

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

Sunset Beach Planning Board-Town of Sunset Beach
Minutes from January 3, 2013

Members Present

Carol Santavicca-Chair
Sybil Kesterson
Al Seibert
Bob Tone
Tom Vincenz

Members Absent

Leon August
Bill McDonald

Staff

Sandy Wood
Cindy Nelson

Others Present

Landin Holland-
Land Planner
Karen Joseph-
Council Woman
Carol Scott
Council Woman

1. **Call to order**-9:00 am
2. **Roll Call**-Quorum Present
3. **Agenda Comments**-None
4. **Approval of Minutes**-None
5. **Building and Zoning Administrator Report**-None
6. **Public Hearing Topics**-None
7. **Old Business**-None
8. **New Business** (Order of the agenda was changed)

f. Approve 2013 Annual Planning Board/Board of Adjustment Calendar.

Carol suggested two regular scheduled meetings be held per month instead of the traditional regular meeting and work session on two different days of the month. The Board voted to hold two regular scheduled meetings per month. Meetings will be held on the first and third Thursday of each month with the exception of July in which the meeting will be held on the 18th. Record of minutes will be kept for each meeting. Board of Adjustment meetings will be held on the first Thursday of every month as needed. **A motion was made to approve the changes. Moved by Sybil. Second by Tom. Motion carried unanimously.**

c. Determine if the Planning Board has a Current Version of the Rules of Procedure for Planning Board/Board of Adjustment.

Carol offered to work with the Planning Board Secretary to clean up, reformat, and update the Rules of Procedure. The Board will discuss the changes at the next meeting and adopt the new Rules of Procedure. No vote taken for this agenda item.

a. Appointment to the Village of Sunset Beach Architectural Review Board.

Al explained the historical aspect of how the Town was involved with the Village of Sunset Beach. There is a procedure in the Village Covenant's stating there would be a town representative involved with the Architectural Review Board (ARB). It was decided to appoint two members in the event that one could not be present at a meeting. The Board appointed Leon August and Carol Santavicca. Sandy will ask Gary Parker (Town Administrator), to sit as a town representative. Sandy offered to be the town representative if Gary is unable to.

Carol made a motion. Moved by Sybil. Second by Tom. Motion carried unanimously.

b. Discussion of How the Planning Board will be Represented on the Technical Review Committee for Commercial Development.

The Board appointed Tom Vincenz and Al Seibert to sit as Planning Board representatives to the Technical Review Committee.

Carol made a motion. Moved by Bob. Second by Sybil. Motion carried unanimously.

c. Discuss the Need for Planning Board Representation at Town Council Workshops.

Landin and Tom agreed it would be beneficial for a Planning Board representative to be present at Town Council Workshops. Carol appointed Sybil Kesterson and Bob Tone to be representatives, one or both may attend the meetings as available.

d. Establish a List of Items to Review in Final UDO.

The new UDO should be ready in a couple weeks. Once the final is adopted, books will be distributed. Planning Board members will review changes and be ready to discuss them at the next meeting.

Carol suggested that policies and procedures be established for how amendments would be updated in the new UDO. There needs to be a failsafe process from decision making all the way through codification and distribution.

Al suggested that a zoning map be in place within the UDO. Landin made assurance that a zoning map would be put in.

Carol Scott sent an email to Sandy with a list of items for further review. Landin read the email, some discussion ensued. The email has been entered into the minutes as an attachment and copies were given to the Planning Board members.

g. Review Proposed Site Plan for Ice Vending Machines in the MUD District.

Sandy presented an overview: The owner would have to have the State Storm Water permit modified if he put the ice machine where he originally planned. This would cost a great deal of time and money. The owner submitted two proposals for other locations in the MUD District where an ice machine could be placed without disrupting the State Storm Water Permit.

Landin said there are no set back issues for the current proposal except some parking spaces will be reduced. Now, the plan has to be approved by the Village at Sunset Beach ARB committee.

Further discussion was tabled until the ARB approves the plan and it comes to the Planning Board for their approval.

Non Agenda Items:

Landin wanted the Board to consider dates for when a public meeting could take place in regards to the improvement plan for Sunset Blvd. He said February and March would be a good time. Decision to be made at the next meeting.

Sandy informed the Planning Board of commercial development he has had inquiries about.

9. Comments from Visitors-None

10. Adjournment- Meeting adjourned at 10:45 am. Carol made a motion to adjourn. Motion moved by Tom. Second by Sybil. Motion carried unanimously.

Carol Santavicca

Chair

Cindy Nelson

Secretary