Town of Sunset Beach
Planning Board Meeting

Meeting Minutes of March 17, 2016
9:00 am

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

Members Absent: Bob Tone

Staff Present: Rawls Howard, Planning Director; Cindy Nelson, Planning Board Secretary

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

Postponement or Withdrawal Requests- None

Public Comments- None

Consideration of Approval of Minutes: None

Old Business

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

Rawls reviewed the changes he incorporated after the last meeting.
After discussion; The Board recommended additional changes:

- Add sidewalks to building over 3,000 square feet.
- An owner must contact the Planning & Zoning Department if an existing building is changing the color of the exterior of the structure, whether through a change in occupancy or just to change the look of the exterior.
- Color systems need to be listed consistently throughout the ordinance.
- Send letters to the local businesses owners to contact the Planning & Zoning Department before changing the exterior color of their building.

Rawls agreed to revise the text and bring back to the Board for a final approval at the next meeting.

New Business

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

Wes MacLeod gave his presentation and engaged in discussion with the Planning Board:

There are now a total of 920 survey responses. As of the last meeting 720 responses were reported. The vast majority of these responses are from 2nd homeowners and full time residents. It would have been great if more business owners responded. This is an excellent response to the survey. An opportunity to complete the survey will end on March 31.

- Public input meeting will be April 14th from 7:00 pm to 8:30 pm.
- The meeting will gather input on the primary issues.
- There will be a 10 to 20 minute presentation on data, graphs, and maps.
- There will be a brainstorming session.
- A time for questions and answers on what is important for the future of Sunset Beach.
- The results of the meeting will be tallied.
- It was agreed to send letters to business owners, informing them of the meeting so they would have the opportunity to be attend.
- Wes asked for volunteers from the Board to attend the meeting. Tom Vincenz, Noelle Kehrberg and Len Steiner will be able to participate.

Discussion on Chapter 6:

MacLeod read through the comments and asked the Board for additional input:

- Would like to see a traffic count, even though NCDOT is not doing those at this time. However, this could be a part of discussions.
- Analysis on water and sewer availability and its environmental impact.
- Town should support and encourage the County to ensure public water availability, and not through the use of Town funds.

Next update presentation will be at the April 21st meeting. MacLeod handed out Chapter 7 for Board review and comments.

Chairperson Vincenz mentioned that he will not be present at the April 21st meeting.

Administrative Items:

A. Director and Staff Comments

Rawls spoke to the Board regarding the following topics:

a. Greg Jensen will be attending the April 6th APA Chapter meeting with Rawls in Wilmington. Rawls extended the invitation to the other Board Members.

b. The Building Code Section was omitted from the UDO. There are administrative items related to building code enforcement that need to be put back into the Town Code as well as the UDO. Some items are related to Town Council approvals, and some will be presented the Planning Board for approvals.

c. At the last meeting Chairperson Vincenz asked if there was a coastal engineer certified to look at the various areas of the Town. Rawls said he contacted the State. Their response was that there is not a specific engineer for coastal construction, but, that there are engineers who specialize in coastal construction. If there were any questions regarding the competency of an engineer or architect than a complaint could be filed with the State's Board of Engineers & Surveyors.

d. Definition of Sand Dunes: The Towns definition says a sand dune is a mound of sand landward of the Atlantic Ocean. FEMA has a similar definition. UDO Appendix A-defines Primary Dunes and Primary Frontal Dune. Rawls said this comes directly from the CAMA regulations. (An attachment of the definitions is attached to the minutes).
Chairperson Vincenz recommended adding the CAMA definitions into the UDO.

e. Bike Plan: There was a meeting in Leland regarding the Cape Fear Regional Bike Plan. The meeting was to obtain input and suggestions from Pender, New Hanover, and Brunswick County's.

f. Fill ordinance will be completed and ready for review at the next meeting.

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

Rawls mentioned that a goal for the Planning Board will be to rewrite the UDO. This will be a long term project that will start after the completion of the Land Use Plan Update.

Public Comments:

Jan Harris; 206 North Shore Drive: Found original floodplain documents for the Town and a definition of sand dunes. Handed out a copy to Board Members as well as a letter from FEMA to the past Mayor Cherri Cheek.

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
OFFICIAL SEAL
NC

Town of Sunset Beach
Planning Board

Tom Vincenz, Vice Chair Person

Submitted by:

Cindy Nelson, Planning Board Secretary

***Minutes were not available for approval at the March 17, 2016 meeting.