

Town of Pine Knoll Shores
Planning Board Meeting Minutes
April 26, 2016
5 PM

Chairman Paul Payne called the April 26, 2016 Planning Board meeting to order at 5:00 p.m. and led the Pledge of Allegiance. Also present for the meeting were Planning Board members George Greene, Ike Pipkin, Bill Strube, Bud Daniels, and Michelle Powers. Secretary Sarah Williams; Building Inspector Jim Taylor; Town Clerk/ Planning Administrator Scott Sherrill and Town Manager Brian Kramer were in attendance. Commissioners Ted Goetzinger, Clark Edwards, and John Brodman were also in attendance. Members Kathy Werle and Doug Browne were absent. There were 4 members of the public.

Approval of Agenda

The agenda was approved unanimously with changes on a motion by Member Greene with a second by Member Pipkin. Development Review Process was moved to “b.” under “Unfinished Business”.

Approval of Minutes

The Minutes of the March 22, 2016 meeting were approved unanimously on a motion by Member Powers with a second by Member Strube.

Public Comment

Scott Stronz at 451 Maritime Place, Pine Knoll Shores, NC 28512 asked for his contractor, Mike Jones, to speak on his behalf. Mr. Jones asked the Planning Board for an extension to the impervious surface and to allow the homeowner to use his full property. Building Inspector Taylor explained that Mr. Stronz was seeking an ordinance provision to allow the property seaward of the static vegetation line to be included in the impervious surface calculation. Member Greene asked if this request should go through the Board of Adjustment. Inspector Taylor answered that it could go through the BOA or the Planning Board could recommend a change to the Town ordinances. The property line and ordinance were discussed. Member Pipkin suggested that the BOA hearing would be a quicker route for them. Planning Administrator Scott Sherrill said that would be his preference too. Chairman Payne told Mr. Stronz and Mr. Jones that he did not consider their request unreasonable, but that he would like to see it go to the BOA instead of changing the ordinance for one home. Mr. Stronz asked them to consider the timeliness of the issue. The Board suggested that an ordinance change would take months, but that a hearing with the BOA could be handled much quicker.

New Business

Planning Administrator Scott Sherrill reviewed the “Scope of Work: Technical Corrections Ordinance” with the Board. The hand out is included herein by reference and attached to these minutes. Planning Administrator Sherrill let the Board know it was a good time to review ordinances and edit them, if needed. There was discussion on the handout and Planning Administrator Sherrill clarified that through the process of reviewing ordinances, it would not stop the Planning Board from moving forward and making decisions.

Reports

Building Inspector

Building Inspector Taylor reported that for the month of March, there were 82 permits and a construction cost of \$787,527 and \$5,922.00 in permitting fees. He also reported that: the Inspections office has been staying busy with permits and renovations, the Planning Board should be expecting 2 major landscape permits for a single family dwelling, he is still anticipating a revised FEMA map, and that he and Planning Administrator Sherrill have worked to fine tune the development process for major landscape permits.

Town of Pine Knoll Shores
Planning Board Meeting Minutes
April 26, 2016
5 PM
P2

Planning Report

Planning Administrator Scott Sherrill informed the group that the Town had received their sidewalk quantitative scores. The NC DOT SPOT will fund regional projects first and then divisions will be funded. Division projects will be discussed in the August/ September timeframe. Member Greene asked how long the process was and Planning Administrator Sherrill answered that it was about a year. Patrick Flannigan with the Eastern Carolina Council has been asked to attend the June 8, 2016 Board of Commissioners meeting to report on Pine Knoll Shores scores. The Sign Ordinance was presented to the Board of Commissioners and they are going to hold a public information session on May 4 at 2 PM. The session will be recorded and available online. Planning Administrator Sherrill will ask the Commissioners to call a Public Hearing on the sign ordinance for June. He let the group know that the Strategic Planning Committee would be discussing long-term demographic trends at their next meeting. Pending the Board of Commissioners approval, the visual preferences survey will be available to take on May 20 at 10 AM at the Public Safety Building and June 30 at 2 PM at Town Hall. The Board of Commissioners approved the approved grade ordinance and the tree diameter ordinance at their last meeting.

The Board of Commissioners will hear an appeal in response to a tree removal violation on April 27, 2016 in a quasi-judicial format. The Town is expecting to have an intern starting May 18 and Planning Administrator Sherrill has asked that he help with some planning and inspections tasks.

Commissioners' Report

Commissioner Goetzinger let the planning members know that the Commissioners were working on the budget and would be having another session on April 27.

Unfinished Business

Sign Ordinance

Planning Administrator Sherrill asked that the Planning Board pass a consistency and reasonableness statement to go with the sign ordinance. There was some discussion on the sign ordinance and the size that flags could be. The statement passed unanimously on a motion by Member Daniels and with a second by Member Strube.

Visual Preferences Survey

Planning Administrator Sherrill reviewed the survey with the planning members. The survey is included herein by reference and attached to these minutes. Member Greene asked how surveys would be distributed and how many would go out. Planning Administrator Sherrill answered that there would be information in The Shoreline and a town-wide email.

Development Review Process

Building Inspector Taylor and Planning Administrator Sherrill worked together to set clearer expectations for the development review process. Building Inspector Taylor reviewed the process with the planning members and explained that they were not making any changes, but would be working closely with contractors and surveyors to make sure that lots were delineated properly and working with the CAC to make sure that the members understood which trees were being removed. Implementing these practices should help to ensure that what is happening on the ground is mirroring the paper plans.

Town of Pine Knoll Shores
Planning Board Meeting Minutes
April 26, 2016
5 PM
P3

Annual Agenda
Age-Friendly Community Committee
The AFC is working a survey.

Development Line
Member Daniels volunteered to be on the sub-committee. Chairman Payne recommended Members Browne and Werle.

Income-producing Land Uses
Planning Administrator Sherrill said he would start reviewing this in the late summer.

Announcements and Planning Board Members' Forum
Town Manager Kramer announced that Planning Administrator Sherrill would be named as the Town's full-time planner and complimented Inspector Taylor on clarifying the development process. Secretary Williams will be named town clerk.

Closed Session
The Board went into Closed Session at 6:10 PM in accordance with NCGS 143-318.11(a) (1) to approve closed session minutes on a motion by member Powers with a second by Member Pipkin that passed unanimously.

The Board came out of Closed Session at 6:17 PM on a motion by Member Greene with a second by Member Powers that passed unanimously.

Adjournment
The Board adjourned unanimously at 6:18 p.m. on a motion by Member Daniels with second by Member Greene.

Sarah Williams, Deputy Town Clerk