



**Minutes
Town of Atlantic Beach
Town Council and Planning Board Joint Meeting
March 6, 2018**

**Town Council Members
Present**

Mayor Trace Cooper
Harry Archer
Rich Johnson
Danny Navey
Austin Waters

**Town Council Members
Absent**

Mayor Pro Tem Richard Porter

Staff Present

Michelle Shreve, Planner
Samantha Piner, Secretary
Arrington Moore, Management Assistant
David Walker, Town Manager

**Planning Board Members
Present**

Neil Chamblee, Chair
Ann Batt
Doug McCullough
Curt Winbourne

**Planning Board Members
Absent**

Lynne Brown
Norm Livengood
Llewellyn Ramsey

Others Present

Fred Bunn, FMB at the Grove
Ron Cullipher, The Cullipher Group
Mike Shutak, Carteret News Times Reporter

CALL TO ORDER

Mayor Cooper called the meeting to order at 6:05pm.

EXCUSE ABSENT COUNCIL MEMBER(S)

Councilmember Johnson made a motion *to excuse* Mayor Pro Tem Porter from tonight's meeting due to travel. Seconded by Councilmember Waters. Vote was unanimous, 4-0. Motion was carried.

EXCUSE ABSENT PLANNING BOARD MEMBER(S)

Winbourne made a motion *to excuse* Llew Ramsey, Lynne Brown and Norman Livengood from tonight's meeting. Seconded by McCullough. Vote was unanimous, 4-0. Motion carried.

APPROVAL OF OCTOBER 3, 2017 & JANUARY 9, 2018 PLANNING BOARD MINUTES

Batt made a motion *to approve* the October 3, 2017 and January 9, 2018 minutes. Seconded by McCullough. Vote was unanimous, 4-0. Motion was carried.

RECUSE MAYOR COOPER DUE TO CONFLICT OF INTEREST

Councilmember Archer made a motion *to recuse* Mayor Cooper from the meeting due to his two businesses at the circle. Seconded by Councilmember Navey. Vote was unanimous, 4-0. Motion was carried.

MSP-18-01- LOOKOUTS II

Michelle states this major site plan review is for the second installment of the Lookouts at the Grove, which is being called "Lookouts II" and located in the inner part of the Circle just across West Drive from the Lookouts. The development will be similar in look and use to the first Lookouts at the Grove.

The new UDO procedure includes two phases. The first phase is the Concept Proposal phase, which requires a preliminary site plan with limited detail in order to show the concept of the development before specific details are required. This concept proposal, including building elevations and site plans showing lot lines, building footprints, parking, and similar items, is commented on by the public, in order to give feedback and recommendations to the developer before a lot of money is spent on engineering and in-depth site planning.

As quoted from the UDO, "Concept plan review shall only be conducted for approval or disapproval based on demonstrated compliance with the requirements of this ordinance or other applicable codes. The Town Council may give advisory opinions on general aspects of a Concept plan." Once the public hearing is held and Council and Planning Board approve the concept proposal, the developer will be able to submit detailed site plans initiating the second phase of the major site plan review procedure.

The second phase will review details for streets, sidewalks, recreation area, utilities, and similar components. These will be reviewed for compliance by the Technical Review Committee, Planning Board, and Town Council before final approval by Town Council.

Public Hearing

Councilmember Archer made a motion *to open* the public hearing. Seconded by Councilmember Waters. Vote was unanimous, 4-0. Motion carried

No public input.

Councilmember Archer made a motion *to close* the public hearing. Seconded by Councilmember Waters. Vote was unanimous, 4-0. Motion carried

Based upon the consensus of the Planning Board, Councilmember Johnson made a motion *to approve* the Concept Plan as presented. Seconded by Councilmember Archer. Vote was unanimous, 4-0. Motion was carried.

MSP-18-02 BAKERY/CAFÉ

This bakery is proposed to be located at 157 Atlantic Blvd, west of IdleHour's outdoor seating area and north of the Grove Oceanside development. This will enclose the front row of commercial area in front of the single-family homes, which supplies the required nonresidential development on 75% of the first floor area.

No new driveways or parking lots are proposed for this development – this use will occupy existing parking spaces provided throughout the Circle as provided in the Master Plan.

Public Hearing

Councilmember Waters made a motion *to open* the public hearing. Seconded by Councilmember Johnson. Vote was unanimous, 4-0. Motion carried.

No public input.

Councilmember Archer made a motion *to close* the public hearing. Seconded by Councilmember Waters. Vote was unanimous, 4-0. Motion carried.

Based upon the consensus of the Planning Board, Councilmember Johnson made a motion *to approve* the Concept Plan as presented. Seconded by Councilmember Archer. Vote was unanimous, 4-0. Motion was carried.

Mayor Cooper rejoined the meeting.

MSP-18-03 Channel Bay

Board members briefly discussed the proposed Channel Bay project. It was the consensus *to table* the public hearing until April 3, 2018 during the Joint Town Council and Planning Board meeting.

Mayor Cooper suggested to Ron Cullipher that he conduct the recommended neighborhood meeting prior to the April 3 meeting.


ADJOURNMENT

There being no further business meeting was adjourned. The time was 6:59pm.

These minutes were approved at the April 3, 2018 Joint Town Council Planning Board meeting.

ATTEST:

TOWN OF ATLANTIC BEACH



Samantha Piner, Secretary



A. B. Cooper, III – Mayor