

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

Sunset Beach Planning Board-Town of Sunset Beach
Minutes from October 7, 2010

<u>Members Present</u>	<u>Members Absent</u>	<u>Staff</u>	<u>Others Present</u>
Bill McDonald-Chairman	None	Jeff Curtis	Councilwoman:
Leon August		Cindy Nelson	Carol Scott
Sybil Kesterson		Lisa Anglin	
Al Seibert			
Carol Santavicca			
Eddie Walters			

1. **Call to order**-9:06 am
2. **Roll Call**-Quorum Present
3. **Agenda Comments**-None
4. **Approval of Minutes**-Minutes from the July 29, 2010 Session. There were two corrections to be made. Bill entertained a motion to approve as amended. Motion made by Leon. Second by Carol. Motion carried unanimously.
5. **Building and Zoning Administrator Report-**

Jeff reported that at the last Town Council meeting the Council tabled the Open Space Text Amendment dependant on Mike Isenberg, Bill McDonald, and Jeff Curtis making a couple items more clear; the legal section of operations of golf courses-if they chose to use as open space, and, on recreational amenities, exempt that from the 10% impervious limit. Those changes will go back to the Council at the November meeting. It is anticipated this will then be passed.

6. **Public Hearing Topics**-None
7. **Old Business**-None
8. **New Business**
 - a. Swearing In of Newly Appointed Members

Lisa Anglin, the Town Clerk was available to swear in Bill McDonald and Leon August for 3 year terms.

b. Election of Planning Board/Board of Adjustment Chairman and Vice Chairman

Eddie said it was appropriate to nominate Bill McDonald as Chairman and Leon August as Vice Chairman. **Eddie made the motion. Second by Sybil. Motion carried unanimously.**

c. Discussion of Upcoming Ordinance Update.

Jeff informed the Board that Holland Planning and Consulting was awarded the contract to update our ordinance and to make sure the ordinance complies with the Land Use Plan. Holland is proposing a UDO. The rewrite should be completed and ready for Town Council approval in September 2011. Jeff said there is a lot that needs updating and input will be needed from the Planning Board, developers, realtors, and citizens.

d. Review of Rules of Procedure for the Board of Adjustment and Planning Board

Jeff said that the Planning Board/Board of Adjustment Rules of Procedure need updating, as the importance of the Rules of Procedure was talked about in a recent training course that Carol, Eddie, Cindy, and my self attended. Eddie and Carol volunteered to work on the changes.

Eddie asked the Planning Board to take a look at the Rules and provide input.

On an unrelated topic, Jeff said that the Town Clerk-Lisa Anglin brought it to his attention that the Planning Board and Board of Adjustment should be kept separate, since the same people are on both Boards performing both duties.

Lisa suggested scheduling two Board of Adjustment meetings a year to approve minutes only. And, a separate day for Hearings when needed, so hearings or minute approval did not coincide with regular schedule Planning Board meetings.

After some discussion the Board decided to have a Board of Adjustment meeting scheduled every month on the same day as the Work Shop meeting, and if no Board of Adjustment business was before the Board, the meeting could be canceled. This will take effect in the upcoming year of 2011.

More discussion ensued on the subject.

9. **Comments from Visitors-None**

10. **Adjournment-Bill entertained a motion to adjourn. Moved by Eddie. Second by Leon. Meeting adjourned at 9:35 am.**

Bill McDonald-Chairman

Cindy Nelson-Secretary