



Town of Sunset Beach  
Planning Board Meeting

**Meeting Minutes of September 1, 2016**

**DRAFT MINUTES**

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

**Members Absent:** Bob Tone

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

Chairperson Vincenz called the meeting to order and established that a quorum was present.

**Amend or Approve Agenda:** Agenda approved as presented.

The Pledge of Allegiance was recited by all in attendance.

**Postponement or Withdrawal Requests:** None

**Public Comments:**

Carol Scott; 1527 North Shore Drive: Does not agree with the Planning Board's consideration to not advertise any issues that may require action by the Planning Board.

Jan Harris; 206 North Shore Drive W: Does not support the Planning Board's consideration to not advertise issue's that may require Planning Board action. Concerns were also information not reaching absentee homeowners. Would like to see complete government transparency.

**Consideration of Approval of Minutes**

Consideration of the Approval of Minutes from the meetings of:

JULY 21, 2016: CHAIRPERSON VINCENZ ASKED FOR A MOTION TO APPROVE THE MINUTES WITH NOTED CHANGE. MOTION MOVED BY NOELLE KEHRBERG. SECOND WAS MADE BY LEN STEINER. MOTION CARRIED UNANIMOUSLY.

AUGUST 4, 2016: CHAIRPERSON VINCENZ ASKED FOR A MOTION TO APPROVE THE MINUTES WITH NOTED CHANGES. MOTION MOVED BY LEN STEINGER. SECOND WAS MADE BY NOELLE KEHRBERG. MOTION CARRIED UNANIMOUSLY.

AUGUST 18, 2016: CHAIRPERSON VINCENZ ASKED FOR A MOTION TO APPROVE THE MINUTES AS WRITTEN. MOTION MOVED BY LEN STEINER. SECOND WAS MADE BY GREG JENSEN. MOTION CARRIED UNANIMOUSLY.

### **Old Business**

#### **a. TA-16-02: Amend Article 6, Zoning District Development Standards for the Gateway Corridor Overlay District.**

Wes informed the Board that he added the information on lighting as was requested. Also, he clarified that he added the changes to 3e; improvements to a structure shall be based on tax value. Notification will be made to property owners of this standard; however, enforcement could be difficult.

Wes noted that a map of the district will accompany this ordinance, all of which will then proceed through the proper advertisement procedures before moving forward with approvals.

#### **b. TA-16-12: Amend Article 4 amendment/Rezoning Procedures Section 4.01 Action by Planning Board to Modify Subsection (C) (1) and Delete Subsection (C) (2).**

Wes highlighted the Staff Report. Notifications for these types of actions listed in the UDO Article 4 are not required per General Statutes. Article 4 states that whenever the Planning Board takes action for a rezoning or text amendment it is to be advertised. This can cause time strains on Staff and become an expense to the Town. Staff recommends deleting subsection (C) (2) for the requirement to advertise each text amendment before the Board, and recommends keeping subsection (C) (1), to advertise for rezoning's.

If the current standard is not followed, than any amendments that are voted on could become invalid.

Chairperson Vincenz said that virtually every meeting will be advertised, which would be redundant in that Town Council will also be advertising for any changes to the UDO. I can also see where citizens who are not local would have concerns with not being properly informed. The Town currently has ways of getting information to the public such as the Town website. We could investigate other advertising options.

Town Administrator Susan Parker added that advertising on the website is fine, but, you do have to look around for it. She further expressed that the Town launched Facebook page which would provide an alert whenever information was posted to the page.

After discussion amongst the Board members, they opted to consider keeping the subsection to advertise rezoning's, and remove the subsection requiring advertisement for each text amendment. Additional research will be needed. Wes will work with Staff to find a solution and bring language back for consideration.

c. TA-16-13: Modify the Definition of Impervious Surface to Exclude Properly Installed Number 57 Stone and Trails Which Conform to the NC General Statute 113A-85.

Wes stated the Text Amendment is an update to our definition so that our UDO is consistent with State Statutes and the Brunswick County storm water ordinance which does list Number 57 Stone as a permitted pervious surface. The Board agreed to move forward to advertise for a public hearing.

d. Discussion Item Concerning the Subdivision Approval Process.

After brief discussion, the Board made a recommendation to have Wes meets with Staff on how to incorporate the Brunswick County ordinance into ours. Wes will draft language for the Board to consider. This will require a public hearing and Town Council approval.

**New Business**

a. TA—16-14: Amend Article 7.09 to clarify the Permitted Location of Fences and Walls on Single Family Residences.

The Board asked Wes to make a change to the wording of section to Section (B); change the current language from “up to the property line” to ...fences or walls may be placed on the property line contingent upon the specifications listed in the following..., there by referring to the rest of the standard that lists what is allowed.

**Administrative Items:**

A. Director and Staff Comments: None

Wes informed the Planning Board that it will be late October until the Land Use Plan comments are returned from the Coastal Resource Commission.

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

**Public Comment:** None

**Adjournment: 9:50 AM. CHAIRPERSON VINCENZ ASKED FOR A MOTION TO ADJOURN. MOTION MOVED BY LEN STEINER. SECOND WAS MADE NOELLE KEHRBERG. MOTION CARRIED UNANIMOUSLY.**

Town of Sunset Beach  
Planning Board

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*Tom Vincenz, Chair Person*

Submitted by:

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*Cindy Nelson, Planning Board Secretary*

\*\*\*Minutes were approved from the July 21, August 4, and August 18 of 2016 meetings at the September 1, 2016 meeting.