



Town of Sunset Beach  
Planning Board Meeting

**Meeting Minutes of December 7, 2017**

**DRAFT**

**Members Present:** Chairperson Tom Vincenz, Bruce Fadem, Noelle Kehrberg, Ron LaBruno

**Members Absent:** None

**Staff Present:** Hiram J. Marziano II; Planner, Cindy Nelson; Planning Board Secretary

**Others Present:** Council Persons John Corbett, Charlie Nern

Bruce Fadem and Ron LaBruno were sworn in by Town Clerk Lisa Anglin.

Chairperson Tom Vincenz called the meeting to order at 9:00 a.m. and established that a quorum was present.

**Amend or Approve Agenda:** CHAIRPERSON VINCENZ ASKED FOR MOTION TO APPROVE THE AGENDA. MOTION CARRIED BY NOELLE KEHRBERG WITH A SECOND MADE BY BRUCE FADEM. MOTION CARRIED UNANIMOUSLY.

The Pledge of Allegiance was recited by all in attendance.

**Public Comments:** None

**Consideration of Approval of Minutes:** Consideration of approval of minutes from the November 2, 2017 Meeting. CHAIRPERSON VINCENZ ASKED FOR A MOTION TO APPROVE THE MINUTES WITH ONE ADDITION TO THE TEXT. MOTION MOVED BY NOELLE KEHRBERG, WITH A SECOND MADE BY BRUCE FADEM. MOTION CARRIED UNANIMOUSLY.

**Old Business**

**TA-17-08: Amend Section 6.07 of the Town of Sunset Beach UDO to Provide Clarity on Several Requirements. Action Item w/Attachment.**

Chairperson Vincenz asked Hiram for verification on why shared parking was omitted. Hiram answered that during a previous discussion that item was left out to be reviewed by staff during the plan review process. After some discussion, Hiram will provide language for Planning Board review. Hiram then proceeded to educate the new Planning Board members on the history of this topic.

*No action taken at today's meeting.*

TA-17-09: Amend Section 11.08 Exemptions of the Town of Sunset Beach UDO to Establish/Extend Special Event Sign Durations. Action Item w/attachment.

Discussion and explanation's ensued on the purpose of the text amendment content.

Changes to be made were to 11.08 (12) (a); change forty-eight hours to twenty-four hours and three weeks to two weeks.

CHAIRPERSON VINCENZ ASKED FOR A MOTION WITH CHANGES AS NOTED. CHAIRPERSON VINCENZ READ THE PLANNING BOARD SUMMARY ACTION ITEM A INTO THE MINUTES AS THIS ITEM IS CONSISTANT WITH THE LAND USE PLAN. MOTION MOVED BY NOELLE KEHRBERG WITH A SECOND MADE BY BRUCE FADEM. MOTION CARRIED UNANIMOUSLY.

### **New Business**

Elect Chairperson, Vice-Chairperson and Appoint a Planning Board Secretary.

NOELLE KEHRBERG MOTIONED TO NOMINATE TOM VINCENZ AS CHAIRPERSON. A SECOND WAS MADE BY RON LABRUNO, MOTION WAS CARRIED UNANIMOUSLY.

CHAIRPERSON VINCENZ MADE MOTION TO NOMINATE NOELLE KEHRBERG AS VICE CHAIRPERSON. A SECOND WAS MDE BY RON LABRUNO, MOTION WAS CARRIED UNANIMOUSLY.

CHAIRPERSON VINCENZ MADE MOTION TO NOMINATE CINDY NELSON AS PLANNING BOARD SECRETARY. A SECOND WAS MADE BY BRUCE FADEM, MOTION WAS CARRIED UNANIMOUSLY.

Information Presented by Chairperson Tom Vincenz Regarding Commercial Parking Requirements within the Town. Discussion Item w/Attachment.

Chairperson Vincenz gave a presentation of his findings regarding commercial parking concerns. The Chairperson explained that even at peak season commercial parking is underutilized and presents an issue for stormwater concerns. Developers tend to install more parking than the minimum standard. He also presented a table he drafted which compares our parking standards with neighboring communities. In comparison our standard is more defined than most. The Chairperson proceeded to read through his written comments. His presentation, comments and parking comparison table are attached to the agenda packet.

In conclusion, the Chairperson read through his comments on how to proceed with making any changes as listed on page five of the presentation.

Hiram mentioned that restaurants have expressed interest in coming to the Town, but are hesitant due to the current parking standard. The Chairperson said certainly we want to encourage eating establishments so the Board needs to look at that and make it a priority. Restaurants are a desirable business so let's make some changes.

Discussion ensued.

Noelle asked Hiram if he found issues with parking and other business types besides restaurants. Hiram answered that our ordinance is tight and most restrictive for restaurants.

More discussion ensued.

The Board determined that the following idea's might be helpful: get rid of gross floor area or reduce the percentage of floor space versus parking spaces. Also for a consideration is to make one parking standard for the island and one parking standard for the mainland as the available space and needs are very different.

Hiram state that he has someone ready to open a restaurant. The developer will be submitting a text amendment for parking. The Board was in favor of this and is willing to work with the developer.

Additional discussion took place.

In conclusion, this is a topic the Board will be actively working on,

### **Administrative Items**

#### a. Director and Staff Comments

Hiram informed the Board that some minor typos were found in the Land Use Plan. The COG is working on the changes. The Land Use Plan has been adopted, however, an official copy will not be ready until there is full review and approval from the State.

Hiram explained to the Board that the new software we will be using for meetings is on hold due to Staff's current workload. The plan is to be able to put it into action in the beginning of February.

Hiram mentioned that the Chief Building Inspector is still working on the Minimum Housing Standard.

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

**Public Comments**

John Corbett: 1313 Canal Drive- Expressed a congratulations and a thank you to the new Planning Board members. He asked the Planning Board to review the term flexibility when it comes to the demographic differences between Sunset Beach and Wrightsville Beach, they are totally different. Also, the Town has limited commercial parking. He stated that he encourages an open mind a flexible approach to parking for the right type of businesses and restaurants while also keeping the small town feel.

**Adjournment:** 10:00 AM. CHAIRPERSON VINCENZ ASKED FOR A MOTION TO ADJOURN. MOTION MOVED BY NOELLE KEHRBERG. SECOND MADE BY BRUCE FADEM. MOTION CARRIED UNANIMOUSLY.

Town of Sunset Beach  
Planning Board

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*Tom Vincenz, Chairperson*

Submitted by:

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*Cynthia Nelson, Planning Board Secretary*

\*\*\*Minutes from the November 2, 2017 meeting were approved at the December 7, 2017 meeting.