



Town of Sunset Beach
Planning Board Meeting

Meeting Minutes of June 16, 2016
9:00 am

DRAFT MINUTES

Members Present: Chairperson Tom Vincenz, Greg Jensen, Noelle Kehrberg, Len Steiner, Bob Tone

Members Absent: None

Staff Present: Richard Hathcock, GIS Planner; Cindy Nelson, Planning Board Secretary

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: An amendment to the agenda was made in regard to instituting a Consistency Statement; item “b” and to move item “b” under New Business to the first item of order on the agenda. Wes MacLeod explained to the Planning Board members what a Consistency Statement is and what role it plays in making approvals. Wes further explained that with staff aid that a statement will be prepared when amending an ordinance, this gives a statement as to why or why not an approval will move forward. Part of the statement must explain why or why not a proposed amendment is consistent with the current Land Use Plan. A Consistency Statement has already been prepared and added to the attachment for today’s text amendment regarding bulkheads, docks and piers.

Postponement or Withdrawal Requests: None

Public Comments: None

Consideration of Approval of Minutes: None

Old Business

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

Chairperson Vincenz stated that this went to Town Council for adoption, however, it has been brought back to the Planning Board to consider amending the following:

- Sizes of commercial buildings vary along the corridor. If a business wanted to expand or renovate they would fall under the proposed rule for 3,000 sq. ft., however, that may not always be feasible for smaller buildings. More discussion is needed to consider other options.
- There are too many bike racks which are not needed as they take away from the overall number of parking spaces needed for vehicles. Revise the number of bike racks to three.
- Light poles need to be more specific in design so there is a more uniform look in the corridor. Richard will contact Brunswick Electric to find out what other types of light poles are available. Len Steiner said the light poles available today may not be available in the future. He suggested choosing a couple different standard lighting styles that would most likely still be available.

Richard Hathcock will incorporate new language and bring back for another review at the next meeting.

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

Town Council sent the Text Amendment back for the following considerations from the Planning Board:

- Clarify how to measure an average elevation. Create a more readable document on how to follow the regulation, example, simplify the regulation with bullet points, and have the diagram correspond with the text.
- Under exceptions; filling up to 4” of fill; this is not additive to anything else, it’s in place of. We need a common statement that it is not in addition to the 1 foot above grade, this way there will be no misunderstandings.

c. Amendment to Article 2 General Regulation of the Unified Development Ordinance (UDO) to replace previous section of the Town Code into the UDO regarding the maintenance of bulkheads, docks, and piers.

Richard explained that he amended the regulation for the Planning Board to review, per Town Council. There was some discussion with additional changes, Richard said he will make the changes and bring back for the Board to vote on.

New Business

Discussion-CAMA Land Use Plan Update; Wes MacLeod, Cape Fear COG.

Board members were given updated Land Use Plan copies based on the changes to date to add to their notebooks. The Board was instructed to review Chapters 10 & 11 and have comments ready at the July 7th meeting.

Chairperson Vincenz asked if the Board would like to cancel July 7th meeting due to the holiday weekend. CHAIRPERSON VINCENZ ASKED FOR A MOTION TO CANCEL THE MEETING. GREG MOTIONED TO CANCEL THE MEETING AND A SECOND WAS MADE BY BOB TONE. MOTION CARRIED UNANIMOUSLY.

The next meeting will be on the scheduled day of July 21st.

Wes continued his presentation by reading through Board comments and revisions. Several changes were grammatical in nature. Additional discussion ensued in regard to the possible increase in permanent residents within the next 20 years.

The next steps in the Land Use Plan approval process will be:

- July 21st: Final approvals and the last meeting for the Planning Board.
- The LUP will then be sent to The Division of Coastal Management.
- The website will be updated with the draft LUP document.
- Wes will work with the Planning Board to talk about how to make the presentation with what sections to highlight for Town Council.
- Presentation and overview with the Town Council. Council members will be given a final draft copy to review.
- Review will take one to two months.
- A public hearing will be the last item before plan is adopted.

Administrative Items:

A. Director and Staff Comments-None

B, Board Member Comments and Request for Future Agenda Item

Bob Tone asked who was enforcing the new sign ordinance. Bob stated his concerns for signs that have been put up in the park. Discussion ensued on the fact that the Town does not currently have a code enforcement officer. Bob offered his services to do code enforcement, as he has done so in the past.

Public Comment: None

Adjournment: 10:00 AM. CHAIRPERSON VINCENZ ASKED FOR A MOTION TO ADJOURN. MOTION MOVED BY GREG JENSEN. SECOND WAS MADE BY BOB TONE. MOTION CARRIED UNANIMOUSLY.

Town of Sunset Beach
Planning Board

Tom Vincenz, Chair Person

Submitted by:

Cindy Nelson, Planning Board Secretary

***There were no minutes for Planning Board approval at the June 16, 2016 meeting.