

**Town of Sunset Beach
Planning Board Meeting
March 5, 2015**

MINUTES

Members Present: Carol Santavicca, Chairwoman; Tom Vincenz, Vice-Chairman; Members Bob Tone, Len Steiner, Noelle Kehrberg and Greg Jensen

Members absent: None

Staff Present: Rawls Howard, Planning Director, and Lisa Anglin, Planning Board Secretary

Chairwoman Santavicca called the meeting to order, established that a quorum was present, and read a prepared welcome statement. The Pledge of Allegiance was recited.

Postponement or Withdrawal Requests

None

Public Comments

Jan Harris 206 North Shore Drive – Advised that the proposed Landscaping Ordinance does not address multi-family residential units allowed in zone BB1 and stated that without additional requirements it will look like a parking lot from North Shore Drive to Main Street.

Dave Stuart 524 Magnolia Drive – Spoke about the vacant lot mowing ordinance passed last summer. Raised concerns with the 8’ wide buffer requirement for commercial landscaping and the requirement for a landscaping plan to be provided with a change of occupancy permit.

Charles Nern 647 Oyster Bay Drive – Advised that the landscaping ordinance is the minimum requirement and they might not be sufficient to achieve the goal.

Consideration of Approval of Minutes

February 5, 2015 Minutes

The Board amended the Meeting/Work Session Format Discussion section of the February 5, 2015 minutes to read that both meetings will occur in the Council Chambers.

MEMBER STEINER MADE A MOTION TO APPROVE THE FEBRUARY 5, 2015 MINUTES AS AMENDED. MEMBER TONE SECONDED THE MOTION. CHAIRWOMAN SANTAVICCA CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

February 19, 2015 Minutes

The Board corrected grammatical errors within the February 19, 2015 minutes.

VICE-CHAIRMAN VINCENZ MADE A MOTION TO APPROVE THE FEBRUARY 19, 2015 MINUTES AS AMENDED. MEMBER KEHRBERG SECONDED THE MOTION. CHAIRWOMAN SANTAVICCA CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

New Business

Draft Rules of Procedure Review and Comment

The Board reviewed and amended the proposed Planning Board Rules of Procedures. Rawls Howard proposed eliminating the alternate positions and converting the Board size to either a 5 or 7 member Board. Howard will discuss the Board size proposal with the Council.

Old Business

Ordinance Amendment – Article 10 Landscaping

The Board reviewed the amended Landscaping Ordinance and made additional amendments. The Board discussed the difference between street front landscaping and front yard landscaping. Howard will supply the Board with visual aid of both for the next meeting. The Board discussed the tree clearing provisions concerning golf courses and requested Howard meet with the golf course greens keepers to discuss how to streamline maintenance and procedures for the golf courses and will report back to the Board.

Administrative Items

Director and Staff Comments

- A. Upcoming Project Submittals for Review - Howard advised that he will be bringing two developments for Board review; an independent living facility on Seaside Road and a retail building in Sunset Village Way.
- B. Request for Future Agenda Items – Upcoming agenda items:
 - Final review of the Ordinance Amendment for Article 10 Landscaping,
 - Preliminary review of Article 3 and 4 for amendments,
 - Preliminary review of Subdivision Ordinances,
 - The second review of the Planning Board Rules of Procedures,
 - UDO Amendment Index 3 with Administrator comments
 - Draft minutes.
- C. Appointment of Cindy Nelson as Planning Board Secretary

MEMBER STEINER MADE A MOTION TO APPOINT CINDY NELSON AS THE PLANNING BOARD SECRETARY. VICE-CHAIRMAN VINCENZ SECONDED THE MOTION. CHAIRWOMAN SANTAVICCA CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

MEMBER TONE MADE A MOTION TO ADJOURN THE MARCH 5, 2015 MEETING. MEMBER KEHRBERG SECONDED THE MOTION. CHAIRWOMAN SANTAVICCA CALLED FOR A VOTE AND THE MOTION CARRIED BY A UNANIMOUS VOTE.

Town of Sunset Beach
Planning Board

Carol Santavicca, Chairwoman

Submitted by:

Lisa Anglin, Planning Board Secretary