

TOWN OF CAROLINA SHORES
Planning and Zoning Board
Meeting Minutes
May 29, 2012
3:00 p.m.

At 3:02 p.m. Vice-Chairman, John E. Manning called the May 29, 2012 Planning & Zoning Board Meeting to order. The Pledge of Allegiance was recited.

The following members attended: Kathryn Powell, Dan O'Reilly, Ruth Ann Campbell-Grothe and Carol Schwarz. Also present: Commissioner Joseph Przywara, Liaison Mike Hargett; Town Administrator, Nicole Marks; Town Clerk, and Chuck Riggins, Building Inspector.

Absent: Chairman, Mark Brown and Member Ellen Pecina

Approval of Meeting Minutes:

MEMBER O'REILLY MADE A MOTION TO APPROVE THE APRIL 18, 2012 PLANNING AND ZONING BOARD WORKSHOP MINUTES AND THE APRIL 23, 2012 PLANNING AND ZONING REGULAR MEETING MINUTES. MEMBER SCHWARZ SECONDED THE MOTION. VICE-CHAIRMAN MANNING ASKED IF THERE WERE ANY DISCUSSION. VICE-CHAIRMAN MANNING CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Vice-Chairman, John Manning turned the meeting over to Mr. Dale Holland from Holland Consulting Planners.

Presentation by Holland Consulting Planners:

Mr. Holland discussed the following highlights in Article 9 – Performance Standards, Part VI – Sign Regulations, Part VII – Subdivisions and Article 10:

Article 9. Performance Standards:

Part VI. – Sign Regulations:

Section 9.38.4 – Temporary Signs/No Permits

- Yard sale signs (4 sq. ft.)
- Residential construction signs (10 sq. ft.)
- Residential real estate signs (4 sq. ft.)
- Commercial real estate signs (32 sq. ft.)
- Campaign Signs
- Flags/pennants

There was discussion on Town and HOA/POA regulations. There was also discussion on current signs being grandfathered with the proposed changes unless owners choose to replace their signs, then the owner would have to comply.

Section 9.40.1 – Prohibited Signs

- Animated signs
- Portable signs
- Vehicle signs
- Signs in public right-of-way
- Signs which obstruct the view of motor vehicles
- Signs which can be confused with official traffic signs
- Message board signs
- Off-premise signs
- Inflatable signs
- Roof signs
- Lights outlining property lines, festoon lighting, rooflines, doors, windows and edges of walls
- Indecent, obscene, or pornographic material
- Signs which obstruct windows, doors, sidewalks, or fire escapes
- Projecting signs
- Beacons and spotlights
- Flood lights, unless shielded from public right-of-way
- Structurally unsafe signs
- Computer screen/electronic images
- Stacking signs
- Snipe signs
- Signs attached to trees, fences, or fence posts
- Pavement markings
- Signs which deny adjoining property owners reasonable visual access

There was discussion on placing signs on sidewalks. Also, it was the consensus of the Board to move the commercial real estate and construction sign regulations to the no permit section. Also discussed, was that a sign can only take up 20% of a window area.

Section 9.41 – Sign Area and Location

- On premise column signs and ground mounted signs shall be located four (4) feet behind any right-of-way
- V-type signs shall be considered two (2) signs (angle greater than 30 degrees)

Section 9.42 – General Maintenance Requirements

- Maintained in safe condition
- No more than 10% of its surface are disfigured
- No weeds, vines, or other vegetation growing upon it
- Illuminated signs shall not have only partial illumination

Section 9.44 – Commercial, Business, and Industrial Districts

- Materials and Design
 - Compatible with the related buildings
- Ground-Mounted Sign
 - One sign allowed per street frontage
 - Maximum area of 40 square feet
 - Maximum of 2 sides per sign
- Column/Pole Sign

- One sign per premise
 - One sign allowed per street frontage
 - Maximum area of 60 square feet
- Multiple Tenant Buildings
 - One ground sign or column/pole sign permitted at each principle access point
 - One sign allowed per street frontage
 - Wall and Awning Signs
 - One sign per business
 - One square foot of sign area per linear foot of exterior wall
 - Lettering, logo, trademark no more than 24 inches in height
 - Window Sign
 - Shall not exceed 12 square feet nor fill more than 20% of window area
 - Menu & Sandwich Board Signs
 - Maximum height of 4 feet
 - Maximum length of 3 feet
 - Commercial Real Estate and Construction Signs
 - Two sign per premise
 - Maximum height of 8 feet
 - Maximum length of 4 feet
 - Adult Business Establishment Signs
 - Approved through issuance of the Conditional Use Permit
 - Maximum area of 60 square feet
 - Maximum height of 10 feet
 - Maximum length of 10 feet
 - No photographs, silhouettes, or drawings
 - May contain the name of the regulated establishment

Section 9.45 – Subdivision Identification Signs

- Ground sign
 - Maximum height of 12 feet
 - Maximum length of 10 feet
 - Maximum sign area of 60 square feet

MEMBER CAMPBELL-GROTHER MADE A MOTION TO LEAVE THE MAXIMUM SIGN AREA OF 60 SQUARE FEET UNDER SUBDIVISION IDENTIFICATION SIGNS. MEMBER POWELL SECONDED THE MOTION. VICE-CHAIRMAN MANNING ASKED IF THERE WERE ANY DISCUSSION. VICE-CHAIRMAN MANNING CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Part VII. – Subdivision Regulations:

Section 9.61 – Streets

Section 9.61.4 – Street Connectivity- diagrams

Section 9.61.5 – Design Standards

- Design of all streets in accordance with NC Department of Transportation, Division of Highways design and minimum construction standards

Section 9.62 – Utilities

- Section 9.62.3 Street Lights
 - All subdivisions in which the smallest lot is less than 20,000 square feet shall have street lights installed throughout subdivision
- Section 9.62.4 Underground Wiring
 - All subdivisions in which the smallest lot is less than 20,000 square feet shall have underground wiring

Mr. Holland reminded the Planning and Zoning Board that the development and review of subdivisions are in Article 5. Mayor Goodenough discussed street connectivity.

MEMBER POWELL MADE A MOTION THAT SHE AGREES WITH THE STREET CONNECTIVITY OF WATSON AND FUTURE DEVELOPMENT FOR SAFETY REASONS. MEMBER O'REILLY SECONDED THE MOTION. VICE-CHAIRMAN MANNING ASKED IF THERE WERE ANY DISCUSSION. VICE-CHAIRMAN MANNING CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Mr. Holland said that under 9.61.5 under design standards, all geometry has been taken out and the math verbiage is outdated. Mr. Holland discussed 9.61.6.9 curbs and gutters and 9.62.3 streetlights.

Article 10. Environmental Regulations:

Part I. Flood Damage Prevention Ordinance

Part II. Stormwater Control Ordinance

- Stormwater control design based on 25 year, 24-hour storm if new development:
 - Has a disturbance of one acre or more; or
 - Proposed to construct more than 10,000 square feet of built-upon area
- Shall comply with requirements of:
 - Division of Water Quality;
 - Division of Coastal Management (CAMA);
 - Division of Land Quality;
 - US Army Corps of Engineers
- All required permits must be provided to the Town

Part III. Sedimentation and Erosion Control Ordinance

- All projects greater than one acre must comply with the NC Sedimentation and Erosion Control regulations
- All required permits must be provided to the Town

Mike Hargett, Town Administrator said that they are waiting on more information on the Roadway Acceptance Procedure and that is why it hasn't been given to the Board yet. Also, Mr. Hargett said that Nicole Marks, Town Clerk is doing research regarding the Tree Committee. These two items are outstanding and need to be finalized.

Other Business:

Mike Hargett said that there will be fine tuning on the proposed UDO and Mr. Holland has done a great job at presenting the information. Mr. Hargett discussed the Planning and Zoning Board canceling their June meetings. Mr. Hargett discussed having another joint meeting and the fact that the Board of Commissioners has to have a public hearing on the proposed UDO.

Public Comment:

Mayor Goodenough asked if the changes that were made to Articles 6, 7, and 8 have been incorporated.

Commissioner Przywara commented on the Town taking over the roads at the Farm at Brunswick and maintenance regarding the roads, stop signs and posts.

MEMBER O'REILLY MADE A MOTION TO ACCEPT ARTICLES 9 AND 10. MEMBER CAMPBELL-GROTHER SECONDED THE MOTION. VICE-CHAIRMAN MANNING ASKED IF THERE WERE ANY DISCUSSION. Member Powell asked if the revisions were going to be included and Vice-Chairman Manning said yes. VICE-CHAIRMAN MANNING CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

MEMBER CAMPBELL-GROTHER MADE A MOTION TO CANCEL THE JUNE 20TH, AND JUNE 25TH 2012 PLANNING AND ZONING MEETINGS. MEMBER SCHWARZ SECONDED THE MOTION. VICE-CHAIRMAN MANNING CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

MEMBER O'REILLY MADE A MOTION TO CHANGE THE TIME OF THE JULY 18, 2012 PLANNING AND ZONING BOARD WORKSHOP MEETING TO 3:00 PM. MEMBER POWELL SECONDED THE MOTION. VICE-CHAIRMAN MANNING CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Mike Hargett, Town Administrator wanted to be sure that the Planning and Zoning Board was okay with the Public Hearing. A joint meeting will be held after the July 18, 2012 P&Z meeting with the Board of Commissioners and then a possible Public Hearing in August.

MEMBER O'REILLY MADE A MOTION TO ADJOURN THE PLANNING AND ZONING BOARD MAY 29, 2012 MEETING. MEMBER CAMPBELL-GROTHER SECONDED THE MOTION. VICE-CHAIRPERSON MANNING CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

Chairperson Mark Brown

Submitted by:
Nicole L. Marks, Town Clerk

