



**Minutes**  
**Town of Atlantic Beach**  
**Town Council and Planning Board Joint Meeting**  
**May 9, 2017**

**Town Council Members**

**Present**

Mayor Trace Cooper  
Mayor Pro Tem Danny Navey  
Harry Archer  
Ann Batt  
Eddie Briley  
John Rivers

**Town Council Members**

**Absent**

None

**Staff Present**

John Harrell, Inspections Director  
Megan Hunter, Secretary  
Michelle Shreve, Planning Director  
David Walker, Town Manager

**Planning Board Members**

**Present**

Neil Chamblee  
Llewellyn Ramsey  
Rich Johnson  
Steve Joyner  
Norm Livengood  
Rich Porter  
Curt Winbourne

**Planning Board Members**

**Absent**

None

**Others Present**

Chad Meadows of CodeWright  
Mike Shutak, Carteret News Times Reporter  
Austin Waters

**CALL TO ORDER**

Mayor Cooper called the meeting to order at 6:00pm. Mayor Cooper turned to meeting over to Chairman Chamblee for the Planning Board item.

**PLANNING BOARD ONLY ITEM - Review of Street Name Change**

Bob Jenkins, agent for Jenkins Family Trust, has proposed to change the name of the subdivision Needle Rush Bay to Salt Marsh Villas. This re-branding of the subdivision will also include the renaming of the private street Needle Rush Drive to Salt Marsh Way. Section 9.11 of the UDO requires Planning Board review of proposed street name changes. The County tax and 911 system have confirmed the change does not conflict with any other street names. The developers have new signage ordered.

It was the consensus of the Planning Board that the name of the subdivision Needle Rush Bay changed to Salt Marsh Villas and the street Needle Rush Drive changed to Salt Marsh Way.

**CODEWRIGHT PRESENTATION OF UDO UPDATE – MODULE 3B**

Chad Meadows presented Module 3B to the boards. He will be present for an informal question and answer review session that will be advertised prior to the June 6 Planning Board public hearing.

**18.5.3 Offstreet Parking and Loading - in module 3A from last meeting**

This section has been re-written to consolidate all parking alternatives into one location. The standards are essentially the same except that shared parking must be located within 1,000 feet of uses served and shared and off-site parking requires execution of a parking agreement.

In general the parking standards are the same as the current UDO. In most cases that it was changed, it was to simplify and lower the requirement.

**18.5.3D. Parking Lot Configuration**

This established standards for all lots of four or more spaces; addresses layout, dimensions, surfacing and drainage. Key changes are:

- Limits backing directly onto streets. Parking is reconfigured so vehicles do not back up into a public street. This does not include single family homes.
- Simplifies the parking space dimensional standards.

- Adds stacking space provisions
- Enhances clarity for bike parking
- Comprehensive new surfacing provisions. Designed to work better with stormwater requirements. If the boards want to prohibit gravel driveways, they can. Chad encourages the boards carry forward with this the way it is written and research and present amendments in the future.

Owners that share a parking lot need to sign a Parking Agreement and have it recorded.

Some towns are no longer making a business owner provide loading and unloading spaces, leaving it to the developer.

#### 18.5.4 Landscaping

There are new standards for phased sites and stormwater facilities. Plant material and placement are specified. The issue of tree conservation has been moved to create a new section.

The current UDO does not allow for any trees in any Easement. The boards should consider whether trees are allowed or let the Easement dictate it or establish standards and allow the Easement owner to set the standards for what is allowed in the Easement.

#### 18.5.4.H Parking Lot Landscaping

Adds a shade tree per every 12 spaces; simplifies interior island specification; requires landscaped islands at the end of rows; requires a planted landscaping row at least every 4 rows of spaces; requires separation between trees and lights; perimeter screening must run full length of lot; and removes foundation planting standards.

#### 18.5.4.I Perimeter Buffers

This replaces the current project boundary bufferyards with 3 differing types of buffers: opaque, semi-opaque and intermittent. Each type includes a "narrow width" option that allows fewer plantings but requires a fence or wall. This is still applied by zoning district. Buffer requirements are halved when abutting vacant lots. Streetscape buffers are placed into a separate section, but uses the same standards.

#### 18.5.4.K Planting Flexibility

Allows for a credit for existing vegetation, accounts for shaded areas, considers supply of product and allows for alternative landscaping.

#### 18.5.4.M Required Maintenance

The same standards for required maintenance are carried forward except for irrigation, which has been removed to encourage low-drought plants. Irrigation requirements can be expensive to the developer.

#### 18.5.9 Design standards

The building orientation is amended to allow the front facade of the principle structure to face a parking lot, not just the street.

Material standards: This carries forward allowable materials by use type; adds very basic color standards (makes a distinction between neon and pastel); adds very basic materials configuration; clarifies prohibited materials.

Massing and Fenestration: Massing is the breaking up of large monolithic buildings into a series of smaller volumes. This incorporates projections or recesses to add visual interest. Fenestration is the amount of glass or doorways.

#### 18.5.10 Signage

The signage standards are revised to remove all content-based (including event-based and speaker-based) provisions in accordance with State and Federal laws. Most signage standards are content-based, which must pass a strict scrutiny test if challenged. He suggests regulating the maximum sign area through a sign face area "budget" established per lot; meaning we don't regulate what the sign says or how long it is there, but only regulate the size sign.

He advised to continue to regulate election signage according to state law, not the conflicting federal law.

There will be an errata sheet submitted to Council along with the final draft. This will include staff revision, public comment and the Planning Board review changes. The final draft will not be amended. The Board will adopt the ordinance as prepared incorporating changes on the errata sheet.

Once the final draft is prepared, it was the consensus that the town attorney and a privately hired attorney will review before final approval.

Proposed Schedule:

|  |         |
|--|---------|
| Module 3B Presentation                       | May 9   |
| Planning Board Public Hearing on final Draft | June 6  |
| Town Council Public Hearing on final Draft   | June 26 |
| Suggested Effective Date                     | July 17 |

Prior to July 17, people can choose to go under the new or old regulation. After July 17, the new UDO must be followed.

**MAYOR/COUNCIL/PLANNING BOARD COMMENTS**

None.

**CITIZEN REQUESTS/COMMENTS**

None.

**ADJOURNMENT**

There being no further business Mayor Cooper closed the meeting at 8:11 pm.

These minutes were approved at the June 26, 2017 meeting of the Atlantic Beach Town Council.

TOWN OF ATLANTIC BEACH

ATTEST:

  
Katriha Tyer – Town Clerk

  
A. B. Cooper, III - Mayor

