



April 25, 2023
The Town of Pine Knoll Shores
Planning Board Monthly Meeting Agenda

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| I. Call to Order | Planning Chairman |
| II. Approval of the Agenda | Planning Chairman |
| III. Vote of Absences | Planning Chairman |
| IV. Consent Agenda
a. March 28, 2023 Meeting Minutes
b. April 10, 2023 Meeting Minutes | |
| V. Public Comment
<i>*(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, located at the Clerk's Desk. Speakers will be heard on a first-come, first-served basis. Each speaker will be given up to three (3) minutes.)</i> | |
| VI. Unfinished Business
a. Unified Development Ordinance | Rick Flowe |
| VII. Reports
a. Planning
b. Inspections
c. Board of Commissioners | Town Planner
Town Planner
Town Commissioner |
| VIII. Planning Board Annual Agenda | |
| IX. Announcements and Planning Board Members' Forum | |
| X. Adjournment | |

Our vision is to provide a quality environment in which our citizens are safe and secure, where individual talents flourish, and everyone enjoys the natural resources of our area.
It is the mission of the Town of Pine Knoll Shores to provide concerted and friendly means of promoting health, safety and social well-being; develop and implement plans for the continuous improvement of the town; and encourage the participation of residents in service to the Town and community.
-Pine Knoll Shores Board of Commissioners

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

March 28, 2023

MEETING MINUTES

Call to Order and Pledge of Allegiance

Planning Board Chairman Paul Payne called the meeting to order at 2:00 PM in the Betty Carr Board Room. Members present were Ike Pipkin, Bob Holman, Ken Rozewski, David Triplett, Doug Brown, Jeanne Biddle, Michelle Powers, and Marsh Cobin. Town Clerk Charles Rocci, Town Manager Brian Kramer, N-Focus consultants Karen Dunn and Rick Flowe were also present.

Approval of the Agenda

Member Powers made a motion to approve the agenda as presented with a second from Member Holman. The motion passed unanimously.

Consent Agenda

- a. Minutes from February 28, 2023

Member Holman made a motion to approve the February minutes as presented with a second from Member Triplett. The motion passed unanimously.

New Business

- a. Double Permit Fee Ordinance

Charles Rocci presented a text amendment to the Pine Knoll Shores code of ordinances which would enforce a double permit fee if found operating without a permit. Ken Rozewski made a motion to send a recommendation to the board of commissioners with a second from Member Cobin. The motion passed unanimously. Member Holman made a motion to approve the plan consistency statement with a second from Member Pipkin. The motion passed unanimously.

Unfinished Business

- a. Unified Development Ordinance

Rick Flowe presented. He started his presentation by saying this was an opportunity to clean up some language in the existing articles before introducing the final articles of the UDO. He also introduced a new version of article 11 that mirrors the town's current tree protection ordinance. He warned not to discard the previous version of article 11. Following some discussion on this

article, the Planning Board eventually decided to hold a special meeting on April 10 to discuss article 11 in greater detail.

Following a long discussion about article 11, Rick presented an argument about the different priorities that come into play when building a house. He posed the question to the planning board about considering priorities to have an effective ordinance which addresses the town's overall vision.

Rick ended his presentation with a draft of the town's new zoning map. The board offered some revisions that will be presented at the next meeting.

Karen Dunn also presented a draft of the tree list to be included in the appendix of the UDO. She will present it to the Appearance Commission following the Planning Board.

Planning Board Annual Agenda

Charles Rocci introduced the two new Planning Board Subcommittees which are the Stormwater Subcommittee and the UDO Communication Subcommittee. Doug Browne, Ike Pipkin, and Bob Holman volunteered for the Stormwater Subcommittee and Michelle Powers and Jeanne Biddle volunteered for the UDO Communication Subcommittee. A report on those committees will come next month.

Planners Report

Charles Rocci reported on Carteret County Transportation Steering Committee updates, 50th anniversary planning, and inspections.

Mayor and Commissioners Report

Commissioner Edwards discussed some of the background of Maritime Woods.

Adjournment

A motion to adjourn was made by Member Rozewski, seconded by Member Holman. The motion passed unanimously, and the meeting adjourned at 5:00PM. The next planning board meeting will be on Tuesday, April 25 at 2:00pm in the Town Hall Board Room

Charles W. Rocci, Town Clerk

PLANNING BOARD
TOWN OF PINE KNOLL SHORES BOARD ROOM

April 10, 2023

SPECIAL MEETING MINUTES

Call to Order and Pledge of Allegiance

Planning Board Chairman Paul Payne called the meeting to order at 2:00 PM in the Betty Carr Board Room. Members present were Jeanne Biddle, Ike Pipkin, Bob Holman, Ken Rozewski, and Michelle Powers. Town Clerk Charles Rocci, and N-Focus consultant Karen Dunn were also present. Members David Triplett, Doug Brown, and Marsh Cobin were absent.

Approval of the Agenda

Rozewski made a motion to approve the agenda as presented with a second from Member Holman. The motion passed unanimously.

Unfinished Business

a. Unified Development Ordinance Article 11

The Planning Board met during a special meeting on 4-10-23 to review Draft UDO 7-26-22 Article 11. The following comments and questions were discussed during the two-hour meeting (the PB discussion recording times are indicated at each bullet):

Section 11.2 Administration

- 11.2 (A) Substitute Planning and Zoning Administrator for Dunes and Vegetation Protection Inspector (DVPI). Planning Board did not think another designated official/title was needed to administer the Landscape Requirements, Dune Protection and Tree Protection Article. The PB did not want the impression that the town is hiring additional employees to administer the UDO.

Section 11.3 Applicability and Permit Required

• 11.3-1 -Add "Recombination"

11.3-1 All residential and non-residential development(s), including both existing lots of record, recombination of lots, and proposed new lots within the Town. The provisions also apply to all previously developed lots of record within the Town, except for those projects listed under Section 11.4 Exemptions appearing below.

- **11.3-3 – Define "Parking Lot"** Does it include parking spaces on single -family residential lots?

Many new SF residences have large parking areas to accommodate five+ bedrooms. Does 11.3-3 (A) apply to SF homes or only to multi-family and commercial "parking lots"?

• **11.4 – Exemptions:**

Define dunes per CAMA in UDO Article 3, Definitions.

Define “frontal”, “primary” and “interior” dunes (per CAMA if appropriate).

15A NCAC 07H .0305 DEFINITION AND DESCRIPTION OF LANDFORMS:

Frontal Dunes. The frontal dune is the first mound of sand located landward of ocean beaches that has stable and natural vegetation present.

• **11.4 (H) Property lying within platted utility easements;**

Consider requiring Utility companies to submit to the town a Landscape Maintenance Plan including any removal of trees in advance of tree maintenance procedures.

11.5 Landscape Plan and Dunes & Vegetation Permit Procedure(s)

• **11.5-1 – (Time:47:30 – 52:37) Landscape Plan Approval and Dunes & Vegetation Permit Required.**

Keep existing tree permit procedure. Planning Board and Planning Administrator recommend keeping same permitting system/permit names currently in place. Tree removal permit for existing lots and development and a Landscape Permit for new construction or redevelopment rather than “Dunes and Vegetation Permit (DV)”

11.6 Landscape and Buffer Requirements

• **11.6-3 Street Trees C & D? (Time 55:35 – 1:01:15)**

Planning Board and Manager discussed feasibility, safety, and maintenance issues of requiring street trees in town r/w. PB may consider requirement to plant trees in the front yard on private property. No decision was made and the Board may want to revisit street tree options and concerns about trees in the town r/w.

11.7 – Reforestation of Slopes Steeper than 3:1 (Time 1:02:07 – 1:04:45)

Planning Board requested more explanation RE: Reforestation. When would this be appropriate in PKS? Reforestation vs. requiring ground cover. Are there large-scale slopes greater than 3:1 in PKS?

11.8 Tree and Vegetation Conservation and Protection (Time 1:04:55 – 1:20:00)

Change perimeter from 3 feet to 4 feet – “Limited” disturbing activity vs. prohibited.

○ Tree and Vegetation Conservation & Protection

Land disturbing activity including grading is prohibited shall be limited within three (3) feet four (4) feet of any property boundary except street right-of-way. Buffer yards may include a perimeter undisturbed area. Grading shall not disturb any watercourse, nor area below normal high-water mark inland. The finished topography of any lot altered shall be aligned with and graded with existing neighboring elevation in such a manner as to minimize erosion. In any case where two (2) feet of fill are added to a previously developed lot, the lot owner shall obtain an engineered stormwater plan indicating that

the use of fill shall in no way create a burden on adjacent property. Areas where land-disturbing activities have created slopes in excess of 3:1 (three (3) horizontal linear feet for every vertical linear foot) shall require a retaining wall to stabilize the slope and preserve vegetation on, above, and below the slope. Designs shall minimize the degree of alteration to interior dunes.

- Limited” vs “Prohibited” in first sentence. Planning Board wanted to make clear that dead, dying, and nuisance vegetation can be addressed/removed in the TVCA and perimeter areas. Add graphics and bullets to further break down this paragraph to define and describe.
- An appendix and/or design guide for developers, contractors, and homeowners to explain 11.8. should be developed.
- PB commented this Section 11.8 is the crux of the PKS landscape regulations and needs to be clear and concise to accomplish tree preservation and conservation.

Table 11.3 Tree and Vegetation Conservation Area (TVCA) (Time 1:20:00 – 1:24:00)
TVCA (35%) vs Grading (65% maximum) – Planning Board would like to consider limiting grading to conserve existing topo and vegetation by revising the % in Table 11.3. Example: consider Maximum grading of lot vs. TVCA requirement per lot.

(Time 1:26:00 – 1:34:30) Planning Board had a lengthy discussion about altering the natural topography and grading. It is the topo change/grading that drives vegetation disturbance. PB would like Rick to develop language to restrict grading that will reduce removal/destruction of vegetation.

Minimize “change of topography”. Planning Board asked Rick to look at changing Table 11.3 to reverse calculations by maximizing grading to 65% vs TVCA of 35%. Ask Rick for suggestions how to limit grading to accomplish tree save.

Adjournment

A motion to adjourn was made by Rozewski seconded by Powers The motion passed unanimously, and the meeting adjourned at 4:00pm PM. The next planning board meeting will be on Tuesday, April 25 at 2:00pm in the Town Hall Board Room.

Charles W. Rocci, Town Clerk