Town of Sunset Beach
Planning Board Meeting

Meeting Minutes of March 16, 2017

Members Present: Chairperson Tom Vincenz, Greg Jensen, Noelle Kehrberg

Members Absent: Len Steiner, Bob Tone

Staff Present: Cindy Nelson, Planning Board Secretary

Others Present: Wes MacLeod, Cape Fear Council of Government (COG);
Town Council Member, John Corbett

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 February 16, 2017 meeting.
CHAIRPERSON VINCENZ ASKED FOR A MOTION TO APPROVE THE MINUTES WITH CORRECTIONS. NOELLE KEHRBERG MOVED THE MOTION WITH A SECOND MADE BY GREG JENSEN. MOTION WAS CARRIED UNANIMOUSLY.

Old Business

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

CHAIRPERSON VINCENZ ASKED FOR A MOTION TO APPROVE THE TEXT AMENDMENT LANGUAGE WITH SUMMARY ACTION ITEM A. NOELLE KEHRBERG

MOVED THE MOTION WITH A SECOND MADE BY GREG JENSEN. MOTION WAS CARRIED UNANIMOUSLY.

TA-17-01: Amend Article 10.06 (B) (6) to Provide Additional Standards for Golf Course Tree Removal. Discussion Item w/Attachment.

Chairperson Vincenz read through the proposed list of eight revised items as presented in the staff report. The Board discussed that some additional changes were needed. The changes will be brought back to the next meeting for further review.

Amendment to Section 6.07 Gateway Overlay District Ordinance. Discussion w/Attachment.

Chairperson Vincenz stated that the Gateway Overlay text and zoning have already been adopted, however, revisions are needed. The intent of making those revisions is to put them all together for one presentation for the Town Council to adopt and today's discussion is to clarify what the revisions are.

There was a question on whether or not townhomes fell under the exemption for single family dwellings. Wes clarified that by definition townhomes would be exempt unless there were three or more units attached together.

List of items to for the Board to work through:

1. Expansion of existing buildings.
2. Look at the number of parking spaces for bike rack(s).
3. Consider making shared dumpsters a requirement.
4. Reconsider the decorative lighting standard.

Chairperson Vincenz made a request to Town Staff to draft a letter and send to business owners in the Gateway District; alerting them to the changes now in effect for building and sign colors.

New Business

TA-17-02: Amend Article 6.04 and 7.09 to Provide Standards for Fences Abutting Natural Amenities and to Provide Nonresidential Fence Standards. Discussion Item w/Attachment.

It was noted after brief discussion, to make a couple changes the proposed amendment. Chairperson Vincenz recommended placing an ad to advertise for a Planning Board Public Hearing.

TA-17-03: Amend Article 9.09 Off-Street Parking Schedule to Add an Additional Parking Ratio for Small, Carry-Out Restaurants/Cafes. Discussion Item w/Attachment.

Wes recommended changing the current parking standard to meet parking needs that will allow the use of small carry-out restaurants and cafes. The current standard is better suited for larger suburban sit down type restaurants and cafes. This change will allow for a smaller operation with five or fewer seats. His recommendation was to make the parking ratio for these types of businesses to be the same as the parking ratio for retail establishments. Wes stated that a future agenda item for consideration would be to create definitions for different types of restaurants. The restaurant types would also be listed in the Table of Uses. Chairperson Vincenz recommended placing an ad to advertise for a Planning Board Public Hearing.

Two Sign Applications for Approval at 424 Sunset Blvd S. Action Item w/Attachment

CHAIRPERSON VINCENZ ASKED FOR A MOTION TO APPROVE THE APPLICATION FOR THE SURF AND PERK SIGN AS PRESENTED. MOTION WAS MOVED BY GREG JENSEN. SECOND WAS MADE BY NOELLE KEHRBERG. MOTION CARRIED UNANIMOUSLY.

CHAIRPERSON VINCENZ ASKED FOR A MOTION TO APPROVE THE RESORT WEAR SIGN TO NOT EXCEED SIXTEEN SQUARE FEET MAXIMUM. MOTION MOVED BY GREG JENSEN WITH CHANGE. SECOND WAS MADE BY NOELLE KEHRBERG. MOTION CARRIED UNANIMOULSY.

Administrative Items

a. Director and Staff Comments.

Wes announced that it has been a pleasure working with the Planning Board and Town Staff although he will still be available for the Town when needed.

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

Chairperson Vincenz stated that Town Council approved four amendments recommended by Planning Board. The Town Council will announce a date for a special meeting at their next meeting to discuss Land Use Plan Update (LUP) changes; so the LUP can proceed through the process of being adopted.

A future topic for discussion will be the subject of building heights.

Public Comments

Robert Barroso; 424 Sunset Blvd: Thank you for quickly and efficiently helping with the parking ratio. He stated that he would like to see Wes work with the new Town Planner to establish definitions for different types of restaurants. It is very important, this will allow business to operate effectively and know what type of business can be permitted.

Adjournment: 10:00 AM. CHAIRPERSON VINCENZ ASKED FOR A MOTION TO ADJOURN. MOTION MOVED BY NOELLE KEHRBERG. SECOND WAS MADE BY GREG JENSEN. MOTION CARRIED UNANIMOUSLY.

Town of Sunset Beach
Planning Board

Tom Vincenz, Chairperson

Submitted by:

Cindy Nelson, Planning Board Secretary

***Minutes from the February 16, 2017 meeting were approved at the March 16, 2017 meeting.