



KURE BEACH PLANNING & ZONING COMMISSION REGULAR MEETING

The Kure Beach Planning and Zoning Commission held their regular meeting on **Wednesday, November 1, 2017**. A quorum of commission members was present.

P&Z MEMBERS PRESENT

Chairman John Ellen
Member Bill Moore
Member Kenneth Richardson
Member Craig Galbraith
Member John Cawthorne

P&Z MEMBERS ABSENT

All present

STAFF PRESENT

John Batson – Building Inspections
Nancy Avery – Town Clerk
Kathleen Zielinski – Secretary

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Councilman Joseph Whitley, Liaison  
Attorney James E. Eldridge

### **1. CALL TO ORDER**

Chairman Ellen called the meeting to order at 7:00 p.m.

### **2. APPROVAL OF AGENDA**

MOTION – Chairman Ellen moved to approve the meeting agenda as presented, with the addition of electing a new Vice Chair under Item 4.

SECOND – Member Galbraith

VOTE – Unanimous

### **3. APPROVAL OF MEETING MINUTES**

MOTION – Member Galbraith moved to approve the minutes of September 6, 2017

SECOND – Member Richardson

VOTE – Unanimous

#### 4. NEW MEMBER APPOINTMENT

- a. The resignation of Alan Votta, dated October 29, 2017 was accepted.
- b. In accordance with town ordinance, Alternate Member John Cawthorne automatically takes the seat vacated by Vice Chair Votta. Town Clerk Avery performed the swearing in of Mr. Cawthorne. By invitation of Chairman Ellen, Member Cawthorne then introduced himself to those in attendance, stating that he is from Virginia, is retired from the Air Force, does consulting work and has lived in Kure Beach since 2015.
- c. Chairman Ellen then stated the need for the election of a new Vice Chair and informed the commission that Member Galbraith was amenable to accepting the position.

MOTION – Chairman Ellen moved to elect Member Galbraith as Vice Chair

SECOND – Member Cawthorne

VOTE – Unanimous

#### 5. PUBLIC COMMENTS

None

#### 6. OLD BUSINESS

- a. Setbacks and structures

Attorney Eldridge distributed the proposed ordinance changes that were discussed at the August meeting. Having heard nothing to the contrary in the interim, he used the text changes that he suggested at the last meeting to create a document with proposed changes for Town Council to consider.

The only substantive changes from the previous meeting discussion are:

- 19-320 - deleted screened walls, decks and driveways as permitted structures within setbacks.
- 19-321.5 - included wooden, gravel or other permeable materials as acceptable in driveway construction.

Attorney Eldridge then circulated his proposed consistency statement for the commission to review. He described the new format, noting that this consistency statement is making very clear the sections that are being amended and that the document meets the requirements of the new statute. He further explained that he eliminated ambiguity and demonstrated how the text changes are consistent with the town's land use plan.

Member Galbraith inquired if previously submitted consistency statements will need revision to which he was informed by the attorney that the statute of limitations has expired and revising them is not necessary.

MOTION – Member Galbraith moved to adopt the Consistency Statement as presented

SECOND – Member Cawthorne

VOTE - Unanimous

MOTION – Member Galbraith moved to send the proposed amendments to Town Council

SECOND – Member Richardson

VOTE - Unanimous

Chairman Ellen will present the proposed ordinance changes and consistency statement to council at their November 20 meeting. Should council accept the recommendation, a public hearing will be held on the matter.

Said documents are herein incorporated as part of these minutes.

b. Update on amendment to ordinance 19-80

Chairman Ellen reported that the Planning & Zoning Commission had voted to recommend to council not to exempt town buildings from the setback requirements, which he presented at their last meeting. He then recounted that council went into closed session and out of that came their decision to exempt fire and emergency facilities only. He thought it noteworthy that the decision was made by council in contrast to the recommendation of the commission.

**7. NEW BUSINESS**

None

**8. MEMBER ITEMS**

a. Chairman Ellen reported to the group that council decided at their last meeting to postpone any action or discussion on parking until after the election and a new council is seated.

b. Chairman Ellen invited all in attendance to his open house for a meet the candidate talk the following evening.

c. In addition, council will hold a special meeting tomorrow night to discuss the bids that have been submitted for the upcoming construction project and award a contract for the work.

**9. ADJOURNMENT**

MOTION – Member Richardson moved to adjourn the meeting.

SECOND – Member Moore

VOTE – Unanimous

The meeting was adjourned at 7:26 p.m.

  
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Chairman  
Planning and Zoning Commission

  
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Kathleen Zielinski, Secretary

NOTE: These are minutes reflecting items considered and actions taken by the Planning & Zoning Committee and should not be considered a transcript of the meeting.