



Town of Sunset Beach  
Planning Board Meeting

**Meeting Minutes of July 16, 2015**

**9:00 am**

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

**Members Absent:** Bob Tone

**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-** None

**Public Comments-**None

**Consideration of Approval of Minutes-** FROM THE JUNE 18, 2015 MEETING.  
CAROL SANATVICCA CALLED FOR A MOTION TO APPROVE THE MINUTES AS CORRECTED. MOTION WAS MOVED BY LEN STEINER. SECOND WAS MADE BY TOM VINCENZ. MOTION CARRIED UNANIMOUSLY.

**New Business**

a. TA-15-04; Text Amendment; Town-initiated, proposal to amend Articles 3 and 4 of the UDO to reflect update in Planning Board and Board of Adjustment duties and responsibilities.

Rawls explained that changes in State Statutes prompted him to make changes to Articles 3 and 4, also, the language has been changed and presented for the Board's approval.

Discussion and questions ensued on the changes as Rawls walked the Board through the content. Len Steiner mentioned that there was a typographical error in Article 3- 3.2. Rawls vowed to correct it.

CAROL ASKED FOR A MOTION TO APPROVE WITH THE CHANGE RECOMMENDED BY LEN STEINER. MOTION MOVED BY NOELLE KEHRBERG. SECOND WAS MADE BY GREG JENSEN. MOTION WAS CARRIED UNANIMOUSLY.

b. TA-15-11; Text Amendment; Town-initiated, proposal to amend Article 9, Part III, Outdoor Lighting.

Rawls described the process through which Clayton Rivenbark of BEMC and he worked through to create a town wide standard for a dark sky lighting plan. Rawls researched other jurisdictions on what they have done, and made the draft lighting standard. Although the standard is not ready for the Planning Board's vote, some information needs to be verified with Clayton. One item is a residential property currently can have a 40' light pole height and Rawls would like to propose a 25' pole height for residential and 40' for non-residential. This would apply to the mainland and the island. The light poles on Sunset Blvd on the island are already 25' and the rest of the island would need to comply when any new lighting would be installed.

Section 9.19 C (1); Rawls read through the changes to the standard, the Board would like to see a softer yellow light as opposed the harsher white light. The Board had the understanding that incandescent lighting would no longer be available.

Rawls offered to have Clayton Rivenbark at the next meeting to help answer these and other questions.

Chairperson Carol Santavicca suggested prohibiting skyward (moving) search lights with no exceptions.

DISCUSSION ENDED WITH NO VOTE TAKEN OR REQUIRED AS THE LIGHTING STANDARD IS A WORK IN PROGRESS.

Discussion – Subdivision Training; Allen Serkin, Cape Fear Council of Governments

c. Allen presented a power point presentation regarding the Planning Boards roll and requirements for approving subdivisions within the State of North Carolina. The presentation lasted approximately one hour with an opportunity for questions and answers.

**Old Business-** None

**Administrative Items:**

A. Director and Staff Comment-Rawls let the Board know that a settlement was made with Palm Cove; hot tubs and spas versus pools. Research has been done within the ordinance and building codes to define pools, spas and hot tubs. Rawls asked the Board if they would like to review the language as an agenda item for discussion. The Board asked for a copy of the

judgement for future reference. Other than that the Board was not interested in making this an agenda item. Rawls will give each member a copy of the judgement in their mailbox.

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

**Public Comments**

Carol Scott met with Clayton Rivenbark of BEMC concerning the proposed lighting ordinance. She had a list of items for the Board to consider. Chairperson Carol Santavicca requested that she submit her concerns in writing to Rawls who will distribute them to the Board for discussion.

**Adjournment-** 11:00 am. CHAIRWOMAN CAROL SANTAVICCA CALLED FOR A MOTION TO ADJOURN. MOTION CARRIED BY TOM VINCENZ. SECOND WAS MADE BY LEN STEINER. MOTION CARRIED UNANIMOUSLY.

Town of Sunset Beach  
Planning Board

*Carol Santavicca, Chairperson*

Submitted by:

*Cindy Nelson, Planning Board Secretary*

\*\*\*The June 18, 2015 minutes were approved by the Planning Board during the July 16, 2015 meeting.