

**TOWN OF EMERALD ISLE
PLANNING BOARD MEETING
MONDAY, JANUARY 25, 2016**

Chairman Ken Sullivan called the meeting to order at 6:00 pm. Members present were, Jim Osika, Steve Leroy, Tom Minnick, Mark Taylor and Paul Schwartz. Also present was Josh Edmondson, Town Planner, Steve Finch, Mr. and Mrs. John Wooten and Bill Brown.

A motion was made by Tom Minnick to excuse Mark Taylor from the meeting. The motion was seconded by Jim Osika and passed unanimously (4 to 0).

SUBJECT: Commercial Review of Exterior Renovation at 8306 Emerald Dr.

The Planning Board and Staff discussed this request. A request was submitted by the Islander Suites for commercial review of the main office building at 102 Islander Dr. The proposal was a complete deviation from a previous request for a new four story building at this site. Mr. Edmondson stated review of this proposal involves several sections of the Unified Development Ordinance and each item would be discussed as it relates to UDO. The proposal was to add an additional story to the main office building which will house an additional twenty condo units. The first floor will remain office, check-in, and conference space but will be renovated. There will be additional changes to the site, which includes taking away of impervious surface, reconfiguring existing parking, adding parking to accommodate the new units and minor changes to the curbing around the building.

Mr. Edmondson stated the review is necessary as outlined in Chapter 2: Administration Subsection 2.4.8 – Commercial Structures (3) & (4). The addition well exceeds one thousand square feet and exceeds fifteen percent of fair market value of the existing structure triggering site and architectural plan review. Mr. Edmondson first went over the number of units and that the proposed addition of twenty units combined with the existing eighty two would bring the total units to 102. Mr. Edmondson then went over the following: the number of units per acre is outlined in Chapter 4: Use Regulations, Subsection 4.2.7 Motels, Hotels, Inns & Condotel. The number of proposed units meets the criteria as set forth in this section being no more than thirty two units per acre, with a minimum of seventy five percent of the total allowable units designated and constructed as one bedroom lodging. Next the height requirement as described in Chapter 5: Density, Intensity & Dimensional Standards, Subsection 5.1 Density, Intensity & Dimensional Table Note (9) was discussed. The allowable mean roof height for this structure is 40 feet. As shown on the building elevation site sheets the actual roof height will be 38' 4 ¼" well within the aforementioned requirement. Mr. Edmondson noted that the 25% vegetative requirement for this site was referenced on the above table.

Also discussed was Chapter 5: Subsection 5.2.2 Motels & Hotels:

Condominium hotels or condotels shall also be required to submit legal and other condominium documents which address the following: 1) allows the Town to inspect the business records associated with the operation of the condotel as a transient hotel, 2) requires the owners' association to bear the Town's expenses associated with legal action to enforce the zoning ordinance, 3) states that the units are not to be used as permanent or secondary residences, and 4) requires participation in the rental management program established for the hotel. Provided, nothing therein shall require in any manner the pooling or sharing or rents.

The next item discussed with the Board was the permitted exterior colors and outside wall facings as found in Chapter 6: Development Standards Subsection 6.1.3 Commercial Structures. The proposed colors will match the exterior of the existing condotel units which meet the low reflectance, neutral, earthtone requirement. Also, the architectural design features of the exterior wall facings provide a visual break every 20 feet as required by the ordinance.

Also, in Chapter 6, Subsection 6.1.7 please note the very specific requirements outlined for site development. Mr. Edmondson told the Board the vegetative, paving, lighting, garbage and fire hydrant requirements were noted on the site plans. Mr. Edmondson told the Board stormwater plans were not required for this proposal because the development qualified as an exemption described in Subsection 6.3.2(B) Exemptions (ii). The last item discussed was the parking proposal which was outline as follows:

1 per unit and 1 per 3 employees
82 existing units = 82 spaces
9 employees = 3 spaces
Total Spaces = 85

20 additional units = 20 spaces
Total Existing/Proposed = 105 spaces

The Board then discussed the proposal. Members of the Board felt the required visual break regulation was not met and the gables were more than 20 ft. apart. The owner Bill Brown spoke and stated the gables would match the existing gables on the rear recently remodel portion of the building. He stated what was on the architectural plan was misleading. There being no other discussion Tom Minnick made a motion to approve the plan with the gables matching the existing. The motion was seconded by Jim Osika and carried unanimously.

SUBJECT: Text Amendment to Chapter 10: Definitions regarding Temporary Signs

The Planning Board and Staff discussed the request. Mr. Edmondson outlined what the Town hopes to accomplish with the amendment which was as follows:

- the Town would continue to support these beneficial non-profit events,
- banners would no longer be permitted, which is consistent with the Town's current ordinance prohibiting banners from being used by commercial businesses in Emerald Isle, and which would eliminate the often unsightly appearance of flapping banners,
- the non-profit event signs would be required to be professionally fabricated, improving the appearance of such signs,
- the maximum size of the signs would remain at 32 sq. ft., however, only 3 (as opposed to 6 in the current ordinance) could be that large,
- an additional 5 signs that are essentially the size of typical campaign signs (up to 6 sq. ft.) would be allowed, resulting in a net increase in the number of permitted signs from 6 to 8, and
- the signs would be required to be removed within 3 days after the event, as opposed to 10 days.

Mr. Edmondson then went over the proposed amendment which was as follows:

A sign that is an advertising display constructed of ~~cloth, canvas, fabric, plastic, paper, plywood,~~ wood, metal, vinyl, or other rigid material intended to be displayed to inform the public of an unusual or special event sponsored by a non-profit, public, charitable, or religious organization.

Each such event shall be limited to a maximum of ~~six (6)~~ eight (8) signs. ~~Three (3) of these~~ Such signs shall not exceed thirty-two (32) square feet in area per display surface. The other five (5) of these signs shall not exceed six (6) square feet in area per display surface. Such signs shall be professionally fabricated and installed in a neat and attractive manner. The signs may be erected not more than thirty (30) days prior to the event and must be removed within ~~ten (10)~~ three (3) days following the completion of the event. Such signs may be placed in a street right-of-way; provided that the sign is placed in such a manner as to not obstruct driver vision of any vehicle entering a roadway from any street, alley, driveway, or parking lot.

The Board then had discussion about the maximum sign size and we were placing hardships on the nonprofit groups with the proposed regulations. The Board recommended that the maximum sign size be no larger than signage that will be used for the Towns Saint Patrick's Day signage. Jim Osika made a motion to approve the amendment which was seconded by Mark Taylor. The motion passed 4-1.

SUBJECT: Report from Town Planner

Town Planner, Josh Edmondson gave his report informing about the Commissioners approval the Commercial renovation of the old Mike's Place. A brief overview of the monthly Inspection figures was provided for December 2015. Mr. Edmondson and the Board briefly discussed the UDO, landuse plan update and board training opportunities.

Subject: Board Comments

No comments were raised by members of the Planning Board.

There being no other business a motion was made by Tom Minnick and seconded by Jim Osika to dismiss the meeting which carried unanimously.

Respectfully submitted by:

Josh Edmondson, Secretary
Town of Emerald Isle Planning Board