



Town of Sunset Beach  
Planning Board Meeting

**Meeting Minutes of July 20, 2017**

**DRAFT**

**Members Present:** Chairperson Tom Vincenz, Greg Jensen, Noelle Kehrberg, Len Steiner, Bob Tone

**Members Absent:** None

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

**Others Present:** N/A

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

**Amend or Approve Agenda:** Agenda approved unanimously.

The Pledge of Allegiance was recited by all in attendance.

**Postponement or Withdrawal Requests:** None

**Public Comments:** None

**Consideration of Approval of Minutes:** Consideration of approval of minutes from the June 15, 2017 meeting. CHAIRPERSON VINCENZ ASKED FOR A MOTION TO APPROVE THE MINUTES WITH ONE CHANGE. LEN STEINER MOVED THE MOTION WITH A SECOND MADE BY GREG JENSEN. MOTION WAS CARRIED UNANIMOUSLY.

**Old Business**

**TA-17-06: Amend the UDO to Create Article 14: Minimum Housing /Unsafe Structures. Discussion Item w/Attachment.**

Hiram explained to the Planning Board that this standard has been created for the ability to enforce codes when there is a structural issue or a life safety issue. This gives the Town authority to enter a property and assess any problems. Also, enforcement for this standard will fall upon the Building Inspectors as they have knowledge of North Carolina Building Codes.

After some discussion:

CHAIRPERSON VINCENZ MADE A MOTION TO MOVE TO TOWN COUNCIL AS PER CONSIDERATION OF CONSISTANCY STATEMENT ACTION ITEM A. BOB TONE MOVED THE MOTION WITH A SECOND MADE BY LEN STIENER. MOTION WAS CARRIED UNANIMOUSLY.

Note: It was noticed that one word needed to be changed before being forwarded to Town Council.

TA-17-01: Amend Section 10.06 to Provide Additional Standard for Golf Course Tree Removal and Tree Preservation in General. Discussion Item w/Attachment.

Chairperson Vincenz mentioned that Town Council sent this back to Planning Board. The concern is for trees located on private property that may be inadvertently removed.

Hiram noted that he highlighted the most recent revisions in blue ink and left the former language in red ink so the comparison in the changes could be easily discerned, changes of which Hiram read through. Hiram shared with the Board what concerns were expressed by Town Council.

Discussion ensued:

Section (E)(5) Change 10 feet to 15 feet of space between golf cart paths and tree bases near and around T-Boxes for pine tree removal.

It was the decision of the Planning Board to allow the Town Council to make changes to the language regarding trees that could be potentially removed on private property. The Planning Board was of the consensus that it would become a civil matter between the property owner and the golf course corporation and not a burden that should be enforced by the Town.

Language now will go to Town Council for their considerations.

### **New Business**

Gateway Overlay Corridor Concerns. Discussion w/Attachment

Hiram presented changes as per the last meetings discussion:

Criteria to make improvements to an existing commercial structure. Add in that internal renovations are not included in the value of a structure. Site upgrades would only include the outside of the building and not any type of internal renovation. Hiram will present new language for a review at the next meeting.

Bike parking requirements: Leave language as is and insert pictures that will give examples of the type of bike racks that would be suitable.

Shared driveway and dumpster areas: The Board agreed with the changes presented. Hiram will compare standards from other towns and make improvements to the language for future review.

Lighting apparatus requirements: Use existing language and add pictures to the text showing the possible light pole options. Hiram will also compare what other towns are using. Lighting should be consistent with current lighting within the town and comparable in design. Hiram offered to do some more research and make present for review at a future meeting.

Another item to consider is to eliminate the requirement for sidewalk lighting under (D)(2).

Hiram will bring all this back to review before starting the text amendment process to ensure that all the needed changes have been satisfactorily worked through.

#### Special Event Signage Concerns. Discussion Item w/Attachment.

Chairperson Vincenz gave an overview of what generated the need to look at this issue. He proceeded to state that violations are in play in that the time limit signs are staying up for profit organizations are up longer than the 12-week allowable limit. The time limit was put in the ordinance for non-profit organizations which were having events at the time the ordinance was created.

There are a few options of what can be done to correct the situation: Re-write the ordinance and determine if this will only be for nonprofit events, leave the current language and add times for seasonal considerations, or consider the Town Administrators suggestion and extend the time frame that is currently allowed. Hiram suggested extending the time frame.

Results of the discussion is to extend the duration that signs can be left up for; twenty-five weeks. With off premise signs being permitted for a period of two weeks. Hiram will develop language for the Board to consider.

## **Administrative Items**

### a. Director and Staff Comments

Hiram informed the Board that Zoning and Inspections have been very busy with CAMA and building permits. He said that in between all that he has been keeping notes on Planning Board concerns. He related also that he is working with the Cape Fear Council of Governments to create comprehensive language for a better sign ordinance. This will be something to look forward to as a fall project.

The old Foodlion property is going to be making some changes, such as, adding a patio for Sarah's Kitchen, restriping the parking lot, upgrades to lighting and signage (which is not currently in compliance). Hiram said he recently signed off on a subdivision plat which excludes the two front parcels. In addition, the residential building that was planned for the property is not likely to happen anytime soon. The property owner is working to get the property cleaned up so it is more attractive to prospective tenants.

### b. Board Member Comments and Request for Future Agenda Items.

Noelle Kehrberg talked about stormwater solutions. She mentioned that Wrightsville Beach won awards for their stormwater design. Noelle offered to facilitate a speaker to come and talk about it. The Board thought it would be a good idea to invite Public Works and Town Council to the presentation.

## **Public Comments-** None

**Adjournment:** 10:50 AM. CHAIRPERSON VINCENZ ASKED FOR A MOTION TO ADJOURN. MOTION MOVED BY GREG JENSEN. SECOND MADE BY LEN STIENER. MOTION CARRIED UNANIMOUSLY.

Town of Sunset Beach  
Planning Board

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*Tom Vincenz, Chairperson*

Submitted by:

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*Cindy Nelson, Planning Board Secretary*

\*\*\*Minutes from the June 15, 2017 meeting were approved at the July 20, 2017 meeting.