

TOWN OF PINE KNOLL SHORES

Planning Board

Regular Monthly Meeting

April 22, 2025 — 5:00PM



AGENDA

- | | | |
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| I. | CALL TO ORDER AND PLEDGE OF ALLEGIANCE | CHAIR TRIPLETT |
| II. | APPROVAL OF THE AGENDA
(Motion to add or delete an item will be entertained prior to approval.) | CHAIR TRIPLETT |
| III. | VOTE OF ABSENCES | CHAIR TRIPLETT |
| IV. | CONSENT AGENDA | CHAIR TRIPLETT |
| | a. March 25, 2025, Meeting Minutes | |
| V. | 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. | |
| VI. | NEW BUSINESS | CHAIR TRIPLETT |
| VII. | UNFINISHED BUSINESS | CHAIR TRIPLETT |
| VIII. | REPORTS | |
| | a. Planning | PLANNING ADMIN |
| | b. Inspections | PLANNING ADMIN |
| | c. Board of Commissioners | COMMISSIONER |
| IX. | PLANNING BOARD ANNUAL AGENDA | CHAIR TRIPLETT |
| | a. Cama Land Use Plan Sub Committee | |
| | b. Pedestrian Master Plan Sub Committee | |
| | e. UDO Sub Committee | |
| X. | ANNOUNCEMENTS AND PLANNING BOARD MEMBERS' FORUM | CHAIR TRIPLETT |
| XI. | ADJOURNMENT | CHAIR TRIPLETT |

**PLANNING BOARD
TOWN OF PINE KNOLL SHORES BOARD ROOM**

March 25, 2025

MEETING MINUTES

Call to Order and Pledge of Allegiance

Planning Board Vice Chair Michelle Powers called the March 25, 2025, meeting to order at 5:00 PM in the Betty Carr Board Room. Members present were Jeanne Biddle, Ken Rozewski, Simone Pate, Tom Atz, Cindy Berry and David Chapman. Also present were Planning Administrator Charles Rocci, Town Clerk Missy Shine, Commissioner Durham and Commissioner Cox.

Approval of the Agenda,

Member Biddle made a motion to approve the agenda as amended with a second by Member Pate and passed unanimously.

Approval of Absences

Member Biddle made a motion to approve the absence of Member Tripplett with a second from Member Rozewski and passed unanimously.

Consent Agenda

- a. Minutes from February 25, 2025

Member Biddle motioned to approve February 25, 2025, meeting minutes as presented with a second from Member Rozewski and passed unanimously.

Public Comment – No Public Comment

New Business

Planning Administrator, Charlie Rocci, informed the Board of Commissioners about a discussion related to fences that had arisen from the Town Manager's weekly update. He explained that some residents had approached Commissioners about raising the current fence height limit from 5 feet to 6 feet. This would allow for privacy fences around pools and provide more flexibility with development standards. Planner Rocci noted that many fences come in 4-foot and 6-foot heights, making 5-foot fences more challenging to find.

Planner Rocci suggested that these conversations should start in the UDO subcommittee, which could then bring a recommendation to the following Planning Board meeting. This approach would not slow down the process and could also open the opportunity to address other maintenance changes to the UDO on a quarterly or semi-annual basis.

Board members discussed the origin of the 5-foot height limit, with some speculating it might have been passed down from the Pine Knoll Association (PKA) in its original form. They also

considered the practical aspects of fence installation, noting that installers often have to consider the lay of the land when setting fence heights.

The Board agreed that the UDO subcommittee would be the appropriate place to begin discussions on this matter. They also expressed interest in hearing from fence installers about the practicalities of different fence heights and installation methods.

Old Business

There was no discussion on old business.

Reports

Planning Update

1. Planner Rocci is working on an application for an access grant to improve Memorial Park Beach Access and the Clam Digger. The estimated cost for Memorial Park refurbishment is around \$150,000, addressing structural concerns.
2. Brent Toler from CCEC met with the Appearance Commission to discuss tree trimming scheduled for after Labor Day. The new vegetation specialist is expected to be more considerate of Town needs.
3. Planner Rocci plans to obtain a Certified Floodplain Manager title to take over Jim's role as the Town's designated Floodplain Manager. He will take the exam at the CFM conference in Cherokee on October 12th.
4. The Town is planning to bring in a Building Inspector to work under Jim this summer, which is being worked into the annual budget.
5. The CAMA Land Use Plan and Pedestrian Master Plan subcommittees had productive meetings and are excited to begin work on their respective projects.

Inspection Report

- 20 building permits issued, with a total value of \$8,892,145
- 6 electrical permits
- 8 mechanical permits
- 2 plumbing permits
- 17 tree removal permits

The total number of permits issued was 53, with a total value of \$9,034,145. Planner Rocci noted that this was likely the biggest month since he had been with the town.

Commissioner's Report

Commissioner Cox and Commissioner Durham provided background on the fence height discussion that occurred at the board meeting. They explained that it was brought up due to a complaint about not being able to put up a privacy fence. The Board asked the Planning Board to

explore the issue, considering why the ordinance is the way it is, whether it's for community appearance, and if changes should be made.

Stormwater Project Update

The Mayor reported on an ongoing stormwater project under construction from Willow to Holly and between Holly and Cedar. The project is progressing well due to dry weather conditions and is expected to be completed by May 1st at the latest. This project is part of the final phase of a larger stormwater initiative that began 5-6 years ago.

Board members discussed the significance of this project and suggested having a ribbon-cutting ceremony to celebrate its completion, recognizing it as a major achievement for the Town, particularly for residents in the tree streets area.

Planning Board Annual Agenda

CAMA Land Use Plan Subcommittee

The CAMA Land Use Plan Subcommittee, consisting of Member Berry, Vice Chair Powers, and Member Biddle, along with Planner Rocci and Commissioner Cox, had met to discuss updating the CAMA Land Use Plan document. Vice Chair Powers reported that while there might not be major changes needed, the document does require updating.

The subcommittee plans to meet monthly, with the next meeting scheduled for April 15th at 3:00 pm. Their goal is to have a proposal ready to be presented to the Commissioners at the next off-site retreat.

The subcommittee spent most of their time reviewing the table of contents and identifying areas that might need updating. They also discussed the importance of consistency between the CAMA Land Use Plan, the UDO, and the Town's Strategic Plan.

Commissioner Cox emphasized the need to be intentional about what to include in the plan, considering potential future implications. The Board also learned that incremental changes to the plan are not possible due to CAMA's approval process, which requires a consolidated update.

Pedestrian Planning Subcommittee

The Pedestrian Planning Subcommittee, including Member Rozewski, Member Atz, Strategic Planning Committee Member Mike Lamar, and Commissioner Cox, met to discuss updating the Town's Pedestrian Plan. They focused on revising the vision statement, which hadn't been updated in 10-15 years.

The subcommittee discussed changes in safety considerations and the evolving definition of pedestrians, which now includes users of golf carts and motorized scooters. They plan to broaden these definitions in the vision statement.

The subcommittee also plans to consult with Chief Thompson, either directly or through Planner Rocci, to gather input on pedestrian safety and value considerations. Their next meeting is scheduled for April 16th at 1:00 PM, and they aim to have a recommendation ready for commissioners at their next off-site retreat.

UDO Subcommittee

Planner Rocci announced that the UDO subcommittee, consisting of Member Pate, Member Chapman, and Member Biddle, would meet to discuss the fence height issue and any other relevant UDO matters. The specific meeting time will be determined after the current meeting.

Announcements and Planning Board Members' Forum

1. They inquired about the status of House Bill 24, which would relieve Pine Knoll Shores from certain downsizing provisions.
2. There was a discussion about mixed-use developments in neighboring areas, such as Emerald Isle and Atlantic Beach. Board members expressed interest in learning about the sustainability of businesses in these mixed-use spaces.
3. The Board welcomed its newest member, David Chapman, who briefly introduced himself and expressed his interest in contributing to the Town's planning efforts.

Adjournment

A motion was made by Member Rozewski to adjourn with a second by Member Berry and passed unanimously.

Missy B. Shine, Town Clerk

TOWN OF PINE KNOLL SHORES

Planning Board



Department Activity for the Month of April 2025

ORIGINATING DEPARTMENT/INDIVIDUAL:

Planning and Inspections/Charles W. Rocci

PLANNING TOPICS:

- I've sent a request to the FEMA regional office to send updated repetitive loss properties in Pine Knoll Shores. Currently, the town has one repetitive loss property on file updated after Hurricane Florence. Knowing the location of repetitive loss properties will provide guidance for future stormwater mitigation projects.
- The town is applying for a CAMA Public Access Grant for the replacement of Access C (Memorial Park) and Access H (Clamdigger). The grant is a 50% match and preapplications are due on April 25th. The project estimate for Memorial Park is about \$150,000.
- Planning Board has established CAMA Land Use Plan, Pedestrian Master Plan, and UDO Review Subcommittees have begun monthly meetings.
- Brent Toler with Carteret Craven Electric Coop met with the Appearance Commission at their March 20th meeting to discuss 2025 Right of Way Tree Trimming.
- I will take the Certified Floodplain Manager Exam at the October 12, North Carolina Association of Floodplain Managers Conference in Cherokee, North Carolina.

BUILDING INSPECTOR REPORT:

17 Building Permits	\$518,900
12 Electrical Permits	\$37,895
15 Mechanical Permits	\$137,298
4 Plumbing Permit	\$14,941
29 Tree Removal Permits	\$0
77 Total Permits	\$709,034

Jim Taylor performed 185 Inspections.