

# TOWN OF PINE KNOLL SHORES

Planning Board

Regular Monthly Meeting

February 25, 2025 — 5:00PM



## AGENDA

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|--------------|--|--------------------------|
| <b>I.</b>    | <b>CALL TO ORDER AND PLEDGE OF ALLEGIANCE</b>  | <b>CHAIRMAN TRIPLETT</b> |
| <b>II.</b>   | <b>APPROVAL OF THE AGENDA</b><br>(Motion to add or delete an item will be entertained prior to approval.)  | <b>CHAIRMAN TRIPLETT</b> |
| <b>III.</b>  | <b>VOTE OF ABSENCES</b>  | <b>CHAIRMAN TRIPLETT</b> |
| <b>IV.</b>   | <b>CONSENT AGENDA</b>  | <b>CHAIRMAN TRIPLETT</b> |
|              | a. January 28, 2025, Meeting Minutes   |                          |
| <b>V.</b>    | <b>PUBLIC COMMENT</b><br>Citizens are allowed to voice Town-related concerns and opinions during this time. Before speaking, each participant must sign in on the speaker roster list at the Clerk's Desk before speaking. Speakers will be heard on a first-come, first-served basis. Each speaker will be given up to three (3) minutes. |                          |
| <b>VI.</b>   | <b>NEW BUSINESS</b>  | <b>CHAIRMAN TRIPLETT</b> |
| <b>VII.</b>  | <b>UNFINISHED BUSINESS</b>   | <b>CHAIRMAN TRIPLETT</b> |
| <b>VIII.</b> | <b>REPORTS</b>   |                          |
|              | a. Planning  | <b>PLANNING ADMIN</b>    |
|              | b. Inspections   | <b>PLANNING ADMIN</b>    |
|              | c. Board of Commissioners  | <b>COMMISSIONER</b>      |
| <b>IX.</b>   | <b>PLANNING BOARD ANNUAL AGENDA</b>  | <b>CHAIRMAN TRIPLETT</b> |
|              | a. Cama Land Use Plan (add light pollution?)   |                          |
|              | b. Pedestrian Master Plan  |                          |
|              | c. Pamlico Sound Mitigation Plan   |                          |
|              | e. UDO Sub Committee   |                          |
| <b>X.</b>    | <b>ANNOUNCEMENTS AND PLANNING BOARD MEMBERS' FORUM</b>   | <b>CHAIRMAN TRIPLETT</b> |
| <b>XI.</b>   | <b>ADJOURNMENT</b>   | <b>CHAIRMAN TRIPLETT</b> |

**PLANNING BOARD**  
**TOWN OF PINE KNOLL SHORES BOARD ROOM**

**January 28, 2025**

**MEETING MINUTES**

**Call to Order and Pledge of Allegiance**

Planning Board Chairman Paul Payne called the January 28, 2025, meeting to order at 5:00 PM in the Betty Carr Board Room. Members present were David Triplett, Jeanne Biddle, Michelle Powers, Ken Rozewski, Simone Pate, Cindy Berry, and Tom Atz. Also present were Planning Administrator Charles Rocci and Town Clerk Missy Shine

**Approval of the Agenda,**

Member Powers made a motion to approve the agenda as presented with a second by Member Biddle and passed unanimously.

**Approval of Absences**

No Absences

**Consent Agenda**

- a. Minutes from November 26, 2024

Member Triplett motioned to approve November 26, 2024, meeting minutes as presented with a second from Member Powers and passed unanimously.

**Public Comment – No Public Comment**

**New Business**

- a. Oath of Office

Tom Atz, Cindy Berry, Ken Rozewski, and Simone Pate took their Oath of Office.

- b. End of Year Review

Planning Administrator, Charlie Rocci, stated accomplishments from 2024 that included the final approval and adoption of the UDO, Roosevelt Reserve Subdivision Project, and the Rezoning of 112 Salter Path Road. The Cama Land Use Plan will be a top priority for 2025. Meetings will be set up between Planner Rocci and new members to get them up to speed with all things Planning Board.

**Unfinished Business- No Unfinished Business**

**Report**

- a. Planning

The Cama Land Use Plan is required to be recognized by the State as a Cama Land Community. We will need updated census information; we will also need to incorporate the new Pamlico Sound Mitigation Plan and the Strategic Plan. Community engagement sessions will be held to get opinions of residents on development. Planner Rocci also wants to update the permitting process, to include a new temporary structure permit for tents and updating the Rezoning Request form. The Pedestrian Master Plan is another document Planner Rocci would like to update. Planner Rocci recommended a committee to provide periodic UDO review to keep up on any changes that may need to be made. Member Biddle recommended having some informational sessions regarding items like the Pamlico Sound Mitigation Plan, so residents understand those documents and processes.

b. Inspections – Jim Taylor performed 179 inspections

13 Building Permits	\$649,006
7 Electrical Permits	\$7,804
16 Mechanical Permits	\$109,003
2 Plumbing Permit	\$3,716
41 Tree Removal Permits	\$0
79 Total Permits	\$769,529

c. Board of Commissioners

Commissioner Durham mentioned an issue regarding the UDO and how it may affect certain properties. Those issues will be addressed by UDO a sub-committee.

### **Planning Board Annual Agenda**

Cama Land Use Plan

Pamlico Sound Mitigation Plan

Pedestrian Master Plan

UDO Sub Committee

Light Pollution Proclamation- Adding Light Pollution to Cama Land Use Plan

### **Announcements and Planning Board Members' Forum**

Member Powers announced that the Garden Club would be holding an event in the Betty Carr Board Room on Wednesday, February 12<sup>th</sup> at 5:00. Ranger Randy from Fort Macon will be speaking about the Roosevelt Natural Area.

Member Biddle discussed an issue she has seen recently with balloons on the beach. Currituck County recently passed an ordinance regarding this issue to prohibit balloons on the beach.

Member Biddle made a motion for Chalie to create language regarding the prohibition of balloons being released on the beach with a second from Member Rozewski and passed unanimously.

Planning Administrator Rocci stated it could be a part of a nuisance ordinance like walking on the dunes.

Planning Board Chair, Paul Payne gave his resignation to the Board after his many years of service.

### **Adjournment**

A motion was made by Member Powers to adjourn with a second by Member Biddle and passed unanimously.

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Missy B. Shine, Town Clerk

## TOWN OF PINE KNOLL SHORES

To: Chairman Tripplett and members of the Pine Knoll Shores Planning Board  
From: Charles W. Rocci



### Memo on Planning Board Annual Agenda Items for 2025

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#### **ORIGINATING DEPARTMENT/INDIVIDUAL:**

Planning and Inspections/Charles W. Rocci

#### **TOPIC OF DISCUSSION:**

Annual Agenda Assignments

#### **BRIEF SUMMARY:**

##### **2025 Planning Board Goals and Subcommittee Structure**

The Board of Commissioners has set the annual agenda for the 2025 Planning Board goals. I am excited to begin this year, as it will provide an opportunity for Planning Board members to explore special planning topics in more focused, collaborative settings. This discussion will be crucial in establishing expectations for the upcoming year, structuring our meetings, assigning subcommittee members, and creating a schedule for subcommittee meetings.

##### **Subcommittees for 2025**

The following subcommittees will be established for this year:

##### **1. CAMA Land Use Plan Update**

- Lead the revision of the town's guiding future land use document.
- Update demographic data.
- Review and update previous policy goals.
- Lead survey gathering for future development.

##### **2. Pedestrian Master Plan Update**

- Lead the revision of the town's pedestrian planning document.
- Review and update previous pedestrian planning objectives.
- Connect with community stakeholders.
- Lead survey gathering for future development.

##### **3. Unified Development Ordinance (UDO) Policy Review**

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### Memo on Planning Board Annual Agenda Items for 2025

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- Work with the town planner to review the most recent property development under the Unified Development Ordinance.
- Create a decision matrix to determine where policy changes may be needed.
- Prepare recommendations for UDO updates on a quarterly basis.
- Initially, develop a plan to address changes related to Senate Bill 382.

#### **Subcommittee Structure and Responsibilities**

- Each subcommittee should consist of at least three Planning Board members.
- Ideally, each Planning Board member will serve on one subcommittee, avoiding the need for multiple committee assignments per member.
- Within each subcommittee, members will:
  - Establish a subcommittee vision statement.
  - Develop a project timeline with goals to be achieved by December 2025.
  - Gain a strong understanding of the existing document.
  - Assist the town planner in drafting proposed revisions.
  - Engage subject matter experts and stakeholders for input.
  - Facilitate any required public input for updates.
  - Present monthly progress reports to the full Planning Board.

#### **Meeting Structure and Reporting**

- Each subcommittee should set a recurring monthly meeting date and time.
- These will be public meetings noticed on the town calendar, however, Missy will not be able to take minutes for all subcommittee meetings. Members should assign a scribe for general meeting notes.
- Meetings should conclude with:
  - A write-up of completed tasks to report to the full Planning Board.
  - A list of assigned tasks for each member to complete before the next meeting.

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### **Memo on Planning Board Annual Agenda Items for 2025**

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- To accommodate the additional time required for subcommittee meetings, regular monthly Planning Board meetings will be streamlined.
- Planning Board meetings will focus on set agenda items, followed by reports from each subcommittee representative.

This structured approach will allow for a productive and efficient Planning Board process in 2025. Moving beyond UDO drafting opens the door for this board to be more dynamic and explore multiple opportunities to plan for the future of this community.