



Town of Sunset Beach
Planning Board Meeting

Meeting Minutes of September 3, 2015

9:00 am

DRAFT

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

Members Absent: None

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

Chairperson Carol Santavicca called the meeting to order, established that a quorum was present. The Pledge of Allegiance was recited by all in attendance.

Postponement or Withdrawal Requests

The Rules of Procedure state the election of officers is to be held in November and not in September as presumed.

CHAIRPERSON SANTAVICCA CALLED FOR A MOTION. TOM VINCENZ MOVED TO POSTPONE THE ELECTION UNTIL THE NOVEMBER 5, 2015. SECOND WAS MADE BY BOB TONE. MOTION CARRIED UNANIMOUSLY

Chairperson Santavicca suggested amending the rules of the Rules of Procedure. Rawls will create a working draft for review.

Public Comments-None

Consideration of Approval of Minutes:

Minutes of July 16, 2015: No corrections or additions required.

Minutes of August 6, 2015: Tom Vincenz noted that the four conditions placed on the Preliminary Plat approval for Sunset West were not noted in the minutes. The Secretary answered they were not stated in a motion. Rawls offered to attach an email record to the minutes which list those conditions. The email is attached to the August 6, 2015 minutes which will be sent to the state archive and a copy will be kept in the minute's book at Town Hall. Also, clarify that a requirement for a Topo survey is met. Rawls said that it will be a condition from a building standpoint.

Tom Vincenz had additional concerns in that noise from generators in Sunset West will have an effect on other homeowner's nearest to the subdivision. Rawls answered that it depends on what type of generators are installed. He offered to do some research. However, noise is a Town code, not a UDO code. Rawls will bring the matter up to the Town Administrator, as a suggestion for Town Council consideration.

Minutes of August 20, 2015: No corrections or additions required.

CHAIRPERSON SANTAVICCA CALLED FOR A MOTION TO APPROVE THE MINUTES OF JULY 16 AND AUGUST 20 AS WRITTEN AND THE MINUTES OF AUGUST 6 AS CORRECTED. MOTION WAS MOVED BY TOM VINCENZ. SECOND WAS MADE BY BOB TONE. MOTION CARRIED UNANIMOUSLY.

Old Business-None

Rawls introduced a new staff member for the Planning and Inspections Department. Richard Hathcock; GIS Planner, he will also be the new LPO and work with addressing and other duties.

New Business

a. Discussion-Hot Tubs and Spas

Staff has researched the definition of swimming pools thru The North Carolina State Building Code which is a construction type of definition and thru the zoning code which does not have to match the building code. Hot tubs, spas and swimming pools are all the same with in the building code. The roll of the Planning Board is come up with language to define these items separately or put them together under one regulation for the zoning code. Rawls said from an administrative standpoint it would be better to allow spas and hot tubs as a permitted use as compared to conventional swimming pools. Rawls continued there are concerns for hot tubs being installed on ground level in a flood zone, they would have to be installed on a deck or installed above ground level to meet flood zone requirements. Some hot tubs do not require a permit. Certain models can simply be plugged into a standard outlet and we have no knowledge of when or where they are being installed.

Discussion went forth with the idea that it would be beneficial to also add a definition for installing pool size hot tubs. Greg Jensen mentioned including a weight limit standard to define an allowable size. Rawls answered that would be more of an inspections function, although he said he would check with the building inspector. Len Steiner said maybe the size could be defined using a gallon measurement.

Rawls said the best way to approach this is to have a definition for swimming pools and then another definition for hot tubs and spas.

b. CAMA Land Use Plan Vision Volunteers

Rawls asked the Board Members for any volunteers that would be interested in sitting in on a 30 minute phone conversation with the consultant who will be helping with the CAMA LUP Update. The consultant is looking for input on what has been accomplished since the last Land Use Plan update. Carol Santavicca, Tom Vincenz, and Len Steiner volunteered.

c. Election of Officers

Postponed until November.

Administrative Items:

A. Director and Staff Comments-None

1. Rawls will be attending a planning conference in Raleigh in the beginning of October. He invited one or two Planning Board members to go as a part of training.
2. The engineer for Sunset West is working on formulating responses to the four issues the State had.

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

Public Comments

Charlie Nern-647 Oyster Bay Drive: Spoke about what is required for subdivision approvals.

Adjournment- 9:50 am. CHAIRWOMAN CAROL SANTAVICCA CALLED FOR A MOTION TO ADJOURN. MOTION CARRIED BY TOM VINCENZ. SECOND WAS MADE BY GREG JENSEN. MOTION CARRIED UNANIMOUSLY.

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Planning Board

Carol Santavicca, Chairperson

Submitted by:

Cindy Nelson, Planning Board Secretary

***Minutes were approved for July 16, August 6, and August 20, 2015 at the September 3, 2015 meeting.