

**KURE BEACH PLANNING & ZONING COMMISSION
REGULAR MEETING ♦ Tuesday, August 6, 2013**

A regular meeting of the Kure Beach Planning and Zoning (P&Z) Commission was held on Tuesday, August 6, 2013. A quorum of the Commission was present.

P&Z MEMBERS IN ATTENDANCE

Chairman Craig Galbraith
Member Joe Whitley
Member Tom Theisen
Member Alan Votta

ABSENT

Member John Ellen

Liaison Emilie Swearingen
Attorney Holt Moore

STAFF PRESENT

John Batson, Building Inspector
Josie Fitzgerald, Administrative Assistant

I. CALL TO ORDER:

Chairman Galbraith called the P&Z meeting to order at 7:08 p.m.

II. APPROVAL OF AGENDA:

MOTION: Member Votta moved to adopt the Agenda

SECOND: Member Whitley

VOTE: Unanimous

III. APPROVAL OF MINUTES:

MOTION: Member Theisen moved to approve the P&Z minutes of June 4, 2013

SECOND: Member Votta

VOTE: Unanimous

IV. OLD BUSINESS:

A. K Avenue mixed-use District

Attorney Moore provided suggested recommendations to the draft (2/5/13) as talking points

- There is a missing component in the ordinance.
- Most counties, towns, etc. have additional criteria for "special use" that is cited in this draft; criteria with set discretion to show an applicant the procedure to follow.

- An outline of procedures for reviewing applications and what the criteria would be
- Standard provisions for approval with criteria.
- Procedure for revocation and expiration, a common element to be included. If approved, a deadline within which to complete the project.
- The chart attached is not for this project, but is actually from New Hanover County and outlines what is permitted and in what district.
- One consideration for special use ordinance, is do you want to apply the special use just for K Ave. or create a procedure that can be used for the rest of the Town. If expanded to entire Town, a similar chart could be utilized. (a permitted use table)
- Many municipalities have mixed use districts now.
- Everything we will permit in this district would need to comply with criteria for a special use; what is allowed and what is not allowed.
- We should be specific with detail; i.e. what type of restaurants would be permitted in the mixed use district.
- Criteria can be applied for each use specifically, with some discretion.
- It is important that the use be harmonious; landscaping, lighting, signs, etc. should be specific with details
- This will be a working document; once there is a list of uses, then specific criteria can be applied to each use; will the use impair the integrity of the surrounding area.
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- Pictures have typically been used and are appropriate; we can use drawings since it may be hard to find pictures of what we are trying to do.

Details and elements for criteria:

1. **SIGNS:** (presented by Chair Galbraith)

We have a good sign ordinance in place that addresses billboards, visual signs, etc. The mixed use district may be stricter.

- There should be some standards for numbers, maximum size, placement location; most verbiage talks to contribute to the structure and incorporate design elements of the sign making it compatible with the building; carefully integrate to the design of the structure; time to extinguish lighted signs. No pole signs, only on the building fronting the street such a marquee signs, awning or flat signs; no monument signs;
- We need to come up with specifics
 - a. Type of signs permitted (flat, awning, marquee, sandwich, A-frame)
 - b. The maximum size (15sq. ft. seems reasonable)
 - c. Location of placement (over entrance of the building)
 - d. Sign material (wood)
- We want specific criteria but also to allow for flexibility for creativity
- Chairman Galbraith will draft of matrix and verbiage for next meeting

2. **LANDSCAPING:** (presented by Member Theisen)

Information gathered from Hillsboro and Mendocino, CA

- Hillsboro requires landscaping with irrigation between the street curb and building

- Mendocino requires all usable open space to be landscaped with irrigation, walls and fences and mature trees
- Planters, fountains may be required
- If fences are required for separation between buildings, they should be from the front corner of the building to the rear.
- Trees should be preserved, prohibiting topping and shearing street trees unless necessary to protect overhead utility lines.
- Use plants indigenous to Southeastern NC, there can be a list established of suggested and recommended plants and trees.
- Tree removal needs approval by the Building Department.
- Sidewalks can encourage people to walk up and down.
- We don't want to be too specific, keep a balance yet keep it short.
- Benches, planters, fountains, etc. can be addressed.

3. BUFFERING: (presented by Member Whitley)

Buffering as it relates to air conditioners and trash receptacles

- Shielding AC- There can be minimum requirements in order to keep harmonious look. AC should be in the back or side and concealed with landscaping or lattice
 - Shielding trash will be more detailed – There may be distance requirement from adjoining property lines; minimum visibility from the street, criteria for the type of screening to be used; amount and size of receptacles appropriate to the occupancy of the building; if enclosed trash screening material should be similar to the building, recycling should be controlled.
4. Dumpsters should be on a concrete pad so it can be washed and should be screened from neighbors

5. LIGHTING: (presented by Member Votta)

Lighting is a very important issue

- A lighting plan should be submitted with the application
 - Parking lot lights shall be shielded down not more than 10 ft. high
 - Security lights shall be shielded, not glaring on adjoining properties
 - Accent lighting shall be low voltage and aimed at objects to accent only
 - Lights shall be installed aimed to minimum light trespassing across property lines
 - No flashing, blinking or oscillating lights, no light splash, no laser lights, no search lights should be allowed so as to avoid nuisance to neighbors.
6. **PARKING:**
Clear requirements are on the books already

- No change for residential parking requirements.
- B-1 District does not have parking requirements
- Minimum of 2 cars for residential districts; There will probably be 3 bedroom maximum residence the second floor.

- Off-street parking requirement for this district can be eliminated for the commercial element or maybe require just one for an employee. The lots are not large enough to provide commercial parking and residential required parking.
- Encourage parking outside the district and walk to K Ave.

Chairman Galbraith suggested that the Members go back and draft a document relating to his respective element for next month.

- The current ordinance has a “special use” section; K Ave will be a separate and additional component.
- Attorney Moore can compare what we already have and come back with a draft – a matched document.
- Allowed usage can be put on a matrix and state specifically what will be allowed; a sentence can be added, eg. “Any other use not listed, blah blah.”
- Everything allowed in mixed-use will require a special use permit.
- Underground utilities will be mandatory.

V. NEW BUSINESS

None

VI. MEMBER ITEMS:

Rope fencing, signs for parking on lots was discussed
An existing digital sign was discussed briefly

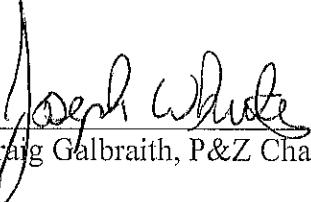
VII. ADJOURNMENT:

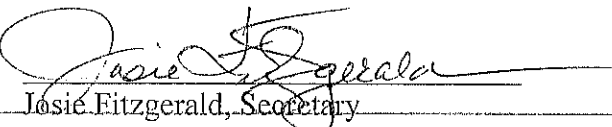
MOTION: Member Votta moved to adjourn the meeting.

SECOND: Member Whitley

VOTE: Unanimous

P&Z Meeting was adjourned at 8:10 p.m.

 *Joseph White* Vice-Chair
Craig Galbraith, P&Z Chairman

 *Josie Fitzgerald*
Josie Fitzgerald, Secretary