRAFT

Members Present: Greg Jensen, Noelle Kehrberg, Len Steiner (Vice Chair), Bob Tone

Members Absent: Chairperson Tom Vincenz

Staff Present: Susan Parker, Town Administrator; Cindy Nelson, Planning Board Secretary

Others Present: Wes Macleod, Cape Fear Council of Government (COG); John Corbett, Town Council Member

Vice Chair Len Steiner called the meeting to order at 9:00 a.m. and established that a quorum was present.

Amend or Approve Agenda:

Agenda addition requested by Wes MacLeod, add a New Business item 8A: memo from Chairperson Tom Vincenz regarding Town Council review of major site plans.

VICE CHAIR STEINER ASKED FOR A MOTION TO APPROVE THE AGENDA AS MODIFIED. MOTION CARRIED BY GREG JENSEN WITH A SECOND MADE BY BOB TONE. MOTION WAS CARRIED UNANIMOUSLY.

The Pledge of Allegiance was recited by all in attendance.

Postponement or Withdrawal Requests: None

Public Comments: None

Consideration of Approval of Minutes: Consideration of approval of minutes from the December 15, 2016 meeting.

VICE CHAIR STEINER ASKED FOR A MOTION TO APPROVE THE MINUTES AS WRITTEN. MOTION CARRIED BY GREG JENSEN WITH A SECOND MADE BY BOB TONE. MOTION WAS CARRIED UNANIMOUSLY.

Old Business

a. TA-16-16: Amend Article 6.06 (D) to Provide Dimensional Standards for Residential Development in the MB-1 Zoning District. Discussion w/Attachment.

Wes mentioned that Chairperson Vincenz sent email correspondence to a couple of Board members with comments on this topic. He gently cautioned that this violates North Carolina open meeting laws. Wes continued reading thru the Chairperson's comments. The Chairperson said the text amendment needs additional consideration regarding dimensional standards for residential. Example; reduce lot sizes and front and rear setbacks. The Chairperson made a comment regarding the commercial development and how compared to other condominium communities in the Town and their setback from the road, this amendment should reflect the same.

The Board continued to discuss lot sizes for single family homes and front set backs.

Another item addressed was to maintain the current standard for height limits. Single family residence would remain at a height limit of 35' and commercial can maintain a height limit of 50' with the provision that side setbacks could go in 1' for every 2' in height above 35'. Wes said this is tailored more for commercial building and is within reason. This provision was in the original proposal however it was removed item (D). The Board was in agreement to put it back in.

Wes will research some examples to compare and bring back to the Board for additional discussion and comments at the January 19th meeting. Although noted, Allen Serkin from the COG will be present in place of Wes who cannot attend the meeting.

New Business – Agenda Addition

a. Request From Rich Cerrato to Research Why and When it was Decided to Remove Final Plat Review and Approvals from Town Council.

Len Steiner commented that he used to sit on the Town Council for eight years as far as back as 1997. He said he does not recall that Town Council ever reviewed or approved final plats. He further said that delays projects and can cause other difficulties.

Wes said that Chairperson Vincenz drafted a memo in response to this. A vote is needed to accept this memo to forward to the Council. (Memo attached to minutes).

VICE CHAIR STEINER ASKED FOR A MOTION. GREG JENSEN MOVED TO ACCEPT THE MEMO AS WRITTEN AND SEND TO TOWN COUNCIL. SECOND WAS MADE BY NOELLE KEHRBERG. MOTION WAS CARRIED UNANIMOUSLY.

Administrative Items

a. Director and Staff Comments:

Town Administrator Susan Parker explained to the Board that Richard Hathcock's last day was yesterday. As well as losing Rawls Howard a few months ago. The Planning and Inspections Department is now short staffed. Ads have been placed to hire a new Planning Director. To date only one application has been received. Wes MacLeod of COG was initially hired to help with litigious matters such as Riverside Drive, Sunset Beach West and Palm Cove. Since then his job has expanded as needed and beyond what he was hired for. In light of the situation she respectively asked the Planning Board to consider having one meeting a month instead of two until staff can be restored to handle the workload of preparing for two meetings a month.

VICE CHAIR STEINER ASKED FOR A MOTION TO CHANGE THE MEETING SCHEDULE TO ONCE A MONTH WITH THE MEETING BEING THE LAST MEETING OF THE MONTH. MOTION MOVED BY NOELLE KEHRBERG. SECOND WAS MADE BY BOB TONE. MOTION CARRIED UNANIMOUSLY.

Susan Parker informed the Board that a new subject will be coming before them, and that is to take a look at the landscaping standard. There is a limit to how many trees can be cut on a golf course. The standard says that no more than twenty five (25) trees may be cut in one year. Her question is; where did that number originate from and why. This will need to be reviewed and reconsidered. Sea Trail has made an application to remove more than twenty five (25) trees.

B. Board Member Comments and Request for Future Agenda Items-None

Public Comment: None

Adjournment: 9:55 AM. VICE CHAIR STEINER ASKED FOR A MOTION TO ADJOURN. MOTION MOVED BY BOB TONE. SECOND WAS MADE BY NOELLE KEHRBERG. MOTION CARRIED UNANIMOUSLY.

Town of Sunset Beach
Planning Board

Tom Vincenz, Chair Person

Submitted by:

Cindy Nelson, Planning Board Secretary

***Minutes from the December 15, 2016 meetings were approved at the January 5, 2017 meeting.