

**FINAL**



## **Town of Southern Shores**

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**Planning Board Meeting**

**(Special Meeting)**

**September 6, 2017**

**5:30 p.m., Pitts Center**

### **MEETING MINUTES**

**I. CALL TO ORDER:**

Chairperson Sam Williams called the Special Meeting to order at 5:30 pm. Planning Board Members David Neal, Jay Russell, Sam Williams, Joe McGraw, ETJ Representative John Finelli and Town Planner Wes Haskett were present.

**II. PLEDGE OF ALLEGIANCE:**

Chairperson Sam Williams led the Pledge of Allegiance.

**III. APPROVAL OF AGENDA:**

Chairperson Williams stated that an election of Vice Chairperson should be added to the agenda under Old Business following the resignation of Vice Chairperson Gray Berryman. Jay Russell motioned to approve the agenda as amended. Joe McGraw seconded the motion. The motion passed unanimously (5-0).

**IV. PUBLIC COMMENT:**

None.

**V. OLD BUSINESS:**

**A. Election of Vice Chairperson**

Chairperson Williams stated that the Town Council had appointed Joe McGraw as a regular member of the Board in order to fill the vacant seat created by Gray Berryman's resignation. David Neal nominated Joe McGraw as Vice Chairperson. Jay Russell seconded the motion. The motion passed unanimously.

**B. Town Code Update Module One Discussion**

Chairperson Williams stated that the Town Council denied the Board's lot coverage recommendation and approved the Board's building height recommendation. One of the Council members brought up an issue expressed by his constituents that the Town Code Update project procedure had been changed and they wanted all recommendations presented for public review at the end of the Planning Board's review. The Council understood that the Board wanted to shorten the process and as a result, the Council formally modified the process. At this point, the Council has requested that the Board identify and rank the complex issues identified in Module One in the form of a recommendation. The Council would then accept or modify the recommended issues

and direct the Board to consider them in the ranked order. Each issue would be advertised specifically in the public notice so that the public would have a better opportunity to review and comment on the issues as they are addressed.

The Board reviewed and discussed the potential complex issues and agreed on the following (in order of priority):

1. Stormwater (flowing onto streets and adjacent property);
2. Tree removal on private property;
3. Side yard setback requirements for 50 ft. wide lots (not identified in Code Assessment);
4. Parking requirements for rental properties;
5. Commercial design standards; and
6. Relocating oceanfront homes.

David Neal motioned to recommend the ranked list of complex issues to the Town Council. Joe McGraw seconded the motion. The motion passed unanimously.

**VI. NEW BUSINESS:**

None.

**VII. PUBLIC COMMENT:**

None.

**VIII. PLANNING BOARD MEMBER COMMENTS:**

Jay Russell stated that previous studies and discussion can be used in the Board's stormwater discussion.

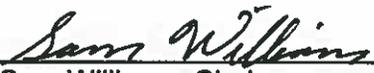
**IX. ANNOUNCEMENTS:**

Chairperson Williams announced that the next meeting will be held on September 18, 2017.

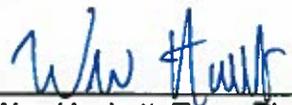
**X. ADJOURNMENT:**

Joe McGraw motioned to adjourn. Jay Russell seconded the motion. The motion passed unanimously and the meeting adjourned at 6:35 p.m.

ATTEST:

  
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Sam Williams, Chairperson

RESPECTFULLY SUBMITTED:

  
\_\_\_\_\_  
Wes Haskett, Town Planner