

Investigate-Research-Develop-Recommend
(North Carolina General Statute 160A-387)

Sunset Beach Planning Board-Town of Sunset Beach
Minutes from January 17, 2013

Members Present

Carol Santavicca-Chair
Sybil Kesterson
Bill McDonald
Bob Tone
Tom Vincenz

Members Absent

Leon August
Al Seibert

Staff

Sandy Wood
Cindy Nelson

Others Present

Land Planner:
Landin Holland

1. **Call to order**-9:02 am
2. **Roll Call**-Quorum Present
3. **Agenda Comments**-addition to agenda; under Old Business discuss changes to the Planning Board/Board of Adjustment Rules of Procedure, plan for Sunset Blvd., and the UDO.
4. **Approval of Minutes**-Minutes from March 15, 2012 and January 3, 2013. **Carol asked for a motion to approve as corrected. Tom moved to approve January 3 as corrected and March 15 as written. Second made by Sybil. Motion carried unanimously.**
5. **Building and Zoning Administrator Report**-Landin introduced business owners who were present for the approval of driveway access for a Kayak Rental business. Landin also mentioned that a developer is interested in the 65 acres/RI-1 tract of land and Landin wanted to inform the Board about this upcoming proposal.

Charles Van Winkle and Darren Bouley were present to describe their intention for a Kayak Rental business on the corner of 179 and Shoreline Drive W. Currently their business is on the island and they are moving to a mainland location. The location has a small office that will serve as a place for the kayak rentals and light retail services offering water and snacks.

Landin described issues surrounding the proposal even though it is a permitted use in that zoning district. There is no driveway access to the property from Shoreline Drive W. or Municipal Drive.

D.O.T has jurisdiction over the roads surrounding the property. D.O.T. has to give approval for driveway access. A D.O.T. representative has stated concerns in allowing driveway access due to the volume of traffic at that intersection. D.O.T requires a driveway permit application to fully approve a driveway. The Town has no issue with this proposal if the D.O.T approves the driveway.

In addition, the Town receives Powell Bill funds for Municipal Drive, it has been established that Municipal Drive is a Town owned easement put in place to allow access to the water tower. There is additional concern that the fire station would not be able to

get trucks in and out in case of an emergency, if other traffic was using Municipal Drive for access to the corner property. The former fire chief had a curb installed along Municipal Drive because storm water would run off from Municipal Drive onto the adjacent properties. So the Town would need to give approval for curb cuts for any driveway access. In the meantime, the current Fire Chief spoke to Sandy Wood and told him there would be no inconvenience to the Fire Department if the road was utilized for business traffic.

The Planning Board has no Authority over either road including Municipal Drive as it is a legal matter involving the deed. Right of access to an easement is tied to the deed as it is recorded. A copy of the deed has not been located however, the deed could guarantee access to these properties but that will not be known until the deed is located. The Town is working with the Town Attorney to secure that document.

Landin recommended the kayak business owners ask to be placed on the next Town Council meeting agenda for input and approval. Either the D.O.T. has to grant driveway access or the Town needs to make concessions for access.

Sandy and Landin told Darren Bouley and Charles Van Winkle that they would do anything they could to help in any way possible including setting up meetings with the D.O.T., and getting an engineer's opinion on the situation.

In short: zoning and parking are approved for this property; the only approval needed is for driveway access. The parking requirement would be for two regular spaces and one handicap space and there is adequate room available to support those spaces.

Darren Bouley said in defense that there were businesses located there in the past. The answer was that those businesses did not require the type of access that this business will require.

Sandy addressed Larry Booth, owner of Mavericks Coffee Shop and told him that his property may have access from Municipal Drive, however, that will not be known until the deed can be referred to.

The topic will be presented at the next Town Council Work Session

Bob Tone said a business of this type would be a business the Town should want in this town. It's eco-friendly, educational, and family oriented. The Planning Board was much in favor of the kayak business being located on this property.

Carol asked for a motion to send a recommendation to Council on our approval of the kayak business being in that location, it is in concert in with the Land Use Plan and the UDO. Motion moved by Sybil. Second made by Tom. Motion carried unanimously.

Agenda Addition for RI-1; 65 Acre Tract:

Landin explained that Michael Prince, a developer from Wilmington has plans for the 65 acre tract of land that is currently zoned RI-1. The plan is for an over 55 community with an assisted living facility, medical offices, apartments, and the like. This

is a preliminary introduction to what will be coming to Planning Board in the future. Bill did agree that this type of community would be very desirable for this area.

On a non-related item Carol said that she would like to see the following agenda headings added regular meeting agenda. Report from Town Council Work Session, Technical Review Committee Report and, Report from the MUD ARB Committee.

6. **Public Hearing Topics-None**

7. **Old Business**

a. **Discuss and Approve Placement of an Ice Vending Machine in the MUD District**

The MUD ARB Committee approved the design concept for the ice machine. The building will not look like it does in the picture as that is just a general concept. The ice machine will have a green roof per the ARB, utilize 4 parking spaces and the machine will offer ice 24 hours a day. After some evaluation from the Planning Board, questions arose about how the building will sit on the proposed lot, how the parking will work out including handicap parking, and it was also questioned as to why some of the hedgerow would need to be removed. The topic is tabled pending more research in regard to parking, placement of the building, and access to the building.

Carol asked for a motion to table the discussion of the placement of the ice vending machine in the MUD. Motion moved by Tom. Second made by Bill. Motion carried unanimously.

On to Agenda Addition for Review and Approval of Rules of Procedure for Planning Board/Board of Adjustment:

Carol explained that the changes she made are highlighted in red. There were some small changes and typographical corrections made, although, the most noted change was that if the appointed Secretary was not available to take notes and use the recorder then Carol and Sybil will take notes along with the use of the recorder.

Carol asked for a motion to approve and adopt the new Rules of Procedure for the Planning Board/ Board of Adjustment as corrected at this meeting. Motion moved by Sybil. Second made by Tom. Motion carried unanimously.

Agenda Addition for the Topic of Sunset Blvd Concept Plan:

Bob Tone reported the Town Council will have meetings that are open to the public on February 26th at 7:00 pm and March 7th at 7:00 pm. There will be power point presentations on landscaping, parking and other content in which the public can vote on the different scenarios. That input will give a few options on what concepts to draw plans for and present.

8. **New Business**

a. **Discuss Closure of Municipal Drive**

Topic has been transcribed above in line with the kayak rental business.

9. Comments from Visitors-None

10. Adjournment- Meeting adjourned at 10:55 am. Carol asked for a motion to adjourn. Motion moved by Sybil. Second made by Tom. Motion carried unanimously.

Carol Santavicca
Chair

Cindy Nelson
Secretary