



**Minutes
Town of Atlantic Beach
Planning Board Meeting
September 1, 2015**

Members Present:

Norman Livengood, Vice Chairman
Rich Johnson
Steve Joyner
Ray Langley

Members Absent:

Neil Chamblee, Excused
Llewellyn Ramsey, Excused
Curt Winbourne, Excused

Staff Present:

Jessica Fiester, Planning Director
Kim Tynes, Secretary

Others Present:

Mike Shutak

Council Members:

Harry Archer
Trace Cooper

CALL TO ORDER

The meeting was called to order by Chairman Ray Langley. Planner Jessica Fiester asked the Chairman for a motion to excuse Neil Chamblee, Llewellyn Ramsey and Curt Winbourne. A motion was made by Norman Livengood and Rich Johnson, with a unanimous vote to excuse them.

APPROVAL OF MINUTES

Chairman Langley called for a motion to approve the minutes from the July 7, 2015 meeting. Steve Joyner made that motion and Rich Johnson seconded it. The vote was unanimous to approve the minutes.

NEW BUSINESS

Jessica Fiester stated the text amendment request originally on the agenda had been withdrawn by George Barnes.

She would like to reopen discussion on Article 14 Notification Amendments. After required notification, Major site plan procedures should require Public Hearing at the Planning Board level for discussion in order to provide input for discussion and decisions. More notification at the time of the first version of site plan will be helpful. She looked into how Beaufort and Morehead City handle site reviews. She met with Nathan George to see how they do it in Berkley. The process appeared geared to municipalities with larger staffs but certain parts had value.

The goal of any amendments will be to collect input upfront, not after resources and time has been invested into project. The Town needs to strengthen public awareness. We feel like how could they not know as many times as advertised, yet a lot of people do not live here or read the paper. Notification via a letter mailed 20 days prior to Planning Board meeting will eliminate unawareness up front. Public Awareness is key.

It would be beneficial if developers and applicants should inform neighbors of plans prior to implementation on the front end to avoid rebuttal on the back end.

Some ideas to achieve this include:

- Pre-application system that may/may not require public outreach.
- Discuss setbacks, density approval as preapproval process before moving ahead
- Do not accept unless all information is complete
- Connect application to ordinances and codes
- Add one page message as to why it meets codes.
- Note how project meets Zoning District Requirements
- Meet with the neighbors to explain project and gather feedback
- Developers access board room to share ideas early in the process.

Beaufort takes approximately 45 days to process. Plan is accepted in order to schedule TRC then it goes to Planning Board and Council.

Morehead City process ends at Planning Board and multifamily projects are not decided on by Council.

Major site plans only apply to multi-family, over 4 units and includes mobile home parks and multiple units per lot.

According to Harry Archer, the County process is pre-approval process includes immediately contacting Planning Director and Staff with proposal with public notification process similar to ours.

The developers will benefit from response up front and Chairman Langley stated the Planning Board Committee would like to see more response and input from citizens. He is curious how to spur more interest and participation from the public. The Planning Director informed the committee she mailed out 72 letters on the SeaSide Villa project and heard from 4 people and 3 e-mails. Town staff and PB Committee do not want to see Developers waste their time and resources. It is hard to predict how the public will respond.

Steve Joyner stated the public had instigators to 'rally troops' on the last project.

The Planning Director feels like possibly having public hearing with Planning Board may help since the goal is to not waste developers time and money in development process and we do not want developers afraid to build projects in Atlantic Beach. System failure in current system and project review does not mean Town endorsement of project. If developers know public expectations and fears ahead of time, they can address them. Every change cost money and time.

UDO Revisions

The Planning Director stated that the Town has selected a firm to clean up errors and confusion in the UDO. This is more of a reorganization. This is not a policy re-write.

Code changes need to be addressed. There are approximately 30 items that were small and unnoticed and could be problematic if applied. The Town needs to clear up interconnectivity on what applies and what does not. Specific guidelines should have intent listed. Better input is how to achieve best results.

Jessica has identified inconsistencies that need to be eliminated. It is time-consuming and should connect to everything needed to know by searching.

Like most firms, the owner of this one was part of a larger firm and works with legal experts including engineering and environmental studies. He is on the APA Committee for legal matters. They are proven in code writing experience.

Harry Archer appreciates all the due diligence that has already been done by all.

Rich Johnson stated notification is a worthy objective and early notification is good, but without meat on the bones of the project, it may not work. We live in a small resort community in Carteret County and what happens in Berkeley, CA doesn't matter here. We have to compete for business elsewhere in Carteret County.

Mayor Cooper believes meaningful input earlier in the process with neighborhoods and developers will be beneficial to all. Planning must be fair to all. There is a twostep pre-approval, investing all parties.

Harry said if presentation provides good examples and provide more information, it is better for all. A preapproval meeting with Planner, Developer and Engineer and having specific knowledge of desired site will be beneficial to all.

The Planning Director suggested posting property of projects with large signs to be sure public is aware. Hopefully the signs will generate questions early in the project. The more education provided the more beneficial for all. We have a system in place and some parts need to be fine-tuned.

Harry commended the Planning Director and Planning Board and believes they are on track to notify residents of procedures.

OTHER

Chairman Langley reminded committee the October meeting has been moved to the 13th due to elections on the 6th. The agenda deadline is September 11th.

The Planning Director asked the secretary to give the committee a brief overview of new Permitting Software in the works and the new Damage Assessment Software implemented by the County. The Planning Director discussed the Town's new website and Code Enforcement Position to work on agenda packets, sign ordinances, violation letters, etc.

Upcoming projects in the pipeline were briefly discussed. Dollar General is pretty far along in the process of Conditional Use Permit request. It will go to TRC first, then Planning Board for review.

A pre-approval meeting for the Lookouts at the Grove on West Drive recently took place. The plan calls for 7 buildings, 2 are residential. The developer plans to move forward on commercial development first.

A major site plan has been discussed for 5 duplexes between Double Tree and Island Beach and Racquet Club. This will involve special easements, etc. as he creates new lots.

A new updated version of the plans for Seaside Villas is in the works and should be significantly different and presented in the near future. We will follow Public Hearing process even though not ordained.

ADJOURNMENT

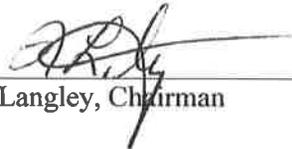
Being no further business, Chairman Ray Langley called for a motion to adjourn the meeting. The motion was made by Rich Johnson and Norman Livengood. The vote was unanimous.

Respectfully Submitted,



Kim Tynes, Secretary

Approved by:



Ray Langley, Chairman