



Town of Sunset Beach
Planning Board Meeting

Meeting Minutes of November 3, 2016

DRAFT

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

Members Absent: None

Staff Present: Susan Parker, Town Administrator; Richard Hathcock, GIS Planner; Cindy Nelson, Planning Board Secretary

Others Present: Alan Serkin, Cape Fear Council of Government (COG); Peter Larkin, Town Council Member

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

Amend or Approve Agenda:

Agenda approved by Planning Board members in attendance.

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 OCTOBER 20, 2016 MEETING. CHAIRPERSON VINCENZ ASKED FOR A MOTION TO APPROVE THE MINUTES WITH ONE CHANGE. GREG JENSEN MOVED TO APPROVE THE MINUTES. A SECOND WAS MADE BY NOELLE KEHRBERG. MOTION WAS CARRIED UNANIMOUSLY.

Old Business

a. TA-16-05: Amend Article 2, General Regulations in the UDO to Replace Previous Section of the Town Code Regarding Maintenance of Bulkheads, Docks and Piers. Discussion Item w/Attachment

Chairperson Vincenz said Allen Serkin of the COG is here today in place of Wes McLeod, also of COG. The Chairperson further mentioned that we were still waiting for input from the Town Attorney. Allen Serkin confirmed this was the case. No further discussion.

b. TA-16-15: Amend the UDO to Require the Completion of Infrastructure Prior to Final Plat Approval for Subdivisions. Discussion w/Attachment.

Allen Serkin informed the Board that he and Wes worked together on this Amendment. He said that we do not have to allow for a guarantee of improvements. If a developer wanted to do that, they would have to follow statutes. This proposal recommends extending the preliminary plat validity period to six months. Several sections reference what infrastructure should be installed prior to the submittal of the final plat, including paving roads and landscaping. Most items that have to be bonded still remain. We have added additional items. Some of this language is in line with state statutes.

Allen continued with the some changes:

- Changed where the UDO administrator has the authority to inspect and delegate the process instead of the Chief Building Inspector.
- Legislation allows for workmanship guarantees.
- Section 13.19: Removed Multi-family as it would not require a division of land and structures as certificate of occupancies would not be issued without infrastructure being in place. If subdivision of property was to happen it would go through the process as proposed in this amendment.

Chairperson Vincenz suggested waiting for Wes to come back and help the Board go through the proposed amendment line by line. He further said he was satisfied with what is being presented here but has notes for specific language.

Questions and answers ensued between the Allen and the Board.

Discussion ended.

c. TA-16-16: Amend Article 6.06 (D) to Provide Dimensional Standards for Residential Development in the MB-1 Zoning District. Discussion w/Attachment.

Wes had drafted language to propose changes to the MB-1 zoning district. This will aid the developer in moving forward to redevelop Pelican Square. The Board remains supportive of what is needed to move forward.

Allen further explained how commercial uses should be reserved for development along main corridors and also first floor commercial uses with apartments or office space above. We recommend restricting residential uses along the main corridor. The developer did propose residential structures toward the back of the development. This will truly be a mixed use district.

Allen asked the Board what their thoughts were in how to better proceed; would they consider allowing limited residential in a commercial district, specifically rezone this area, or create a standalone zoning district? Chairperson Vincenz said the Board would consider this under the MB-1 zoning district. He recommended looking at other MB-1 areas in the town to make sure what is put in place for this development, does not have negative impact in other MB-1 sections.

After more discussion the conclusion was to table discussion until Wes returns and the the Board can work with more specific language.

d. Use of Pine Straw Prohibited in Residential Districts. Discussion Item Only No Attachment.

The Town is still waiting to hear input on this from the Town Attorney on whether the use of pine straw in residential uses can be prohibited on the island only. Allen said this is more of a commercial standard, which would be enforced by the fire marshal. Staff is limited with enforcement for residential use.

Chairperson Vincenz said the intent is to put landscapers on notice. Greg Jensen asked if rental homes would fall under commercial. Allen said they would not because they are not regulated by fire code.

New Business - None

Administrative Items

A. Director and Staff Comments: Chairperson Vincenz stated that he would not be able to attend the next Town Council meeting. Len Steiner offered to go in his place and Allen said he would be present at that meeting as well.

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

Public Comment:

Bob Ferrell, 571 Sunset Lakes Blvd: Encouraged the Board and all others involved in the approval process to proactively work with the developer to clean up Pelican Square.

Adjournment: 9:50 AM. CHAIRPERSON VINCENZ ASKED FOR A MOTION TO ADJOURN. MOTION MOVED BY BOB TONE. SECOND WAS MADE BY GREG JENSEN. MOTION CARRIED UNANIMOUSLY.

Town of Sunset Beach
Planning Board

Tom Vincenz, Chair Person

Submitted by:

Cindy Nelson, Planning Board Secretary

***Minutes were approved from the October 20, 2016 meetings at the November 3, 2016 meeting.