



MINUTES
Town of Atlantic Beach, North Carolina
Planning Board Meeting
125 W Fort Macon Road and
Monday, February 20, 2023



The regularly scheduled meeting of the Atlantic Beach Planning Board was held Monday, February 20, 2023 at 6:00 p.m. in the Town Boardroom, 125 West Fort Macon Road, Atlantic Beach, North Carolina.

Members Present

Neil Chamblee, Chair
Curt Winbourne, Vice
Phillip Hursey
David Johnson
Llewellyn Ramsey
Sharron Wilson

Members Absent

Phil Jones

Others Present

Jennifer Ansell, Planner
Elisabeth Webster, Planner
Katrina Tyer, Clerk
Joseph Starling, Councilmember
Ron Cullipher, Engineer

Prior to the meeting starting Town Clerk Katrina Tyer administered oaths to Neil Chamblee and Llewellyn Ramsey (all terms expire June 30, 2023).

CALL TO ORDER

Chariman Chamblee called the meeting to order at 6:00pm.

EXCUSE ABSENT BOARDMEMBERS

Johnson made a motion *to excuse* Phil Jones. Seconded by Winbourne. Vote was unanimous, 6-0. Motion carried.

ELECTION OF OFFICERS

Winbourne made a motion *to elect* Neil Chamblee as Planning Board Chairman for 2023. Motion seconded. Vote was unanimous, 6-0. Motion carried.

Chamblee made a motion *to elect* Curt Winbourne as Planning Board Vice-Chairman for 2023. Motion seconded. Vote was unanimous, 6-0. Motion carried.

APPROVAL OF NOVEMBER 1, 2022 PLANNING BOARD MINUTES

Wilson made a motion *to approve* the November 1, 2022 Planning Board minutes. Seconded by Hursey. Vote was unanimous, 6-0. Motion carried.

ZTA-23-1: A ZONING TEXT AMENDMENT TO ADDRESS THE PROCEDURES IN PLACE FOR MAJOR SITE PLAN REVIEW; AMEND THE DEFINITION FOR DUPLEX DWELLINGS; AND ADDRESS THE MEASUREMENT OF LOT STANDARDS FOR MULTI-FAMILY, TOWNHOME AND DUPLEX STRUCTURES.

In November, when staff proposed several changes to the Unified Development Ordinance to better align the allowances for various residential use types with the North Carolina Building Code, the definition of duplex dwellings was not addressed. There is concern that our existing definition may be interpreted to prevent the subdivision of property. In North Carolina, local governments may use development regulations to regulate the use and division of land but not to regulate the ownership of land.

Amendments to clarify the Major Site Plan review process are being proposed to make the process less redundant. In recent years we have had a few major site plan approvals that have had to go back through both phases of approval due to changes in interior lot lines or interior parcel dimensions (The Bite, The Lookouts, Windfare). This text amendment will clarify what constitutes a minor amendment versus what would require reversion to the Concept Phase. Further, we have not previously required a major site plan that includes the subdivision of lots to also go through the major subdivision process. This text amendment clarifies that the Phase II major site plan submittal should include all the items required

for a final plat. It would also serve as the final plat approval, allowing the conveyance of lots upon recordation. The amendment will also serve to clarify the measurement of lot width, area and interior setbacks for multi-family, townhome and duplex structures.

The Planning Board shall comment on whether or not the text amendment is consistent with the Town's adopted policy guidance, including any plan adopted according to G.S. 160D-501.

Public Hearing

Johnson made a motion *to open* the public hearing. Seconded by Jones. Vote was unanimous, 6-0. Motion carried. The time was 6:08pm

No comments.

Ramsey made a motion *to close* the public hearing. Seconded by Wilson. Vote was unanimous, 6-0. Motion carried. The time was 6:08pm.

Planning Board discussion and recommendation

The board briefly discussed the proposed amendments without any issues or concerns.

Ramsey made a motion *to approve* the Consistency Statement and recommends the proposed amendments to Council. Seconded by Wilson. Vote was unanimous, 6-0. Motion carried.

MSP-21-1 SHOWBOAT COTTAGES MODIFICATION: AN AMENDMENT IS PROPOSED TO THE APPROVED MAJOR SITE PLAN FOR SHOWBOAT COTTAGES TO ALLOW SUBDIVISION OF THE PROPERTY

Ballou-Lews Properties filed an application to modify the approved Major Site Plan for the Showboat Cottages, MSP-21-1, which would allow the subdivision of lots within the development. The change will not affect the density, site layout, or construction requirements (NC Residential Code) for the approved development. It will allow the owners to own the real property underneath the structure.

Planning Board discussion and recommendation

Johnson made a motion *to recommend* MSP-21-1 Major Site Plan Modification for Showboat Cottages to Council for review and approval. Seconded by Ramsey. Vote was unanimous, 6-0. Motion carried.

OTHER BUSINESS

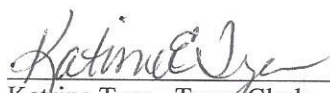
Ramsey asked if public works staff could look at and possibly trim the bushes at the corner of Bowen and Kinston Ave. She believes this is town property.

ADJOURN

There being no further action taken or business before the Board the meeting stood adjourned. The time was 6:13pm.

These minutes were approved at the April 4, 2023 meeting of the Atlantic Beach Planning Board.

ATTEST:


Katrina Tyer - Town Clerk



TOWN OF ATLANTIC BEACH


Neil Chamblee, Chairman