



# PLANNING & ZONING COMMISSION MINUTES

## REGULAR MEETING

Monday, October 7, 2019 @ 7:00 pm

The Kure Beach Planning and Zoning Commission (P&Z) held its regular meeting on Monday, October 7, 2019. A quorum of members was present and Attorney Jim Eldridge attended.

### P&Z MEMBERS PRESENT

Chairman Craig Galbraith  
Member Bill Moore  
Member David Garceau  
Member Kenneth Richardson (Via Telephone)

### P&Z MEMBERS ABSENT

Member Robert Young

### STAFF PRESENT

Nancy Avery, Town Clerk  
John Batson, Building Inspector  
Beth Chase, Admin Assistant

### CALL TO ORDER

Chairman Galbraith called the meeting to order at 7:20 pm.

### APPROVAL OF AGENDA

MOTION – Member Moore made a motion to approve the agenda as presented  
SECOND – Member Garceau  
VOTE - Unanimous

### APPROVAL OF MEETING MINUTES:

1. August 7, 2019 Regular Meeting
2. October 2, 2019 Special Meeting

MOTION – Member Moore made a motion to approve the meeting minutes for August 7, 2019  
SECOND – Member Garceau  
VOTE - Unanimous

MOTION- Member Garceau made a motion to approve the October 2, 2019 meeting minutes  
SECOND- Member Moore  
VOTE- Unanimous

### OLD BUSINESS

1. Presentation by intern(s)
  - Environmental Initiatives Across NC
    - Solar Panel Systems (Durham, Chapel Hill)
    - Fire Station Rainwater Harvesting (Raleigh)
    - City Owned Electric Vehicles (Durham)
    - Community Garden (Lees-McRae)



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- Adopt a Beach Access (Wrightsville Beach)
- Energy Conservation Programs (Cabarrus County)
- LED Lights (Durham, Raleigh, Chapel Hill)
- Recycling Guidelines (Asheville, Belmont)
- Preserved Lands Sector for Green Infrastructure in Comp Plan (Boone)
- NC Green Power (Gastonia)
- John Richardson - Community Resilience Officer - Sustainability Department
- Top 10 Ways Chapel Hill is working toward Climate Protection:
  - Carbon Reduction
  - Green Building Development
  - Walkable Redevelopment
  - Green Municipal Buildings
  - Alternative Transportation
  - Green Fleets
  - 7. Community Emissions Reduction from Buildings and Vehicles
  - 8. Tree Protection/Open Space
  - 9. Solar Energy
  - 10. Environmental Stewardship Advisory Board
- LEED for Cities and Communities Overview
  - US Green Building Council
  - More than 90 cities worldwide. Cities in NC: Raleigh, Greensboro, Winston-Salem, and formerly Durham
  - The LEED v4.1 for Communities certification program revolutionizes the way cities and communities are planned, developed and operated in order to improve the quality of life of people around the world. The programs provide a framework for planning, designing, measuring and managing the performance of social, economic and environmental conditions on a city-wide or community level.
  - Goal of encouraging green practices at a city scale and encourages the city to adopt policies and regulations to support sustainability.
- LEED for Cities and Communities is the leading global rating system and certification program for evaluating the sustainability and quality of life in a city or community. The program serves as a catalyst and transformative tool toward more sustainable, equitable and resilient communities around the world. The rating system encompasses economic, environmental and social performance measures and provides a clear data-driven approach to benchmark and communicate progress. Designed to be applicable at all phases of a city's or community's lifecycle.
- Shift toward measuring outcomes and evolving beyond buildings
- Arc Performance Score Measures
  - Energy
  - Water
  - Waste
  - Transportation



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- Human Experience
- Education
- Equitability
- Prosperity
- Health & Safety
- Measuring city metrics and generating a performance score in the Arc platform will evaluate the results of the best practices and serve as a pathway to LEED for cities certification
- LEED for Cities and Communities Certification
  - Registration
  - Confirm eligibility
  - Fees:
    - \$5000 registration fee for Organization
    - Certification review fee based on population
    - Certification
    - Upload required documentation
    - Master Plan of city or community highlighting LEED boundary for certification
    - Governance structure
    - USGBC Population calculator
    - 110 points available - 40 required for certification
- Integration and access to the new Arc platform: All projects in LEED Online have automatic access to Arc at no additional cost; simply log into Arc and link to your project.
- A dedicated LEED Coach: Newly registered projects are given a dedicated LEED Coach. LEED Coaches have more than a decade of green building and LEED expertise and can assist with questions during your LEED certification process.
- Award-winning customer service: Our customer service team has received 13 awards since 2013, including “Customer Service Team of the Year” from the American Business Awards and the International Business Awards.
- Natural Systems Credit: Resilience Planning
- Vulnerability and capacity assessment (3 points)
- Identify the local environmental context and conduct a vulnerability and capacity assessment for climate change risks, natural and man-made hazards and extreme events as per the table below. Map the impact (affected groups and sectors) of these events against the planned socio economic profile, urban health and urban infrastructure.



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## 2. Remote Participation in Meetings

Attorney Eldridge stated:

- As discussed in the previous HPC meeting remote participation for the P&Z Commission has little risk, but need to avoid remote participation in closed sessions
- Allow remote participation only when enough members are physically present to constitute a quorum.
- Do not allow remote participation in closed sessions due to the difficulty of ensuring no one else is present at the remote location.
- Permit voting only when a remote member is participating by telephone or video.
- Permit voting on all matters coming before either commission excepting quasi-judicial matters coming before the HPC.
- Board Of Adjustment has its own rule of procedures and Town Clerk and I agreed we could draft rules of procedure for P&Z using the BOA template to include the remote participation
- Recommends making a motion to adopt a resolution to draft rules of procedure for P&Z to include in those rules of procedure the policy provisions as presented in the agenda packet

MOTION – Chairman Galbraith made a motion to direct Attorney Eldridge to draft rules of procedure for the Planning & Zoning Commission to include the policy provisions on remote participation as presented

SECOND – Member Moore

VOTE - Unanimous

## NEW BUSINESS

### 1. Interview Tony Garibay for alternate member position

Tony Garibay introduced himself stating:

- Lives at 1717 Pinfish Lane as a Kure Beach resident
- Spent 18 years as a remote employer
- Worked 42 years in the HVAC business
- Has his General contractor license
- The past 25 years he has worked for Trane Inc

Interview Questions From the Commission:

- What is your experience here in Kure Beach?
- How long have you been a resident in Kure Beach?
- If everyone on the commission agrees but you disagree, would you feel comfortable standing up?
- Will your schedule allow you to attend the monthly meetings?
- How would you handle a situation if the regulations restrict something you are personally against?



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Tony Garibay answered that he has been a full time resident in Kure Beach for 12 years. He served on the Stormwater Committee as the chairperson and is currently on his third term for Board of Adjustment. In his career, he has had to stand up for the things he believed in to achieve the end goal when others had given up. There are always challenges when you still work but does not see there being a problem as he would know ahead of time when the monthly meetings would be held. He thinks even if you disagree with the regulations set before the Commission these are the laws and it is required of the Commission to follow them.

MEMBER- Member Richardson made a motion to recommend Tony Garibay to the Town Council as the alternate for the Planning and Zoning Commission

SECOND- Chairman Galbraith

VOTE- Unanimous

3. Overview of new agenda/minute software – Admin Assistant Chase

Admin Assistant Chase stated:

- The Administrative Department is in the process of transitioning to a new software system for our minutes and agendas
- As shown here on the screen the new agenda packet will be available in a split screen version
- This will allow for you to view the agenda on the left hand side of the screen while the agenda packet is displayed on the right
- This system will also come with a new recording system that will be connected to the microphones
- visiting our website they will enter the portal by clicking on a link on our home page
- The portal as shown is mirrored to look very similar to our website design

MOTION – Member Moore made a motion to adjourn the meeting at 8:12 p.m.

SECOND – Member Garceau

VOTE - Unanimous

ATTEST:

  
Beth Chase, Administrative Assistant

  
Craig Galbraith, Chairman



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NOTE: These are action minutes reflecting items considered and actions taken by Planning and Zoning Commission. These minutes are not a transcript of the meeting. A recording of the meeting is available on the town's website under government>planning and zoning.