



**Minutes  
Town of Atlantic Beach  
Town Council and Planning Board Joint Meeting  
May 1, 2018**

**Town Council Members Present**

Mayor Trace Cooper  
Mayor Pro Tem Richard Porter  
Harry Archer  
Rich Johnson  
Danny Navey  
Austin Waters

**Town Council Members Absent**

None

**Staff Present**

Michelle Shreve, Planner  
Katrina Tyer, Clerk  
Arrington Moore, Management Assistant  
David Walker, Town Manager  
Samantha Piner, P&I Secretary

**Planning Board Members Present**

Lynne Brown  
Norm Livengood (arrived 6:07pm)  
Doug McCullough

**Planning Board Members Absent**

Neil Chamblee, Chair  
Llewellyn Ramsey  
Ann Batt  
Curt Winbourne

**Others Present**

Ron Cullipher, The Cullipher Group  
William Sparkman, Developer  
Mike Shutak, Carteret News Times

**CALL TO ORDER**

Mayor Cooper called the meeting to order at 6:06pm.

**APPROVAL OF AGENDA**

Councilmember Archer made a motion *to amend* the agenda by removing #3 Excuse Absent Planning Board Members and #4 Approval of April 3, 2018 Joint Council Planning Board Minutes. Seconded by Mayor Pro Tem Porter. Vote was unanimous, 5-0. Motion carried.

The meeting can proceed without a quorum of the Planning Board since they do not take action only provide input to Council to make the decision.

~~**EXCUSE ABSENT PLANNING BOARD MEMBER(S)**~~

~~**APPROVAL OF APRIL 3, 2018 JOINT COUNCIL/PLANNING BOARD MINUTES**~~

Mayor Cooper opened the meeting and explained the purpose tonight is to conduct a public hearing on the Concept Proposal for the Crystal View project proposed at 100 Pelican Drive.

**MSP-18-04: CRYSTAL VIEW**

**Staff Presentation**

This is a major site plan development proposal to build a third multi-family structure of 12 dwelling units to the existing Crystal View Condominiums, submitted by agent Ron Cullipher of The Cullipher Group for owner Billy Sparkman. The site plan and information submitted at this first phase of the major site plan review includes lot lines, building footprints and parking. The second phase of the review procedure will include more details for the development, which will be reviewed by the Technical Review Committee, Planning Board, and Council again before approval.

Application materials were submitted on April 3, after having conducted a pre-application conference with the developer's agent on March 27. On April 10, notices were mailed to 28 adjacent property owners, including all owners of units within Crystal View Condominiums, and a sign was posted on the site. The mailed notices described the Major Site Plan procedure, the proposed development, and the first phase review process timeline. The Technical Review Committee reviewed this project on April 18 and recommended the project to proceed.

The existing Crystal View Condominiums development includes 18 dwelling units, swimming pool, parking lot, and septic fields and was developed under a Conditional Use Permit issued in 2006. The newly proposed development to the north east is 12 dwelling units with eight parking spaces underneath, septic field and a parking lot with sixteen spaces. The property will be reviewed as a whole for purposes of density, open space and parking.

The density provision for multi-family development with five or more dwelling units within the Mixed-use High Intensity zoning district allows 21 units per acre and a minimum lot area per unit of 2,000 square feet. With the 18 units of the existing development and the 12 units of the proposed development totaling 30 units on a 2.433 acre tract, the density would be 12.33 units per acre with 3,533 square feet of lot area per unit. The density and lot area meets requirements.

Impervious surface coverage and stormwater will be served by state permits. The maximum building height will be 55ft, the preliminary elevation shows the height at 42.5ft.

The UDO update clarifies that the street setback for multi-family developments shall be measured from the street upon which the development is addressed. The land of the development is addressed as 100 Pelican Drive, with the two buildings as 104 and 108 Pelican Drive. The setbacks are such that the front is on Pelican Drive, rear on Knollwood Drive, and the sides are along the interior property lines and Fort Macon Road. The setback along the interior property lines to the north must be doubled due to adjacent residential zoning districts.

6,000 sf of open space is required for the 30 total units, and at least 50% of that will have to be active open space. The sidewalks will be installed on all three streets by the developer and coordinated with the Town's plans to install a multi-use path along the north side of Fort Macon Road. Parking spaces are provided in excess of what is required for the entire development, 30 units at 1 ½ per unit require 45 spaces, and the site plan shows a total 69 parking spaces. Required landscaping adjacent to the residential zoning districts will be a Type A Opaque Buffer and will be detailed at the Phase Two application along with the tree preservation compliance information. Exterior lighting and signage for the development will be reviewed in detail at phase two as well.

The only issue found with the site plan is that the dumpster is located within the setback, which can be moved without impacting the location of the building. Michelle suggested that the location of the dumpster be moved prior to Concept Proposal approval, but approval could be issued contingent on change of the location. Or Council could table this pending a proposed change, but this change is small enough that it could be approved with the understanding that the dumpster will be relocated.

Mayor Pro Tem Porter made a motion *to open* the public hearing for MSP-18-04: Crystal View Development. Seconded by Councilmember Navey. Vote was unanimous, 5-0. Motion was carried. The time was 6:33pm.

Ruth Barnes, 304 Fairview Street

She is representing a friend who lives behind the property (off the north property line). The friend has two concerns: the dumpster is adjacent to her back yard and the area floods tremendously. Right now the area is wooded which helps control runoff. There is currently a ditch in the area that floods.

Councilmember Archer made a motion *to exit* the public hearing for MSP-18-04: Crystal View. Seconded by Councilmember Johnson. Vote was unanimous, 5-0. Motion was carried. The time was 6:37pm.

### **Council and Planning Board Discussion**

Mayor Pro Tem Porter wanted confirmation the access to the units would be off Knollwood Drive, not Pelican Drive and then discussed the calculation of the setbacks. The UDO reads the setback is determined from the address of the development. Michelle commented Knollwood Drive is not considered the front setback because the parcel itself is addressed off Pelican Drive, therefore the front setback should be 25 feet.

Cullipher confirmed the dumpster could be re-located out of the setback line.

Cullipher confirmed there will be a modification to the current stormwater plan. Mayor Cooper explained the rules provide that the first 3 inches of rain will have to contained on the property.

Livengood inquired about the drainage flow in the area. It was confirmed that it runs through the ditches eventually to Hoop Pole Creek.

Councilmember Archer is concerned with how to control flooding in the area.

After lengthy discussion on the determination of the setbacks, it was the consensus to table this item until the June 5, 2018 meeting and have Attorneys Derek Taylor and Tom Terrell provide an opinion on the setback calculation.

Mayor Pro Tem Porter made a motion *to table* the Concept Plan review for MSP-18-04: Crystal View Condos until June 5, 2018 at 6:00pm. Seconded by Councilmember Archer. Vote was unanimous, 5-0. Motion was carried. The time was 7:06pm.

**ADJOURNMENT**

There being no further business meeting was adjourned. The time was 7:01pm.

These minutes were approved at the June 5, 2018 Joint Town Council Planning Board meeting.

TOWN OF ATLANTIC BEACH

ATTEST

  
Katrina Tyer - Town Clerk



  
A. B. Cooper, III - Mayor