



# Town of Southern Shores

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Town of Southern Shores, North Carolina

Special Joint Meeting

Town Council and Planning Board

January 13, 2006

1:00 p.m. -Pitts Center

## MINUTES

A Special Joint meeting of the Town Council and the Planning Board was held January 13, 2006 at 1:00 PM in the Pitts Center. In attendance: Council: Mayor Smith and Council Members Shields, Hess, McDonald and Sanders; Planning Board: Chairman Groff and Planning Board Members Kowalski, Walter, McDanel, Russell and Peckens. Staff members in attendance were Carl Classen, Town Manager, Mike Hejduk, Code Enforcement Administrator, Carrie Gordin, Town Clerk and Cyndy Gabrys, Administrative Assistant to Building Inspections Department. Absent from Planning Board Georgine Poisal and Kathy Halloran, ETJ.

The following topics were discussed:

### **Role and Responsibility of Planning Board**

Chairman Groff stated that he feels the Planning Board is being blindsided when documents are submitted to Council for action but do not represent the Planning Board's recommendation. Examples provided included The Cove application with conditions, widening the road at Kitty Hawk Elementary School without receiving input from the Planning Board, the Sprint building construction and being told that Capital Improvement projects do not need Planning Board involvement.

He also pointed out that Sec. 7-20. (Powers and Duties) of the Town Code requires the Planning Board to 'prepare' and 'coordinate' plans of the Town so as to bring about 'coordinated' and 'harmonious' development of the area. He opined that unless the Board is made aware of, inter alia, proposed capital improvement projects and major changes thereto, it is very difficult for the Board to fulfill its responsibilities.

Discussion revealed unanimous Council support for the Board carrying out the powers and duties enumerated in Sec. 7-20, and directed the Town Manager to ensure the Planning Board is fully informed of proposed and ongoing projects that impact development of the Town.

George Kowalski recommended that follow-up be given to the Planning Board once Council has approved a site plan. Once it leaves Planning Board they don't know when or if the construction is completed.

Mr. Classen stated a Planning Board typically helps with the prioritization of projects while Council addresses funding and final approval. Capital Improvement Projects with significant

changes could go back to the Planning Board if the Council deems necessary. The Planning Board should be involved if they are involved in a development proposal and a Capital Improvement project is initiated.

Mr. Shields asked Chairman Groff if he felt the Planning Board should be included during major capital improvement of roads. Chairman Groff responded the Planning Board does not need to be involved in the repair of roads but should be involved when significant improvements are being considered. There may be implications to stormwater management which is under committee review in the Planning Board.

After discussion of possible work flow processes, it was determined the Town Manager will forward email correspondence to the Council and Planning Board to keep them informed of any status updates available regarding projects in process.

### **Planned Unit Developments**

The Planning Board should develop a recommendation regarding Planned Unit Developments (PUD) for presentation to Town Council. The Planning Board and Council discussed to retain a consultant, Gary Ferguson, to review the existing zoning ordinance and identify where it should be brought up to standards.

### **Allowable Commercial Use/Home Occupation**

#### Privilege tax

The Planning Board should continue to look at some form of a Commercial Use Business Permit to identify what businesses are in the community. There should be no privilege license tax associated with this permit. It was suggested to use the fire inspection process to identify commercial businesses located within the Town. This process is not applicable to Home Occupation Businesses, which may be left as voluntary reporting. There will be no privilege license tax associated with Home Occupation Businesses.

### **Stormwater Management**

The Stormwater Committee should continue to pursue solutions relating to stormwater problems and find ways that staff can mitigate them and reduce the cost of an engineering service. The Committee should investigate the discharge of stormwater into the ocean as one possible solution. It was suggested that NCDOT be advised of stormwater issues on NC12 in the future.

Hearing no other business the meeting was adjourned at 3:25 p.m.

ATTEST:

  
Mayor Don Smith

Respectfully submitted:

  
Carrie Gordin, Town Clerk

