

TOWN OF PINE KNOLL SHORES

Planning Board

Regular Monthly Meeting

January 28, 2025 — 5:00PM



AGENDA

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| I. | CALL TO ORDER AND PLEDGE OF ALLEGIANCE | CHAIRMAN PAYNE |
| II. | APPROVAL OF THE AGENDA (Motion to add or delete an item will be entertained prior to approval.) | CHAIRMAN PAYNE |
| III. | VOTE OF ABSENCES | CHAIRMAN PAYNE |
| IV. | CONSENT AGENDA a. November 26, 2024, Meeting Minutes | CHAIRMAN PAYNE |
| 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 a. Oath of Office for Tom Atz, Cindy Berry and Simone Pate b. End of Year Review | TOWN CLERK PLANNING ADMIN |
| VII. | UNFINISHED BUSINESS | CHAIRMAN PAYNE |
| VIII. | REPORTS a. Planning b. Inspections c. Board of Commissioners | PLANNING ADMIN PLANNING ADMIN COMMISSIONER |
| IX. | PLANNING BOARD ANNUAL AGENDA | CHAIRMAN PAYNE |
| X. | ANNOUNCEMENTS AND PLANNING BOARD MEMBERS' FORUM | CHAIRMAN PAYNE |
| XI. | ADJOURNMENT | CHAIRMAN PAYNE |

PLANNING BOARD
TOWN OF PINE KNOLL SHORES BOARD ROOM

November 26, 2024

MEETING MINUTES

Call to Order and Pledge of Allegiance

Planning Board Chairman Paul Payne called the November 26, 2024, meeting to order at 5:00 PM in the Betty Carr Board Room. Members present were Vice Chairman Bob Holman, David Triplett, Jeanne Biddle, Doug Browne, Marsh Cobin (online), Michelle Powers, Planning Administrator Charles Rocci, and Town Clerk Missy Shine. Member Rozewski was absent.

Approval of the Agenda

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

Approval of Absences

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

Consent Agenda

- a. Minutes from October 22, 2024

Member Triplett motioned to approve October 22, 2024, meeting minutes as presented with a second from Member Powers and passed unanimously.

Public Comment – No Public Comment

New Business

- a. Oath of Office

Member Powers took her Oath to serve another term on the Planning Board.

Unfinished Business

- a. UDO Update

Planning Administrator, Charlie Rocci stated that the UDO has been voted on to go to Public Hearing at the December Board of Commissioners meeting. Member Biddle raised a concern regarding Accessory Structures. There is a home that had an addition but found a loophole and attached it to the existing home. It is considered a single-family home with an addition. Commissioner Cox stated that if there the Planning Board would like to recommend a change to the current language in the UDO, they need to do so before the 11th or at the Public Hearing. Issues can also be addressed after the UDO is adopted to make sure loopholes are closed regarding certain connections to primary structures. Planning Administrator, Charlie Rocci,

volunteered to put together some language he thinks would be appropriate regarding this issue. Planning Admin also suggested an easy way to fix this issue may be to address the “definition” to say it can’t be a livable structure. Planning Administrator, Charlie Rocci, discussed an overview of the final draft of the UDO. Tree density, grading, setbacks, building height, and stormwater changes were discussed.

Member Biddle made a motion to accept the Statement of Consistency and Reasonableness with a second from Member Triplett and passed unanimously.

Report

a. Planning

NCDOT was at the November Board of Commissioners meeting to discuss the Transportation Master Plan. There is discussion of a third bridge while there is no location for it currently. Charlie Rocci, Jason Baker, Paul Payne and Jimmy Beckom have been involved in the Pamlico Sound Mitigation Plan update. The 5-year CRS inspection was done giving the town a rating of 6, which is what we are rated currently. There are opportunities to improve the rating. Member Holman asked about bulkheads. Commissioner Cox relayed that it would be a legal issue and would go by Town Attorney, Neil Whitford’s advice.

b. Inspections

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|-------------------------|-----------|
| 13 Building Permits | \$649,006 |
| 7 Electrical Permits | \$7,804 |
| 16 Mechanical Permits | \$109,003 |
| 2 Plumbing Permit | \$3,716 |
| 41 Tree Removal Permits | \$0 |
| 79 Total Permits | \$769,529 |

c. Board of Commissioners

Commissioner Cox mentioned that Julie and Charlie put together a training for the Board of Adjustment and was intended to reset an understanding for the Board of Adjustment members. Their process is a much or legal process and has a bigger impact than most boards. Commissioner Cox also suggested a similar training for the new Planning Board members. Commissioner Cox recommended coming to the Off-Site Retreat with what they would like to accomplish for the coming year.

Planning Board Annual Agenda

Paul Payne discussed interviews for new Planning Board members. Topics at the Off-Site regarding all boards will be term-limits and how many members are on each board. The Board of Commissioner process for volunteers is to re-apply for a position when the term is up and then advertise it to obtain any new volunteers and hold interviews to see who would be the best fit.

Announcements and Planning Board Members' Forum

Member Doug Browne gave his resignation after 19 or 20 years on the Planning Board.

Adjournment

A motion was made by Member Powers to adjourn with a second by Member Biddle and passed unanimously.

Missy B. Shine, Town Clerk