



CAROLINA BEACH
Planning and Zoning Meeting Agenda
Thursday, April 11, 2019 @ 6:30 PM
Council Chambers
1121 N. Lake Park Boulevard
Carolina Beach, NC 28428

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CAROLINA BEACH

Planning and Zoning Minutes
 Thursday, March 14, 2019 @ 6:30 PM
 Council Chambers
 1121 N. Lake Park Boulevard
 Carolina Beach, NC 28428

ASSEMBLY

The Town of Carolina Beach Planning and Zoning was held on Thursday, March 14, 2019 at 6:30 PM at Council Chambers.

PRESENT: Keith Bloemendaal, Deb LeCompte, Mike Hoffer, Jerry Kennedy, Wayne Rouse, Melanie Boswell, and John Ittu

ABSENT:

ALSO PRESENT: Assistant Director of Planning & Zoning Jeremy Hardison and Assistant Town Manager Ed Parvin

• CALL TO ORDER

Meeting was called or order at 6:32 p.m. by Chairman Bloemendaal.

• APPROVAL OF MINUTES

Planning & Zoning - February 14, 2019 Meeting Minutes.

- a. Commissioner LeCompte made a motion to accept the minutes as submitted.
 Commissioner Rouse seconded, all were in favor (7-0).

• STAFF REPORT ON RECENT COUNCIL MEETINGS

Mr. Parvin reported on the recent Council Meeting from March 12, 2019.

There were no Planning items on the agenda, but there was an ordinance for the flooding of our streets. The plan is to put this ordinance in place when flooding occurs, for local traffic only and hoping to adopt that at our workshop on March 26, 2019. There wasn't a hearing for Harris Teeter but there was a legislative item to extend their CUP to April 11, 2020 which was unanimously approved. We are finishing up with our Carolina Beach Nourishment Project, the sand will be pumped from the inlet onto the beach which will start at the North End Pier clear to Alabama. This project is beneficial for the inlet as well as the town. They will move to Kure Beach next and will pump off shore but may cause delays due to the seas. They are trying to avoid the turtle season. Commissioner Hoffer asked about the Beach Rake, do we still have that in place. Mr. Parvin replied yes we do but we would need the approval from CAMA.

• STAFF REPORT ON RECENT DEVELOPMENTS

Mr. Hardison reported on the recent activities in the Planning and Development Department

STAFF UPDATES - Thursday, March 14, 2019

Council Meeting:

Harris Teeter CUP extended to April 11, 2020

Traffic Ordinance for flooded streets

Beach nourishment

Permitting -

28 Permits (renovation, repair, grading, additions)

6 Residential New Construction

2 Demolition Permits

4 Hurricane Repair Permits

10 Certificates of Occupancy

Code Enforcement - 14 Complaints Received

New Businesses Permits -

Dutch Built Homes - Relocating 1401 N. Lake Park unit 24 & 26

Elite Design & Build - Surface Cabinetry & Flooring 1335 Bridge Barrier

Island Message & Spa - 1204 N Lake Park Blvd.

Shake N Waffles - 1206 N Lake Park Blvd unit G

Amusement Rides - late April/early May

LUP Steering Committee -

Next Meeting: Tuesday, March 19, 2019 6pm Town Council Chambers

Website: www.carolinabeachcamaupdate.com

Contractors Meeting - March 27th at 9:00 a.m.

CAMA

Permit Submittal Requirements

Site Plan Requirements

Commercial Submittal/Inspections

Building Code Changes

Site Maintenance/Working Hours

Drainage /Utilities

What are we doing wrong?

Committee Training - Thursday, March 21st at 6:00 p.m.

Mission of the committee

The role of the Chair

The role of the staff liaison

The role of the council liaison

Open Meetings Law (noticing requirements, closed session requirements, taking minutes, attendance, etc.)

Social Media – Speaking on behalf of the Town vs speaking as a citizen

Are committee members considered public officials?

What committees need a council liaison?

Quasi-judicial hearing

Regional Board Workshops for Planning and Development Regulation– May 16, 2019

The School of Government - workshop for boards making quasi-judicial development decisions.

PROJECT UPDATES –

Cape Fear Blvd. MUP: Street light installation by Duke Progress in process this week; completion next week for the last 3 blocks of the MUP from 6th St. to Dow. Rd

Island Greenway: All construction completed this week. Finalizing plans for soft opening next week pending MOTSU approval. Ribbon cutting scheduled for Saturday, April 20 at Mike Chappelle Park.

Clarendon Ave. MUP: Received approval by the Wilmington MPO Board TASA Grant for \$546,000 for development of .5 mile multi-use path along Clarendon Ave. from 4th St. CB Elementary Mike Chappelle Park/Dow Rd.

Special Events -

March 16 Annual Steve Haydu St. Patrick's Day Lo Tide Run

March 23 Public Safety Day – Ft Fisher

March 30 Turn the Tide

April 13 & 14 Annual Pleasure Island Seafood Blues and Jazz Festival – Ft Fisher

April 1st – Permit parking starts

PUBLIC DISCUSSION

No one signed up for Public Discussion.

- a. Conditional Use Permit - Consider a Conditional Use Permit for Wake N Bake to serve alcohol located at 1401 N. Lake Park Blvd. unit 46. Applicant: Daniel Tangredi

Mr. Hardison reported on the CUP for Wake N Bake to serve alcohol. It is currently an eating establishment, nothing is proposed to change outside the footprint, floor plan will remain the same. They may add a cooler and storage for the beverages. The requirements for a bar/tavern are if not a standard restaurant then it would be considered a bar and the establishment would have to have a 200' distance requirement to any church or school, or 200' from any residential district. Which this location meets all the criteria. This ordinance would have to pass with 7 specific standards which relates to requirements and 4 general conditions which relates to the approval and all have been met. And if denied the it would need be linked to one of the 4 general conditions.

Chairman Bloemandaal asked what classifies this as an eating establishment and not a bar. Mr. Hardison replied they would have to met all the requirements under the ABC regulations and if met then we would look at that.

Ned Barnes resides at 814 Carolina Beach Ave North, spoke for Wake N Bake and feels this meets the 4 general criteria. He stated that when the center was first developed there was a restriction on servicing alcohol and one of the restrictions was for on premise consumption. Prior to the

application they needed to reach out to the owners of the center and they have put strict limitations of what he can and cannot do.

Chairman Bloemandaal asked what are some of the restrictions and Mr. Barnes replied alcohol sales can not exceed 25% of the business conducted. They will be governed by the ABC laws, ABC commission and the developer.

Commissioner Kennedy asked are we approving this as a bar, and would the restrictions be passed onto any future owners. Mr. Barnes replied through the ABC laws and regulations and the town yes it would be passed as a bar but the center has restrictions of their own which limits them to how much of a percentage of alcohol can be sold.

Daniel Tangredi resides at 1309 Bonito Lane. In the past they had Wake N Bake Wednesdays which they had custom donuts with certain beers or liquor. They approached the town and were informed that they would need to be classified as a bar. This is a growing trend in the donut industry and their goal is to pair certain donuts with different types of beer and or alcohol. They plan to keep it a donut shop and not get into the bar industry but they do want to have the ability to be creative. The possibility would be to have an adult set up where they would have dessert pairings. They want to try and see if there is a market for this type of thing here in our community.

Chairman Bloemandaal made a motion to close the public hearing, all were in favor (7-0). No one signed up to speak.

Commissioner Rouse would like to recommend the approval of the Conditional Use Permit to serve alcohol at 1401 N. Lake Park Blvd unit 46. The use meets all required all 4 conditions and 7 specific requirements. The location and character of the use if developed according to the plan as submitted and approved will be in harmony with the area in which it is to be located and in general conformity with the town Land Use Plan and policies.

Commissioner Kennedy seconded, all were in favor (7-0).

ACTION: Commissioner Rouse would like to recommend the approval of the Conditional Use Permit to serve alcohol at 1401 N. Lake Park Blvd unit 46. The use meets all required all 4 conditions and 7 specific requirements. The location and character of the use if developed according to the plan as submitted and approved will be in harmony with the area in which it is to be located and in general conformity with the town Land Use Plan and policies.

Commissioner Kennedy seconded, all were in favor (7-0).

Vote: UNANIMOUS

- b. Text Amendment: Consider amending Chapter 4 - Animals and Fowl, Sec. 4-2. - Harboring and keeping of animals and fowl; to not include Miniature Vietnamese pigs as common accepted domestic animals in town.

Mr. Hardison reported this was brought to the last P&Z as a non-agenda item. If the board chooses to make any recommendations or amendments to town council and if not the ordinance remains the same. We have some animals and fowl that are allowed and also some that are prohibited.

Animals and Fowl

Allowed -Dogs, caged birds, cats, ferrets, gerbils, hamsters, hens, miniature Vietnamese pigs, small nonpoisonous lizards, small reptiles, turtles.

Prohibited -Cows, bulls, ducks or geese, goats, hogs, horses, large reptiles, mules, ostriches, pigs, roosters, sheep, snakes.

We received a complaint from the homeowner on two miniature Vietnamese pigs. Our code enforcement officer investigated and explained that they are allowed as stated in our ordinance. The owner added that it was a breach of the lease and both the tenant and pigs were relocated off of the island. The reason this is brought to P&Z because it was causing a nuisance.

Proposed Ordinance; (we would strike out the miniature Vietnamese pigs)

Amend Chapter 4 Animals and Fowl, Sec. 4-2 Harboring and keeping of animals and fowl

Sec. 4-2. - Harboring and keeping of animals and fowl; term defined.

For the purpose of this chapter, the term "commonly accepted domestic animal or fowl" means any animal and/or fowl which can be kept or harbored within or outside a residential dwelling and which requires reasonable and minimal attention and/or maintenance and shall include generally accepted animals and fowl such as dogs, cats, caged birds, rabbits, ~~miniature Vietnamese pigs~~, gerbils, hamsters, ferrets, hens, and other animals and fowl of similar size and type and generally accepted reptiles such turtles and small nonpoisonous lizards. The term "commonly accepted domestic animal or fowl" shall not include goats, sheep, pigs, hogs, cows, bulls, horses, mules, ostriches, roosters, ducks or geese or other similar types of large size animals and fowl or other reptiles or snakes, poisonous or nonpoisonous.

Chairman Bloemandaal asked, this eliminates ALL PIGS, correct. Mr. Hardison responded yes.

Commissioners Discussion - They asked how do other communities regulate this. Mr. Hardison replied other communities do allow and they are regulated by number and size and how they are maintained. Commissioner Rouse feels if there is a weight limit this could work. Commissioner Kennedy feels that because there was an issue that we need to address this with limitations placed. Commissioner LeCompt would like to propose to change the Vietnamese Pig to the Micro/Teacup Pigs and put a weight limit on it. Commissioner Hoffer stated there are avenues in the zoning ordinance that will address size, odor, noise. Mr. Parvin isn't comfortable with restricting the weight. Chairman Bloemandaal feels we are asking for code enforcement issues. Commissioner Kennedy asked if we take this out but had a pigs on the island how would this effect the individual. Mr. Parvin replied they would be illegal. Commissioner Rouse asked how would the town address someone that has an animal for emotional support and has not had any complaints would the town have this animal removed. Mr. Parvin replied it would be a complaint based code. Commissioner Hoffer added when he had worked for the town he had discovered horses and because there were no complaints it was left alone. Commissioner Rouse has a concern and asked if someone had a pig what would be the process they would have to go through in order to keep this animal as a pet. Mr. Parvin replied they would have to apply for a text amendment which would go straight to Town Council.

Chairman Bloemandaal made a motion to open the public hearing. All were in favor.

No one in attendance to speak on this issue.

Chairman Bloemandaal made a motion to close the public hearing. All were in favor.

ACTION: Commissioner LeCompte made a motion that we amend Chapter 4 Animals and Fowl, Sec. 4-2 Harboring and keeping of animals and fowl to prohibit miniature Vietnamese pigs.
Chairman Bloemandaal seconded, all were in favor (7-0).

Vote: UNANIMOUS

. **DISCUSSION ITEMS**

. **NON-AGENDA ITEMS**

Chairman Bloemandaal has an issue with our driveway ordinance and would like to revisit this in the future. Commissioner Kennedy would like to connect a number of issues together we've been discussing to come up with a solution. Mr. Parvin added we can address this in multiple ways.

. **ADJOURNMENT**

Chairman Bloemandaal made a motion to adjourn at 7:33 p.m.
Commissioner Kennedy seconded, all were in favor (7-0).



AGENDA ITEM

Meeting: Planning and Zoning - 11 Apr 2019

Prepared By: Jeremy Hardison

Department: Planning

Conditional Use Permit - Consider a Conditional Use Permit for Superior Automotive to add three automotive bays located at 107 Sumter Ave. Applicant: Maltba Inc, Mike Maltba

BACKGROUND:

The applicant, Dana and Mike Maltba, is requesting a Conditional Use Permit (CUP) to expand an existing automotive repair shop (Superior Automotive) located at 109 Sumter Ave, 107 Sumter Ave and 105 S. Second St. They would like to expand their existing facility by adding three automotive bays and a tool room for a total of 2,025 sq. ft. The current automobile repair shop has four bays with an office. The property is in the Neighborhood Business (NB) zoning district. The purpose of the district is established to accommodate and provide for service activities providing necessity goods and personal services to the immediate neighborhood. Automobile repair shops are allowed with a CUP in the NB district. An expansion of the building would require a CUP. The building was built in 1988.

Specific standards. Applicant must make provisions for:

1. Ingress and egress to property and proposed structures thereon with particular reference to automotive and pedestrian safety and convenience, traffic flow and control, and access in case of fire or catastrophe;

There are two existing access points for the site 1) off of Second St and 2) off of Sumter Ave. to accommodate for two way traffic the applicant is bringing the drive aisle up to code by widening the access to 24 ft.

2. Off-street parking and loading areas where required, with particular attention to the items in (1) above and the economic, noise, glare, or odor effects of the conditional use on adjoining properties and properties generally in the district;

Parking regulations for the uses on site will be:

Automobile service station 2 per station + 4 per service bay

2 spaces per station + 4 per 7 bays = 30 required parking spaces. The applicant is proposing 30 spaces with 8 existing spaces maneuvering off of Sumter Ave. the ordinance does allow for up to 20 percent of the spaces to be designed for use by smaller/compact vehicles. There are 5 parking spaces designated as compact. For safety and security, the applicant is proposing to fence in a portion of the parking lot to accommodate vehicles waiting to be picked up and serviced.

1. Refuse and service area, with particular reference to the items in (1) and (2) above;

The applicant is proposing to keep the existing roll-away trash containers.

2. Utilities, with reference to locations, availability, and compatibility;

No upgrades in water, sewer or power are required for the addition.

3. Screening and buffering with reference to type, dimensions, and character;

The applicant would like to ask for a waiver from a Type B landscaping requirement. The proposed enclosure are of the parking lot will be a 6' chain-link fence. A portion of the fence will be located in the 20' front setback area. Fences can be located on the property lines, but are limited to 4 ft. in height if they are located within the front setback area. The applicant is proposing a 6 ft. fence. With a CUP a fence can be approved to exceed the height restriction.

4. Signs, if any, and proposed exterior lighting with reference to glare, traffic safety, economic effect, and compatibility and harmony with properties in the district;

No new signs are proposed

5. Required yards and other open space and preservation of existing trees and other attractive natural features of the land

The existing building and the addition will meet the required setbacks and lot coverage.

General conditions.

(1) That the use will not materially endanger the public health or safety if located where proposed and developed according to the plan as submitted and approved by the issuance of the C.U.P.;
The use of the property is not changing and has been in existence since 1988. Staff has not received any complaints with the existing use.

(2) That the use meets all required conditions and specifications;
The proposal meets the required conditions and specifications except for the applicant is requesting waivers from sidewalks, curb, gutter and type B landscaping requirements. Also to exceed the 4' fence height limit within the front yard.

(3) That the use will not substantially injure the value of adjoining or abutting property, or that the use is a public necessity; and
The use is not changing and is allowed in the NB zoning district.

(4) That the location and character of the use if developed according to the plan as submitted and approved will be in harmony with the area in which it is to be located and in general conformity with the Town Land Use Plan and Policies.
The project is located in the Mixed Use 1 district area of the Land Use Plan. The proposed project is consistent with the 2007 Land Use Plan. The desired Future Land Use of the Mixed Use 1 area includes. commercial services.

ACTION REQUESTED:

1. Presenter must be sworn in prior to making presentation.
2. Open the public hearing. Anyone wishing to speak must be sworn in.
3. Applicant presents evidence and arguments in support of application.
4. Persons in favor of granting the application present evidence and testimony in support of the application (set 3 minute or 5 minute time limit, based on number of persons).
5. Persons opposed to granting application present evidence and testimony against the application.
6. Applicant presents rebuttal and/or cross examination of those opposed; all questions shall be directed to the council. (max. 5 minutes total)
7. Those asked questions are allowed to respond (max. 5 minutes total)
8. Close the public hearing.
9. Approve or deny the conditional use permit, considering the following:

Approval must be consistent with the findings in the

Zoning Ordinance as follows:

- (1) That the use will not materially endanger the public health or safety if located where proposed and developed according to the plan as submitted and approved by issuance of the C.U.P.
- (2) That the use meets all required conditions and specifications;
- (3) That the use will not substantially injure the value of adjoining or abutting property, or that the use is a public necessity; and
- (4) That the location and character of the use if developed according to the plan as submitted and approved will be in harmony with the area in which it is to be located and in general conformity with the town Land Use Plan and policies.

The approval is subject to meeting all 7 required findings, general conditions 1-4, all conditions as listed in the grant order, and any additional conditions as recommended by Town Council.

Denial should be directly related to one or more of the following findings. **Reasons for denial must be specifically stated by Council:**

- (1) That the use will materially endanger the public health or safety if located where proposed and developed according to the plan as submitted and approved by issuance of the C.U.P.
- (2) That the use does not meet all required conditions and specifications;
- (3) That the use will substantially injure the value of adjoining or abutting property, or that the use is a public necessity; and
- (4) That the location and character of the use if developed according to the plan as submitted and approved will not be in harmony with the area in which it is to be located and in general conformity with the town Land Use Plan and policies.

ATTACHMENTS:

- [Application](#)
- [SA-A2.1\(3-18-19\)](#)
- [SA-S2.1\(3-18-19\)](#)

March 28, 2019

Proposed Facility for Superior Automotive Conditional Use Permit Application

Dana and Mike Maltba , Owners of Superior Automotive located at 105 Sumpter Avenue in Carolina Beach, NC (west of A & G Bar-B-Que) are proposing to add three Automotive bays and a tool room adjacent to their existing four bay/office facility. There is a growing demand for their services and my adding to their existing facility, it will allow them to streamline their operations and have cars move at a steady pace and out , in most cases, the same business day.

The addition will be located south of the existing facility and will be flood-proofed per TOCB requirements. In addition, the owners are proposing a new fenced lot around their seven bays which will allow them to control the parking of vehicles as they are checked into the office area and for the safety of the customer, away from the automotive bays.

Prior to the adoption of the 2007 Land Use Plan, Automotive Repair facilities were allowed in the Neighborhood Business zoning district, but were removed with the adoption of the L2007 Land Use plan, thus making this existing facility a non-conforming facility. With the expansion plans, the Owners are required to receive a Conditional Use Permit (CUP) to expand a non-conforming facility.

The Owners are requesting a waiver of landscaping requirements on the North and South borders due to existing conditions, but are proposing to enhance the Type 'B' buffer on the Western border. They are also requesting a waiver of the sidewalk requirements due to no sidewalks on adjacent properties and again based on existing conditions present.

Overall, we feel this development meets the four general conditions and the seven specific standards required for the granting of a Conditional Use Permit.

Please complete all sections of the application.

A. Property Information

Address(es): 109 SUMMITER AVE; 107 SUMITER AVE; 105 S. SECOND ST

PIN(s): 3130-42-3670.000; 3130-42-4529.000; 3130-42-4577.000

Project Name PROPOSED FACILITY FOR SUPERIOR AUTOMOTIVE

Size of lot(s): 22,565.7 SQ FT (0.518 ACRES)

B. Application for Conditional Use Permit

Application is hereby made for a Conditional Use Permit for use of the property described above as a (please provide a brief description of the use):

AUTOMOTIVE SERVICE FACILITY - OWNER PROPOSES A 2,025 SF ADDITION TO THE EXISTING FACILITY WITH A SECURE FENCED AREA.

C. Applicant Contact Information

MALTBIA, INC
Company/corporate Name (if applicable):

DAHA AND MIKE MALTBIA
Applicant's Name

105 SUMITER AVE
Mailing Address

CAROLINA BEACH, NC 28428
City, State, and Zip Code

910-458-3279
Telephone

DAHA @ SUPERIOR.AUTOMOTIVE.CB.COM
Email

D. Owner Contact Information (if different)

DAHA AND MIKE MALTBIA
Owner's Name

105 SUMITER AVE
Mailing Address

CAROLINA BEACH, NC 28428
City, State, and Zip Code

910-458-3279
Telephone

DAHA @ SUPERIOR.AUTOMOTIVE.CB.COM
Email

General conditions. Council, when granting a conditional use permit, shall find that all four of the following factors found in Chapter 40 Article XI exist. In the spaces provided below, indicate the facts and arguments that prove you meet the following conditions:

1. Indicate how the proposed CUP will not adversely affect health or safety if located where proposed and developed according to the plan submitted:

THIS ADDITION WILL BE IN HARMONY WITH THE EXISTING FACILITY
AND WILL IMPACT THE HEALTH OR SAFETY EXACTLY AS IT IS TODAY,
IN ADDITION, WITH THE FENCED, SECURE ALLE AND BUFFER LANDSCAPING,
ON 2ND AVE, THE EXISTING FACILITY WILL BE IMPROVED

2. Indicate if the proposed Conditional Use Permit meets all required conditions and specifications or if any waivers are requested:

1. OWNER REQUEST LANDSCAPE REQUIREMENTS BE WAIVED ON THE NORTH (SUITER) AND SOUTH TO MATCH EXISTING CONDITIONS
2. OWNER REQUEST SIDEWALK REQUIREMENTS BE WAIVED ON NORTH AND WEST DUE TO EXISTING CONDITIONS

3. Indicate how the proposed Conditional Use Permit will not substantially injure the value of adjoining or abutting property, or that the use is a public necessity:

SEE STATEMENT #1 (ABOVE) - PERMIT WILL TAKE EXISTING
CONDITIONS AND IMPROVE

4. Indicate that the location and use of the proposed Conditional Use Permit, if developed according to the plan as submitted, will be in harmony with the area in which it is to be located and in general conformity with the Town of Carolina Beach's Land Use Plan and policies.:

PRIOR TO 2007 LAND USE PLAN, THIS FACILITY WAS BY RIGHT
AND WAS ALLOWED TO BE BUILT. TO EXPAND, A CUP IS REQUIRED.
OF THREE FACILITIES IN CAROLINA BEACH, THIS IS THE ONLY ONE
SCREENED FROM THE MAIN TRAILER CORRIDOR

Specific standards. No conditional use shall be granted by Town Council unless the following provisions and arrangements where applicable, have been made to the satisfaction of the council.

1. Indicate how the Ingress and egress to the property and proposed structures in reference to automotive and pedestrian safety and convenience, traffic flow and control, and access in case of fire or catastrophe:

NO CHANGES EXCEPT THE ADDITION OF TWO CONCRETE APPROXS TO
BETTER DEFINE EGRESS/INGRESS POINTS

2. Indicate how the off-street parking and loading areas met, and how the economic, noise, glare, or odor of the propose use will affect the adjoining properties.

BY DEFINING PARKING LOCATIONS AND CONTROLLING THE PUBLIC
ACCESS WITH THE SEWER FENCING, THIS WILL BE A GREAT IMPROVEMENT

3. Indicate how the refuse and service area, will be handled.

NO CHANGES PROPOSED TO EXISTING ROLL-OUT SERVICE

4. Indicate how adequate and proper utilities, with reference to locations, availability, and compatibility are to be provided or how the item listed are not applicable to the proposed CUP.

NO MAJOR UTILITY IMPROVEMENTS REQUIRED

5. Indicate how screening and buffering with reference to type, dimensions, and character will be provided or why it is not provided for;

PROPOSED LANDSCAPING AND FENCING WILL GREATLY ENHANCE SCREENING
AND BUFFERING

6. Indicate how signs, if any, and the proposed exterior lighting with reference to glare, traffic safety, economic effect, and compatibility and harmony with properties in the district;

NO NEW EXTERIOR LIGHTING OR SIGNAGE PROPOSED AT THIS TIME

7. Indicate the required yards and other open space and preservation of existing trees and other attractive natural features of the land.

NOT APPLICABLE TO EXISTING CONDITIONS

Check the box beside each item verifying that the item has been submitted with this application

I. Site Plan Criteria

For new construction all boxes in this section shall be marked yes by the applicant to be considered a complete application.

Yes	No	N/A	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The name, address, and phone number of the professional(s) responsible for preparing the plan if different than the applicant.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Engineers scale 1 inch = 40 ft or larger
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Title block or brief description of project including all proposed uses
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	North arrow
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Property and zoning boundaries
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The square footage of the site
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lot coverage (buildings, decks, steps)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of all existing and proposed structures and the setbacks from property lines of affected structures to remain on-site
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Design of driveways and parking
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adjacent right-of-ways labeled with the street name and right of way width
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of all existing and/or proposed easements

Additional information or data as determined necessary by town staff and/or other reviewing agencies including but not limited to the following may be required:

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Location and design of refuse facilities
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approximate locations and sizes of all existing and proposed utilities
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Existing and/or proposed fire hydrants (showing distances)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adjacent properties with owners' information and approximate location of structures
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Distances between all buildings
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Number of stories and height of all structures
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Locations of all entrances and exits to all structures
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Calculate the gross floor area with each room labeled (i.e. kitchen, bedroom, bathroom)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Exterior lighting locations with area of illumination illustrated as well as the type of fixtures and shielding to be use
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of flood zones and finished floor elevations
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CAMA Areas of Environmental Concern (AEC) and CAMA setbacks
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delineation of natural features and wetlands with existing and proposed topography with a maximum of two foot contour intervals
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed landscaping including percentages of open space
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Stormwater management systems
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Cross-sectional details of all streets, roads, ditches, and parking lot improvements
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building construction and occupancy type(s) per the building code
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Location of fire department connection(s) for standpipes
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Turning radii, turnarounds, access grades, height of overhead obstructions
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dimensions and locations of all signs
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A vicinity map drawn with north indicated

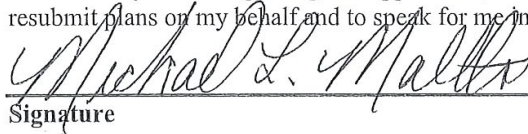
- I have provided a scaled electronic version of each required drawing
- I have folded all plans to 8 1/2" x 11" size and am prepared to pay the application fee today

SUPPLEMENTAL INFORMATION REQUIRED WITH THE APPLICATION

1. Detailed project narrative describing the proposed site and request.
2. Agent form if the applicant is not the property owner
3. Request for site specific development plan shall be submitted in accordance with Chapter 40 Article

OWNER'S SIGNATURE: In filing this application for a conditional use permit I/we as the property owner(s), hereby certify that all of the information presented in this application is accurate to the best of my knowledge, information and belief. I hereby designate _____

To act on my behalf regarding this application, to receive and respond to administrative comments, to resubmit plans on my behalf and to speak for me in any public meeting regarding this application.


Signature

03/28/19

Date



AGENDA ITEM

Meeting: Planning and Zoning - 11 Apr 2019

Prepared By: Jeremy Hardison

Department: Planning

Planning & Zoning Commission Reappointments

BACKGROUND:

It's that time of the year again! The expiring terms for the committee are highlighted on the attached roster. Some of these terms may be unexpired – meaning those individuals inherited expiring terms. We will make a note of that next to their names on the ballots.

Please take some time to discuss whether you would like to be considered for re-appointment.

ATTACHMENTS:

[Planning and Zoning Commission](#)

Planning & Zoning Commissio

Name	Title	Address	Phone Numbers
John Keith	Chair - 6/8/06	PO Box 1705	458-9595 - h, 675-9241 - w
Mike Kopitopoulos	Vice - 6/8/06	505 CBAN 2F	232-5008 - c

		670 St Joseph St	599-2879 - h
Robert Lewis	Commissioner	Unit 104	599-2879 - c
			458-4013 - h
Jim Miller	Commissioner	104 Carolina Sands	262-2182 - c

			232-8176 - c
Betsy McQuillen	Chair	414 Hamlet Ave	458-3388 - w
Jim Rees	Chair	610 Atlanta Ave	458-4647 - h
			443-4242 - h
Leah M. Garcia	Commissioner	931 Searidge Lane	443-4242 - c
			228-3070 - c
Michael Tom Bridge	Commissioner	600 Ocean Blvd	458-8802 - h

Name	Title	Address	Home #
Linda Skipper		1511 S Lake Park Bl	458-1832

Shawn Underwood	Commissioner	113 Summer Salt La	620-3006 - c
			368-1507 - h
Jessica M. Keenan	Commissioner	410 Atlanta Ave	368-1507 - c
			470-2024 - c
Brett Keeler	Vice-Chair	310 Columbia Ave #:	458-4297 - w

n - Former Members

Email	Appt	Re-Appt	Term Exp	
mrjkeith@bellsouth.net	7/1/1984	2/8/2005	2/8/2008	
mikekopi@yahoo.com	08/12/03	10/10/2006	08/13/09	Resigned 1/28/08
rh_50@hotmail.com	06/23/09		06/23/12	Resigned 12/01/09
no email, fax # 458-4013	11/14/06		11/14/09	Resigned 2/11/2010
bduke191@bellsouth.net	01/10/06	1/13/2009	01/13/12	Resigned 2/11/2010
pagerees@bellsouth.net	08/08/06	6/23/2009	06/23/12	Resigned 2/4/2011
leahmgarcia@gmail.com	11/12/08		11/12/11	Resigned 3/8/11
mtb1952@bellsouth.net	02/09/10		02/09/13	
Email	Appt	Re-Appt	Term Exp	
lindabskipper@yahoo.com	8/9/2005	12/12/2006	8/9/2008	Resigned 12/12/2006
underwoodmedia@bellsouth.net	02/12/08	08/13/09		Resigned 7/1/2009
jessicakeenan@seacoast.com	03/09/10		03/09/13	Voted off by council
brett.m.keeler@gmail.com	02/09/10		02/09/13	Voted off by council



Planning & Zoning Commission

Name	Title	Address	Phone Numbers	Email	Appt	Re-Appt	Term Exp	Consecutive Terms Served
Greg Reynolds	Chair	711 Canal Dr, A2	458-8434 (home) 547-3254- (work)	greg@pleasureislandnc.org	1/8/2008	2/8/2011, 1/14/2014	6/30/2017	3
Keith Bloemendaal	Commissioner	505 CBA N #3A	910-305-4604	keith@dutchbuiltnc.com	1/14/2014		6/30/2017	1
Ked Cottrell	Commissioner	513 Monroe Avenue	910-617-7907	kcottrell@charter.net	3/8/2011	3/11/2014	6/30/2017	2
Sarah Efird	Commissioner	609 Rocky Mount Ave		sarah_harris@bellsouth.net	11/18/2003	2/12/2013	6/30/2016	4
Johnie Davis	Commissioner	310 Wilson Avenue	910-231-8212	seaandtee@gmail.com	1/14/2014		6/30/2017	1
Mary Grady	Commissioner	608 Cape Fear Blvd.	910-409-0913	marygrady13@yahoo.com	5/12/2015		6/30/2018	1
Tammy Hanson	Commissioner	714 Tarboro Avenue	458-5911 (work) 231-5342 (cell)	tammy@latitude34realty.net	2/12/2013		6/30/2016	1

Staff Liasons:

Abby Lorenzo abby.lorenzo@carolinabeach.org

Planning and Zoning is made up of 7 members and meets the second Thursday of each month at 6:30 p.m. in the Council Chambers.

Please notify the Secretary when you are unable to attend a meeting.

Chair, Vice-Chair, and Secretary positions run from July 1 through June 30 each year.

Planning & Zoning Co



Meets the 2nd Thursday of every month at 6

Name	Title	Address	Phone Numbers
Greg Reynolds	Chair	711 Canal Dr, A2	(910)458-8434 (home) (910)547-3254- (work)
Keith Bloemendaal	Vice Chairman	505 CBA N #3A	(910)305-4604
Ked Cottrell	Commissioner	513 Monroe Avenue	(910)617-7907
Jerry Kennedy	Commissioner	1001 Carolina Beach Ave. N	(910)458-8041
Johnnie Davis	Commissioner	310 Wilson Avenue	(910)231-8212
Mary Grady	Commissioner	608 Cape Fear Blvd.	(910)409-0913
Nan Toppin	Commissioner	104 S 6th St.	(919)608-4892

Staff Representative:

Abby Lorenzo abby.lorenzo@carolinabeach.org (910)458-458-2978

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Commission

6:30PM in the Council Chambers

Email	Appt	Term Exp
greg@pleasureislandnc.org	1/8/2008	6/30/2017
keith@dutchbuiltnc.com	1/14/2014	6/30/2017
kcottrell@charter.net	3/8/2011	6/30/2017
jerrybk@bellsouth.net	6/14/2016	6/30/2019
seaandtee@gmail.com	1/14/2014	6/30/2017
marygrady13@yahoo.com	5/12/2015	6/30/2018
ntoppin@toppin.com	6/14/2016	6/30/2019

3

6:30 p.m. in the Council Chambers.

Planning & Zoning Commission

Name	Title	Address	Phone Numbers	Email	Appt	Re-Appt	Term Exp
Keith Bloemendaal	Chairman	505 CBA N #3A	(910)305-4604	keith@dutchbuiltnc.com	1/14/2014	6/13/2017	6/30/2020
Deb LeCompte	Commissioner	307 Charlotte Ave.	(910)784-9274	debra.e.lecompte@gmail.com	6/13/2017		6/30/2020
Mike Hoffer	Commissioner	608 Seafarer Dr.	(910)612-1909	mike@mikehoffer.com	6/13/2017		6/30/2020
Jerry Kennedy	Commissioner	1001 Carolina Beach Ave. N PO Box 403	(910)458-8041	jerrybk@bellsouth.net	6/14/2016		6/30/2019
Wayne Rouse	Commissioner	508 Monroe Ave.	(919)616-0682	waynerouse1@hotmail.com	6/13/2017		6/30/2020
Mary Grady	Commissioner	608 Cape Fear Blvd.	(910)409-0913	marygrady13@yahoo.com	5/12/2015		6/30/2018
Nan Toppin	Vice Chair	104 S 6th St.	(919)608-4892	ntoppin@toppin.com	6/14/2016		6/30/2019

Staff Representative:

Ed Parvin	ed.parvin@carolinabeach.org	(910)458-2526
Jeremy Hardison	jeremy.hardison@carolinabeach.org	(910)458-2991

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Deb LeCompte	Vice Chair	307 Charlotte Ave.	(910)784-9274	debra.e.lecompte@gmail.com	6/13/2017		6/30/2020
Mike Hoffer	Commissioner	608 Seafarer Dr.	(910)612-1909	mike@mikehoffer.com	6/13/2017		6/30/2020
Jerry Kennedy	Commissioner	1001 Carolina Beach Ave. N	(910)458-8041	jerrybk@bellsouth.net	6/14/2016		6/30/2019
Wayne Rouse	Commissioner	508 Monroe Ave.	(919)616-0682	waynerouse1@hotmail.com	6/13/2017		6/30/2020
Melanie Boswell	Commissioner	107 Island Palms Drive	(910)622-0140	melanie.boswell01@gmail.com	6/12/2018		6/30/2021
VACANT -							
Nan Toppin (RESIGNED 8/17/18)	Vice Chair	104 S 6th St.	(919)608-4892	ntoppin@toppin.com	6/14/2016		6/30/2019

Staff Representative:

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Jerry Kennedy	Commissioner	1001 Carolina Beach Ave. N PO Box 403	(910)458-8041
Wayne Rouse	Commissioner	508 Monroe Ave.	(919)616-0682
Melanie Boswell	Commissioner	107 Island Palms Drive	(910)622-0140
Vacant			

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keith@dutchbuiltnc.com	1/14/2014	6/13/2017	6/30/2020
debra.e.lecompte@gmail.com	6/13/2017		6/30/2020
mike@mikehoffer.com	6/13/2017		6/30/2020
jerrybk@bellsouth.net	6/14/2016		6/30/2019
waynerouse1@hotmail.com	6/13/2017		6/30/2020
melanie.boswell01@gmail.com	6/12/2018		6/30/2021
	6/14/2016		6/30/2019

Council Chambers.

Planning & Zoning Commission

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Deb LeCompte	Vice Chair	307 Charlotte Ave.	(910)784-9274	debra.e.lecompte@gmail.com	6/13/2017		6/30/2020
Mike Hoffer	Commissioner	608 Seafarer Dr.	(910)612-1909	mike@mikehoffer.com	6/13/2017		6/30/2020
Jerry Kennedy	Commissioner	1001 Carolina Beach Ave. N PO Box 403	(910)458-8041	jerrybk@bellsouth.net	6/14/2016		6/30/2019
Wayne Rouse	Commissioner	508 Monroe Ave.	(919)616-0682	waynerouse1@hotmail.com	6/13/2017		6/30/2020
Melanie Boswell	Commissioner	107 Island Palms Drive	(910)622-0140	melanie.boswell01@gmail.com	6/12/2018		6/30/2021
John Ittu	Commissioner	610 Raleigh Ave.	(410)643-5997	johnittu@gmail.com	9/25/2018		6/30/2019

Staff Representative:

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