



**Minutes
Town of Atlantic Beach
Planning Board Meeting
February 7, 2017**

Members Present

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

Members Absent

Steve Joyner

Staff Present

Michelle Shreve, Planning Director
Katrina Tyer, Clerk
Arrington Moore, Management Assistant
John Harrell, Inspections Director
Megan Hunter- Secretary

CALL TO ORDER

Vice Chairman Norm Livengood called the meeting to order at 5:59pm.

MOTION TO EXCUSE ABSENT PLANNING BOARD MEMBERS

Winbourne made a motion *to excuse* absent board member, Steve Joyner, due to travel. Seconded by Chamblee. Vote was unanimous, 5-0. Motion carried.

OATHS OF APPOINTED/RE-APPOINTED PLANNING BOARD MEMEBERS

Oaths of office were administered for continued terms for Neil Chamblee, and Llewellyn Ramsey, as well as new member Rich Porter.

APPROVAL OF DECEMBER 6, 2016 PLANNING BOARD MINUTES

Ramsey made a motion *to approve* the December 6, 2016 minutes. Seconded by Porter. Vote was unanimous, 5-0. Motion carried.

ELECTION OF 2017 CHAIRMAN AND VICE-CHAIRMAN

Livengood invited nominations for 2017 Chairman. Ramsey nominated Neil Chamblee for Chairman. Seconded by Winbourne. Vote was unanimous, 5-0. Motion approved.

Livengood invited nominations for 2017 Vice-Chairman. Livengood nominated Ramsey. Seconded by Chamblee. Vote was unanimous, 5-0. Motion approved.

MAJOR SITE PLAN REVIEW – “THE PINNACLE”

A. Staff Presentation

Michelle Shreve, Planning Director, introduced the major site plan of the development proposal, called “The Pinnacle”, which is principally a 4-story, 12-unit condominium building. The Pinnacle is located at 431 East Fort Macon Road. The first floor is parking and storage, and the second and third floors have six condo units each, for a total of twelve units. Accessory structures and facilities include a swimming pool, bathhouse, and the existing marina facilities such as docks and boat lifts.

According to Section 14.4.3 of the UDO, multi-family development requires major site plan approval. Shreve discussed the fulfillment of the major site plan requirements.

General discussion is held about recreation and parking area. The septic field and marina will go into recreation considerations because these areas count as open space. The amount of open space is sufficient, but not identified correctly on the Site Plan, it will be amended. The marina will be for residents only. Shreve confirmed the number and location (handicapped and compact spaces) of parking spaces.

The Major Site Plan review and approval process began when Stroud Engineering, agent for applicant Max Barbour, submitted an application, on January 9th. On January 19th, 19 days before this Planning Board meeting, 101 letters were sent to those owning property within 500' of the project. These letters notified property owners of the entire major site plan approval process, outlining the Technical Review Committee, Planning Board, and Town Council times and dates, but officially served as the notification for the Planning Board public hearing in accordance with state statutes.

Before Planning Board reviews a major site plan, the Technical Review Committee meets to discuss technical compliance of the project with all applicable Town codes and ordinances. The TRC met on January 26th and collectively recommended this project to the Planning Board.

These recommendations are submitted to the Planning Board as part of their information packet to review before the meeting. The Planning Board will discuss this proposal and make a recommendation for Council to consider at their February 27th meeting.

Shreve invited any questions or comments from the Board. Johnson inquired if there had been any public comment or issues at the TRC. Shreve confirmed that there has been no public comment. In regards to the TRC, the site plan has remained the same, with the exception of some updated specs. Chamblee pointed out the Fire Department's request for a pump at the marina. Shreve briefly spoke on the specifics about the request.

Porter inquired about whether the sidewalk is connected or orphaned. General discussion was held about the logistics of the side walk and future plans for connection.

B. Public Hearing

Chamblee went into a public hearing at 6:19pm.

Ron Cullipher with Stroud Engineering

Cullipher briefly stated the history of the project with his firm. Cullipher respectfully requests the Board for approval of plans and invited any questions. There were none.

Chamblee closed the public hearing at 6:20pm.

C. Planning Board Discussion

Livengood commented that the Town had already looked over the plans pretty closely. There were no further questions or any further discussion from the Board.

Winbourne made a motion *to approve* the Pinnacle as presented. Seconded by Porter. Vote was unanimous, 5-0. Motion carried.

UPDATE ON UDO REORGANIZATION

Shreve commented that Town has been working with CodeWright Planners to update the UDO to create a better working document. Module 2 has been received and is currently being reviewed by staff. Chamblee wanted confirmation that there are only 3 modules and inquired about the next step. Shreve discussed the specific dates and timeline of the UDO reorganization.

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| • Module 2 Staff Review Draft | Received |
| • Staff will comment on Module 2 by | February 15 |
| • Module 2 Public Review Draft | February 20 |
| • Module 3 Staff Review Draft | February 28 |
| • Presentation of Module 2 at Joint Council and Planning Board meeting | March 7 |
| • Staff will comment on Module 3 by | March 21 |

- Module 3 Public Review Draft
- Presentation of Module 3 at Joint Council and Planning Board

April 6
April 20

ADJOURNMENT

There being no further business Ramsey made a motion *to adjourn* the meeting. Seconded by Johnson. Vote was unanimous, 5-0. The time was 6:26 p.m.

These minutes were approved at the March 7, 2017 meeting of the Atlantic Beach Planning Board.

ATTEST:



Megan Hunter - Planning Board Secretary

TOWN OF ATLANTIC BEACH


Neil Chamblee, Chairman