



COMMUNITY APPEARANCE COMMISSION
FIRST REGULAR MONTHLY MEETING
June 16, 2021 — 9:00 a.m.
Minutes

Call to Order and Pledge

Chairman Felch called the meeting to order at 9:00am on Wednesday, June 16, 2021 at 9:00am. The meeting was held in the Pine Knoll Shores board room. Members present were Steve Sheppard, Arthur Stadiem, Martha Edwards, Mary MacDonald, Penny Holland, Clare Winslow, Paul Pylko, and Suzanne Wheatcraft. Staff present was, Town Planner Kevin Reed.

Approval of Agenda

Member Edwards made a motion to approve the agenda with a second from Member MacDonald. The motion passed unanimously.

Approval of May 19, 2021 Minutes

Member MacDonald noted that the wrong pronoun was used to identify Member Edwards. *Member Edwards made a motion to approve the amended minutes with a second from Member MacDonalds. The motion passed unanimously.*

Strategic Planning Committee Report

Member Wheatcraft reported that the SPC was working on an extension update of the Strategic Plan. Once completed later this year, annual updates will become routine. She indicated that the SPC wants to get the public informed on its activities and raised the issue of the CAC doing the same through articles in the Shoreline. Chairman Felch noted that the CAC did do articles in the past, but has not recently. It was agreed by those present that the CAC members could rotate article duty on a monthly basis and agreed to discuss this further at the July meeting. Steve Sheppard also gave an update to the CAC on the PPGIV meeting held on June 15.

New Business

- a. Variance Update

Town Planner Kevin Reed updated the CAC on a variance approved for 113 Knollwood Drive. The variance allowed the homeowner to plant ten trees less than required based on the area to density calculation. He also noted that it raised a larger question of how oceanfront lots can meet post-development tree density requirements when there is limited room for new plantings. The Board of Adjustment wanted the CAC to be aware of this issue.

A subcommittee comprised of Steve Felch, Martha Edwards, and Suzanne Wheatcraft was formed to work with Kevin Reed to review Section 74-64 of the Town Code and will report back to the CAC next month. The subcommittee agreed to conduct its first meeting on June 22 at 9:00am at Town Hall.

Unfinished Business

a. Site Visit Process

Member Edwards wanted the board's opinion on CAC consolation with possible future homeowners prior to the single family landscape permit. This would allow CAC to recommend where to build a house where the least amount of trees will be damaged and have better stormwater maintenance. Chairman Felch's concern is that eventually, the CAC will get caught doing something outside of their jurisdiction and the town will be sued. Kevin Reed also pointed out that the time between purchasing land and submitting a single family landscape permit can be a very short time frame. No action was taken.

Public Comment

There was no public comment.

- *Site visit schedule for July is: 7/4-7/10 Martha E. and Suzanne W., 7/11-7.17 Mary M. and Claire W., 7/18-7/24 Paul P and Steve S. and 7/25-7/31 Penny H. and Arthur S.*

Adjournment

Member Pylko made a motion to adjourn which was seconded by Member Wheatcraft. The motion passed unanimously and the meeting adjourned at 10:26am.

Charles W. Rocci, Town Clerk