

TOWN OF PINE KNOLL SHORES

Appearance Commission
Regular Monthly Meeting
July 18, 2024 — 2:00PM



AGENDA

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| I. | CALL TO ORDER AND PLEDGE OF ALLEGIANCE | CHAIR FELCH |
| II. | APPROVAL OF THE AGENDA
(Motion to add or delete an item will be entertained prior to approval.) | CHAIR FELCH |
| III. | APPROVAL OF MINUTES FROM June 20, 2024 | CHAIR FELCH |
| IV. | VOTE OF ABSENCES | CHAIR FELCH |
| V. | STRATEGIC PLANNING COMMITTEE REPORT | VICE CHAIR HOLLAND |
| VI. | UNFINISHED BUSINESS | TOWN PLANNER |
| VII. | NEW BUSINESS | TOWN PLANNER |
| VIII. | PLANNERS REPORT | TOWN PLANNER |
| IX. | AUGUST INSPECTION SCHEDULE | CHAIR FELCH |
| X. | PUBLIC COMMENT
Citizens are allowed to voice Town-related concerns and opinions during this time. Before speaking, each participant must sign in on the speaker roster list at the Clerk's Desk before speaking. Speakers will be heard on a first-come, first-served basis. Each speaker will be given up to three (3) minutes. | |
| XI. | ADJOURNMENT | CHAIR FELCH |



APPEARANCE COMMISSION
REGULAR MONTHLY MEETING
June 20, 2024 — 2:00 p.m.
Meeting Minutes

Call to Order and Pledge

Vice Chair Holland called the meeting to order at 2:00pm on Thursday, May 16, 2024. Members present were Martha Edwards, Mary MacDonald, Simone Pate, Steve Sheppard, and Walter Steele. Staff present included Town Planner Charlie Rocci and Town Clerk Missy Shine. Eddie Stallings, Danni Bruno, Arthur Stadiem and Steve Felch were absent.

Approval of Agenda

Member Edwards motioned to approve the agenda as presented with a second from Member Steele. The motion passed unanimously.

Approval of Absences

Member Pate motioned to approve of Eddie Stallings, Danni Bruno, Steve Felch and Arthur Stadiem as excused absences with a second from Member Steele. The motion passed unanimously.

Approval of Minutes

Member MacDonald motioned to approve the May 16, 2024, minutes as presented with a second by Member Sheppard and passed unanimously.

Strategic Planning

Member Holland gave an update on the last Strategic Planning meeting. Members from the SPC will be meeting with different committees in town to discuss the Strategic Plan and receive input. Questions were asked about the UDO. Commissioner Barbour stated two work sessions have been scheduled between the Planning Board and Board of Commissioners to go over policy and hopefully move forward

Unfinished Business

The Appearance Commission was able to walk the grounds of the future Roosevelt Reserve Subdivision and see which trees would be removed for infrastructure. Member Edwards made a motion to approve the major landscape permit with a second by Member Sheppard and passed unanimously conditional to the following: must receive the NCDOT encroachment agreement, no bulldozing of any trees and planning department approval before any trees are removed

outside of the scope of what is approved along with permission to remove lot eight and dead/diseased red bays throughout the property.

Planners Report

Town Planner, Charlie Rocci is working through two single family landscape permit applications, and one may be completed next week.

New Business

- a. Oath of Office for Julia Ducharme

Public Comment

July Inspection Schedule

1-6: SS and AS

7-13: SP and ES

14-20: MM and DB

21-27: ME WS

28-3- PH and SF

Public Comment

Suzanne Wheatcraft 2 West Court – I wasn't going to comment, I just wanted to do the fun fieldtrip you went on but when you started talking about Laurel Wilt, I looked up what NC Forest Service says to with the trees. You guys are on the front line, you are the ones talking to the landowners. NC Forest Service says cut down and chip, cut down infected trees and chip the wood, burn it or cover it with a tarp (make sure to follow local burn ordinances if those apply), keep infected trees where they are (do not move dead host material, if you move it, you are potentially spreading it. I am sure somebody is going to be asking you, like today. I don't remember what the email said or if it even addressed it. This thing is being tracked county by county and we don't want to be case number one that spreads it to all of our neighbors.

Clark Edwards 106 Carob Court – I just want to make one public contract regarding the contractor. This has been ideal since the presentation – there has been a real sincere interest in this lot, I want to thank you for that relationship you have with the boards.

Adjournment

Member Sheppard motioned to adjourn with a second from Member Pate. The motion passed unanimously.

Missy Shine, Town Clerk