



Nice Matters!

**Emerald Isle
Planning and Inspections**

7500 Emerald Drive
Emerald Isle, NC 28594

252-354-8548 voice
252-354-5068 fax

www.emeraldise-nc.org

Town Planner

Josh Edmondson

jedmondson@emeraldise-nc.org



Town of Emerald Isle
Planning Board Meeting
Monday, December 17, 2018
6:00 PM
Town Board Meeting Room

1. Call to Order
2. Roll Call
3. Approval of the Minutes for the Planning Board Meeting held on July 23, 2018 and October 1, 2018
4. Rezoning Request ThatsAmazing LLC from Business (B) to Village West (VW)
 - PIN 538311570234000
5. Site Plan Review Transportation Impact Phase II
6. Report from the Town Planner
 - Building Inspection Report July – November 2018 (attached)
 - Revisions/Amendments to Regulations in UDO
 - Meetings to Note
 - Board of Commissioners, January 8, 2019
 - Planning Board, January 28, 2019
7. Board Comments
 - Kenny Sullivan (Chairman)
 - Jim Osika
 - Malcolm Boatfield
 - Chad MacAvery
 - Susan Monette
 - Paul Schwartz
 - Ty Cannon
8. Adjourn

**TOWN OF EMERALD ISLE
PLANNING BOARD MEETING
MONDAY, JULY 23, 2018**

Chairman Ken Sullivan called the meeting to order at 6:00 pm. Members present were Malcolm Boartfield, Chad MacAvery, Susan Monette, Paul Schwartz and Ty Cannon. Also present was Town Planner Josh Edmondson.

A motion was made by Paul Schwartz and seconded by Susan Monette to excuse Jim Osika from meeting due to a medical procedure. The motion carried unanimously 5-0.

A motion was made by Chad MacAvery to approve the minutes. The motion was seconded by Ty Cannon and carried unanimously 5-0.

**SUBJECT: REZONING REQUEST BY TOWN OF EMERALD ISLE FROM RESIDENTIAL MULTI-FAMILY (RMF)
TO GOVERNMENT (G)**

Mr. Edmondson stated the Town recently acquired a 30-acre tract of property behind the Parks and Recreation Center and that the parcel is the site of McLean Spell Park. The parcel is currently used for recreational purposes (walking/biking trails) and is the future site of a new dog park Mr. Edmondson said. Mr. Edmondson told the Board the parcel is currently zoned Residential-Multifamily and to be consistent with the zoning of all other Town owned properties it is desired to rezone this parcel to the Government (G) district.

Mr. Edmondson told the Board the surrounding area is predominantly zoned Single/Dual Family Residential (R2) and Government (G). A list of uses in the Government (G) zoning district were provided to the Board as follows:

- assembly halls, coliseums, gymnasiums
- government uses
- open air games and sports, community centers (non-profit)
- health clinics and hospitals
- libraries, museums, art galleries
- parks
- Police and Fire stations
- utility lines, utility facilities
- Post Office
- public utility storage yards
- theaters
- yacht basins, boat ramps, etc.
- athletic facilities
- musical, dance, drama programs (indoor and outdoor)
- government buildings
- racquetball and tennis facilities
- day care centers
- fishing piers
- parking lots and garages
- printing and publishing establishments
- wireless telecommunication towers (special use only)

- accessory uses
- solar panels

Mr. Edmondson stated the Town receive funding from several agencies for the purchase of this property and as part of receiving this funding, those agencies placed restrictions that have been recorded via deeds and adopted through resolution by the Board of Commissioners. The Town's grant funding partners - the US Department of Defense (Department of the Navy; the Readiness and Environmental Protection Integration Program), the NC Clean Water Management Trust Fund, and the NC Parks and Recreation Trust Fund, collectively provided \$2.545 million toward the \$3 million purchase price.

Mr. Edmondson said these restrictions for the use of property are more stringent than the Town's permitted uses. Mr. Edmondson stated if the Board is in support of the rezoning an amendment to the CAMA Landuse Plan Future Landuse Map will be necessary as well. Mr. Edmondson recommended the following motion to rezone if the Board so chooses to approve:

The rezoning is both reasonable and in the public interest for the following reasons:

- The proposed rezoning is consistent with the goals and policies in the Town's Land Use Plan, and
- The current and proposed uses of the property are compatible with neighboring residential properties, and with the restrictions placed on the property acquisition by the Town's grant funding partners
- The Town is seeking to standardize the zoning of all Town Properties to the Government zoning district to maintain consistency, and
- The proposed rezoning is consistent with the community's overall interest in maintaining a small-town atmosphere.

After discussion a motion was made by Ty Cannon to approve the amendment as submitted. The motion was seconded by Paul Schwartz and carried unanimously 5-0.

SUBJECT: AMENDMENT TO THE EMERALD ISLE CAMA LANDUSE PLAN FUTURE LANDUSE MAP

Mr. Edmondson stated because of the request by the Town to rezone the 30-acre tract of property behind the Parks and Recreation Center to the Government District, an amendment to the Landuse Plan is necessary for the rezoning to be consistent with the Landuse Plan. Specifically, an amendment was needed to the Future Landuse Map to change the future landuse from Mixed Residential as shown to Government. Mr. Edmondson stated because of the restrictions agreed to between funding partners and the Town for the purchase of this property, this property will only be used for park purposes (10 acre maximum) and the remaining acreage natural/undisturbed. The projected Mixed Residential Use is no longer accurate and the appropriate use to show in the Landuse Plan is Government.

After discussion a motion was made by Chad MacAvery to approve the amendment. The motion was seconded by Susan Monette and carried unanimously 5-0.

SUBJECT: REPORT FROM TOWN PLANNER

Mr. Edmondson included June 2018 Building Report for review. He also stated that the next Commissioners meeting would be August 13, 2018 and the next Planning Board meeting would be August 27, 2018 at 6PM.

SUBJECT: COMMENTS FROM PLANNING BOARD

No comments from the Board

There being no other business a motion was made by Paul Schwartz and seconded by Ty Cannon to dismiss the meeting, which carried unanimously 5-0.

Respectfully submitted by:

Josh Edmondson, Secretary
Town of Emerald Isle Planning Board

**TOWN OF EMERALD ISLE
PLANNING BOARD MEETING
MONDAY, OCTOBER 1, 2018**

Chairman Ken Sullivan called the meeting to order at 6:00 pm. Members present were Jim Osika, Malcolm Boartfield, Chad MacAvery, Susan Monette, Paul Schwartz and Ty Cannon. Also present was Town Planner Josh Edmondson.

Mr. Edmondson informed the Board the minutes from the previous Board meeting were not complete and would be available at the Boards next meeting.

SUBJECT: AMENDMENT TO THE UDO CONCERNING THE TEMPORARY USE OF RV'S IN ZONING DISTRICTS DUE TO STORM RELATED DAMAGES TO THE PRIMARY STRUCTURE

Mr. Edmondson said due to the damage from Hurricane Florence, staff has received inquiries regarding the use of RV's and/or Travel Trailers for temporary residence/commercial use during the repair of the primary use. In an effort to assist our property owners, Mr. Edmondson said staff is requesting an amendment to the UDO to allow this temporary use. Mr. Edmondson said this is important because of the wide spread damages and lack of available rentals. Mr. Edmondson went over the two parts to the amendment. The first amendment discussed was to Chapter 4, Use Regulations, Section 4.1.2 Table of Permitted and Special Uses specifically the Accessory and Other Use Category, Accessory uses and structures incidental to any permitted use such as servants quarters, garages, greenhouses, swimming pools or workshops. Mr. Edmondson stated staff is proposing to add temporary RV and Travel Trailer to this category.

The second part of the amendment discussed was to add specific use standards to this category. Mr. Edmondson discussed the new use standard as found below with the Board:

4.2.14

At the discretion of the Town Manager in response to a natural disaster, the use of RV's and/or Travel Trailers shall be allowed in all zoning districts in Emerald Isle. This temporary use may be allowed for a period of ninety (90) days for each individual property owner. If circumstances arise that warrant additional time, the Town Manager may extend the time for a period not to exceed thirty (30) days. All RV's and/or Travel Trailers must be properly connected to an authorized waste water system and a permanent power source.

During discussion the Board recommended to add the following sentence, A permit shall be required at no cost.

After discussion, a motion was made by Ty Cannon to approve the amendment as revised. The motion was seconded by Chad MacAvery and carried unanimously 6-0.

There being no other business a motion was made by Ty Cannon and seconded by Chad MacAvery to dismiss the meeting, which carried unanimously 6-0.

Respectfully submitted by:

Josh Edmondson, Secretary
Town of Emerald Isle Planning Board



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Town Planner
Josh Edmondson
jedmondson@emeraldisle-nc.org



DATE: December 10, 2018
TO: Randy Martin, Interim Town Manager
FROM: Josh Edmondson, CZO, Town Planner
SUBJECT: Consider rezoning ThatsAmazing LLC from (B) Business to (VW) Village West; 8917 Crew Dr, Emerald Isle NC 28594

Transportation Impact is in the planning stages of an addition to their existing facility at 8921 Crew Drive. Because of this addition, they have acquired the adjacent piece of property addressed as 8917 Crew Dr, PIN 538311570234000. If you remember, a couple of years ago this entire area was rezoned to the (VW) Village West District. The previous property owners did not wish to rezone keeping the property Business. With the addition planned, Transportation Impact will be combining parcel 8921 Crew Dr with this parcel. The desire is to have the new combined parcel zoned consistently as (VW) Village West.

Currently, the parcel is woodland and consist of .464 acres of land. The surrounding area is predominantly zoned Village West (VW) and Business (B). The (VW) Village West District allows for a wide array of uses including but not limited to residential, public, retail, wholesale and mixed-use development. This property is shown as mixed use in the Town of Emerald Isle Land Use Plan as found on the Future Land Use Map.

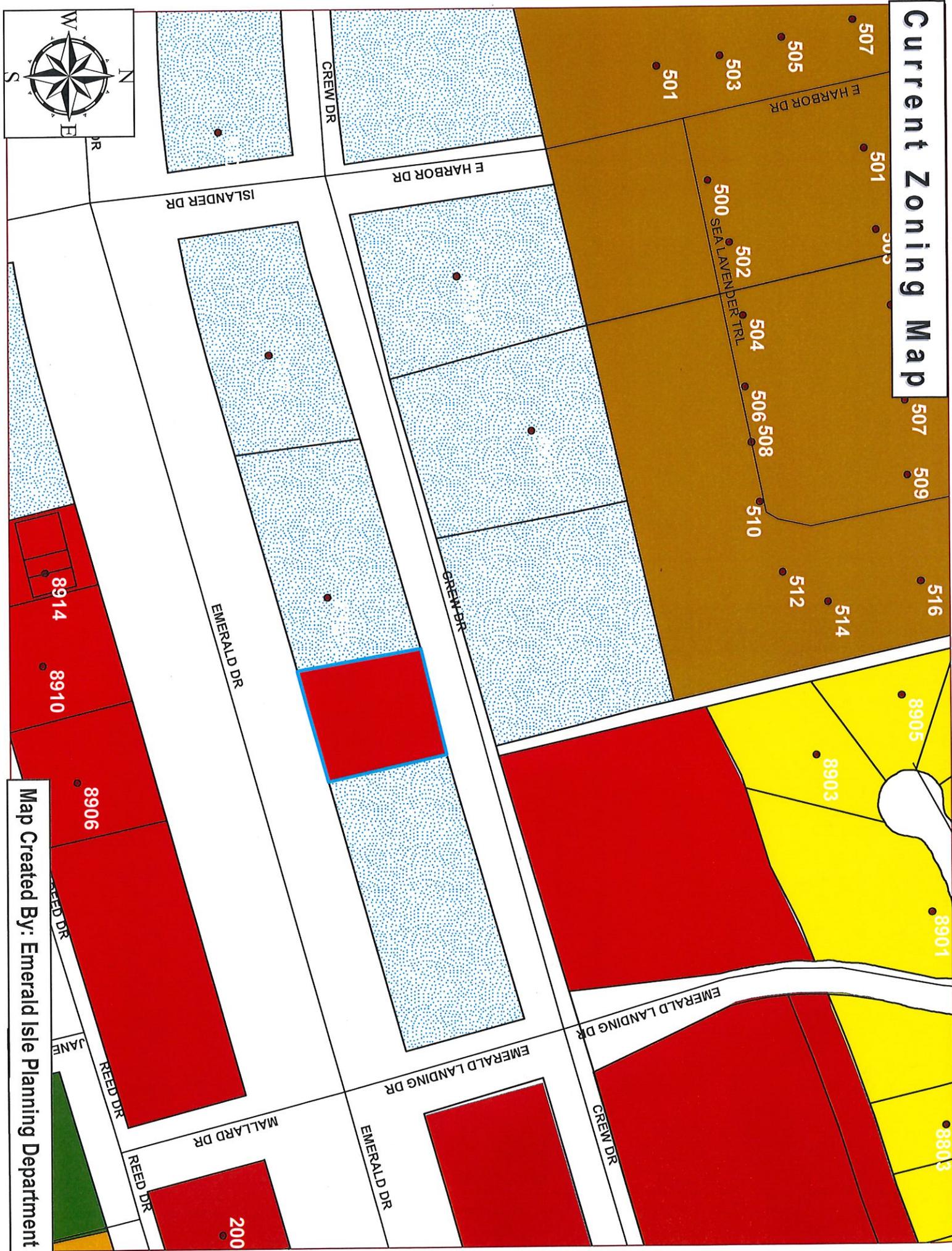
If the board finds the recommendation to rezone, favorable, I would suggest the following motion and vote:

The rezoning is both reasonable and in the public interest for the following reasons:

- The proposed rezoning is consistent with the goals and policies in the Town's Land Use Plan, and
- The current and proposed uses of the property are compatible with neighboring properties,

Attached to this memorandum is an excerpt from the Town's Zoning Map which shows the zoning of adjacent and nearby parcels, an aerial map, an adjacent parcel map, an adjacent neighbors list and the applicants rezoning application. I look forward to discussing this issue with the Planning Board at its December 17, 2018 meeting. Please let me know if you have any questions regarding the foregoing information.

Current Zoning Map

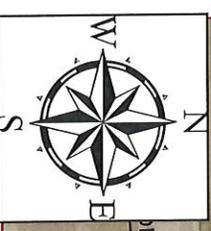


Map Created By: Emerald Isle Planning Department

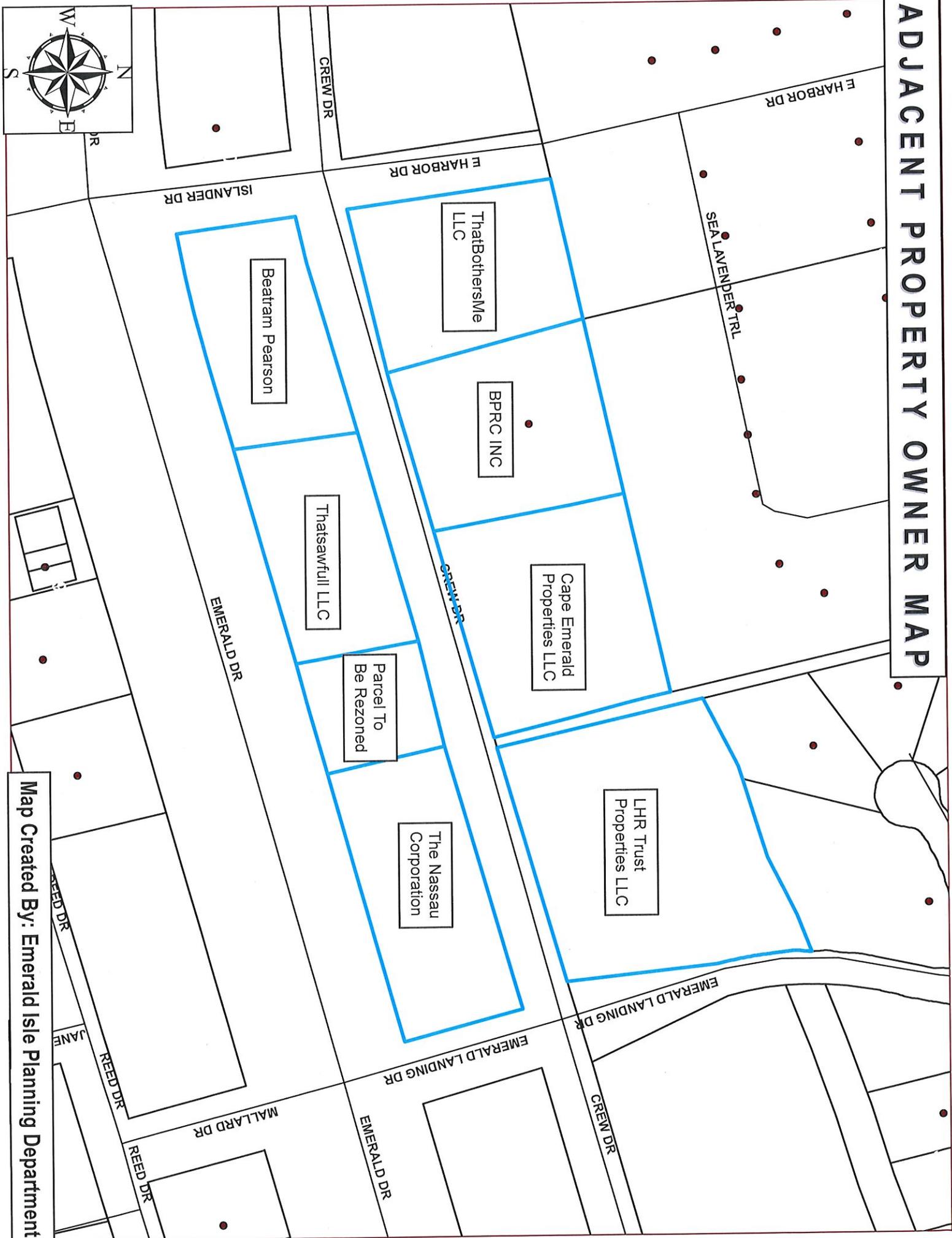
Surrounding Aerial Map



Map Created By: Emerald Isle Planning Department



ADJACENT PROPERTY OWNER MAP



Map Created By: Emerald Isle Planning Department

PIN15	OWNER	MAIL_HOUSE	MAIL_ST	MAIL_STTYP	MAIL_CITY	MAIL_STATE	MAIL_ZIP	MAIL_ADD2	SITE_HOUSE	SITE_ST	SITE_STTYP	SITE_CITY
538801571577000	LRI TRUST PROPERTIES LLC	100	WEST CHATHAM STREET		CARY	NC	27511	C/O TRUST COMPANY OF NC	00000000			
538810478472000	CAPE EMERALD PROPERTIES LLC	409	ANTA FORTE DRIVE		CAPE CARTERET	NC	28584		00000000			EMERALD ISLE
538810476472000	BPRC INC	110	DEERFIELD CT		CEDAR POINT	NC	28584		0008926	CREW/	DR	EMERALD ISLE
538810474897000	THATBROTHERSWE LLC	8921	CREW DRIVE		EMERALD ISLE	NC	28594		0008928	CREW	DR	EMERALD ISLE
538811572312000	NASSAU CORPORATION	100	WEST CHATHAM STREET		CARY	NC	27511	TRUST COMPANY OF NORTH CAROLIN	00000000			
538810478210000	THATSAWFUL LLC	8002	EMERALD DRIVE #B		EMERALD ISLE	NC	28594	C/O B KEITH BYRD / TRAVIS BURT	0008921	CREW	DR	EMERALD ISLE
538810475152000	PEARSON, BERTRAM ETUX GLORIA	1210	E NEW BERN RD		KINSTON	NC	28501		0000300	ISLANDER	DR	EMERALD ISLE

**TOWN OF EMERALD ISLE
REZONING APPLICATION**

Name: ThatsAmazing,LLC Date: 11/16/18

Address: 8921 Crew Drive, Emerald Isle, NC 28594 (Owner) Parcel is 8917 Crew Drive Phone: 252-764-2885

Current Property Owner: ThatsAmazing, LLC

This application is for the requested rezoning of the property described below from B zoning district to the VW zoning district.

Property description (metes and bounds): Beginning at an existing iron pipe located in the northern right-of-way line of NC Highway 58, said beginning point being N 74° 31'29"E 1,273.44' from NCGS Monument "Loon", thence from said beginning point, S 74° 17'16"W 137.21' to an existing iron pipe, thence N 09° 49'59" 150.78' to an existing iron pipe, thence N 74° 12'27"E 130.34' to an existing iron rod, then S 12° 26'37"E 150.41' to the point and place of beginning, containing 0.46 acres as shown on a map by Bell & Phillips Surveying, PLLC, dated May 17, 2018.

Adjoining Property Owners: ThatsAwful,LLC (west) The Nassau Corporation (east)
Beetren Pecan BPAC IM Cape Emerald Properties LLC
LHA Trust Properties LLC ThatBothersMe LLC

NOTE: Map must be attached to this application. Metes and bounds may be included as an attachment. Please see below the rezoning procedure.

REPRESENTATION REQUIRED BY THE AGENT AND/OR OWNER AT ALL BOARD MEETINGS.


Signature (Property Owner or Owners)

Signature (Agent – If Different from Owner)

Persons requesting a zoning change shall file this application with the Planning and Inspections Department. Such applications shall be accompanied by a fee of \$250.00, a metes and bounds description of the property and a map of the area. No application for any change in the zoning of a property for the same property, or any part thereof, shall be filed, or considered, until the expiration of one year, unless it is for a lesser classification, from the date of the last determination by the Town Board of Commissioners.

The Planning Director shall review the application to determine if all the requested information is provided, and, if complete, file the request for placement on the Planning Board's meeting agenda for consideration. Incomplete applications shall not be accepted. Requests for rezoning must be filed by the last Wednesday of the month prior to being placed on the Planning Board agenda. The Planning Board will hear the request and make a recommendation to the Town Board of Commissioners. The Planning Director shall forward the recommendation to the Town Manager for further action.

Upon receipt of an affirmative recommendation of the Planning Board to amend the zoning district classification for any property; or, upon receipt of an appeal by the applicant from a negative recommendation of the Planning Board to amend the zoning district classification for any property, filed within ten (10) days of the Planning Board meeting in which action was taken on the request; the Town Clerk shall publish notice of a public hearing to be held at the next regular meeting of the Town Board of Commissioners following the standard advertising schedule as prescribed by the zoning ordinance. Upon properly advertised petitions for a change in the zoning district of any property, the Town Board will hold the public hearing as prescribed by state law. At the public hearing, the Planning Board recommendation and public comment will be considered. The Town Board of Commissioners, may make (1) a final decision, (2) table the request for further consideration, or (3) refer the request back to the Planning Board for additional study.

Decisions of the Town Board of Commissioners are effective immediately.



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Town Planner
Josh Edmondson
jedmondson@emeraldisle-nc.org



DATE: December 10, 2018
TO: Planning Board Members
CC: Randy Martin, Interim Town Manager
FROM: Josh Edmondson, CZO, Town Planner
SUBJECT: Review of Transportation Impact Phase II Site Plan

Property Information and Existing Site Conditions

Transportation Impact has submitted a site plan to review for a Phase II addition to their existing site. The existing site is just under 1 acre with a 3-story building and parking situated on the site. Transportation Impact has purchased the adjacent vacant parcel, which is just under ½ an acre, and a parcel across Crew Dr, which is about 1.1 acres. Both larger parcels are zoned Village West with the smaller parcel being Business but is requested to be rezoned to Village West. All surrounding properties are zoned Village West and Business. The smaller adjacent parcel will be combined with the existing parcel.

Currently, the small site adjacent to the existing building is vacant woodland and the site across Crew Dr is vacant but used as parking for Transportation Impact. The garbage collection area for the existing Transportation Impact and an onsite storage building is located on this site as well. None of these properties is located in an area of environmental concern. A portion of the site across Crew Dr. is located in the AE 9 flood zone. This site is also located along the canal running west to east along the northern property line. There is no portion of the site adjacent to the existing building site in the flood zone. Existing topography on the sites range from 4' to about 18' above sea level. All sites have Crew Dr as access for ingress and egress. Carteret Craven EMC is the electrical utility provided and Bogue Banks Water Corporation is the water provider. This site is currently served by an onsite septic system.

Site Improvements

Disturbance for the redevelopment of this property will be over 1 acre and therefore a new State Soil Erosion and Sedimentation Control Permit is needed. The engineer has already sent that application to the State and expects to receive approval soon. The new improvements will be the addition of a three-story 16,000 square foot building, additional onsite parking, additional off-street offsite parking, stormwater, landscaping and lighting improvements and tapping into the existing sanitary sewer system at Emerald Plantation. Also, note the addition of a future expansion on the site plan as well.

The TRC reviewed the site plan and offered the following comments to the developer:

Site Plan and Stormwater Plan

- Please show a 30' buffer from the edge of the Canal
- Please show any new lighting additions for the new parking lot across Crew Drive
- Please add a note that if the natural buffering along the canal does not meet the 8' opaque vegetative screen requirements, additional plantings will be added to ensure compliance
- Please add note about landscaping of new parking lot as well as adjacent lot matching existing landscaping on the current build site
- Submit final stormwater calculations
- Add fire hydrant to the NE Corner of the Property

- Review adding a pedestrian cross walk or pedestrian feature to allow for safe movement across Crew Dr between the building site and parking lot

Notes of Interest

- FDC should be relocated before construction
- Existing fire hydrant will be turned by Bogue Banks Water Corporation
- Existing gas tank will be relocated
- Sewer line cut and bore in Crew Dr will be done before March or in April before Easter Weekend; if needed to be pushed out further will be done before the middle of May
- Stormwater will be a modification to the existing stormwater permit for Phase I
- Provide variance letter from Carteret Craven EMC for encroachment of small portion of the new building in the Electric Easement
- **Sequence of construction as of TRC meeting**
 - Construct new parking lot across street on Crew Dr
 - Cut and bore new sewer line
 - Demolish existing parking for building expansion
 - Construct Addition
 - Tie into Emerald Plantation Sewer System
 - Abandon existing septic system
 - Construct parking over old septic system

Please note the last above bolded bullet point. There are a lot of moving parts with this development so I thought it very important to highlight the sequence of construction events with this buildout.

The site plan includes the revisions requested by the TRC. The following highlights the major site improvements that have been reviewed by staff and meet the requirements of the Unified Development Ordinance:

- Setback/MB Lines – 10'; buildings well out of required setbacks
- Proposed Driveways – One existing driveway 24'; Addition of two driveways both to be 24'
- Proposed Drive Isles – All proposed drive isles to be 24' except where parking angle is 45 degrees, drive isle will be 20'
- Materials for Parking Lot – Typical asphalt detail
- Proposed Parking – 138 Total Spaces
 - 70 Spaces Off-street Onsite
 - 68 Spaces Off-street Offsite; see remote parking space requirement
 - All remote parking spaces are within 400' of the main entrance
 - 247' from existing entrance and 375' from new entrance

Remote Parking Space

If the off-street parking space required by this section cannot be reasonably provided on the same lot on which the principal use is located, such space may be provided on any land within four hundred (400) feet of the main entrance to such principal use, upon review by the Planning Board and approval by the Board of Commissioners.

- Garbage Areas – Existing area screened with 6.5' vinyl fence
- Fire Hydrants – 2 existing hydrants onsite, 1 hydrant added to Northeast corner
- Vegetative Area – 25% newly combine lot, 17% lot across Crew Dr
- Building Height – 40'
- Lighting – New lighting to match existing

- Landscaping – Landscaping to match existing
- Waste Water – Abandoning existing onsite septic system and tying into sewer system at Emerald Plantation; this will involve the sewer line being placed in the Crew Dr right of way

A few additional items to note. The stormwater management plan will be submitted to the Town's consulting engineer for review. Carteret-Craven Electric Cooperative has issued a variance to allow a small portion of the new addition to be within the electric utility easement. Aqua North Carolina Inc. is the sewer provider for the project and has certified they have the capacity for additional wastewater to enter the system. Please note the site plan does not include review of the exterior of the commercial structure. We will complete this review when the Architect completes the plans.

There are a number of items for your review included with the memo. These items are as follows:

- Site & Commercial Plan Checklist
- Variance from Carteret Craven Cooperative
- Zoning, Aerial Photography
- Site Plan

If the Planning Board makes a recommendation to approve the project, staff advises to make it contingent upon receiving the soil and sedimentation approval, final stormwater approval and agreement for sewer improvements in the Crew Dr right of way. I look forward to discussing this with you at your December 17, 2018 meeting.



**Town of Emerald Isle
Site & Commercial Plan, Subdivision, & Special Use Review Checklist**

Project Name: Transportation Impact - Phase II

Physical Address of Project: 8921 Crew Drive Date Submitted: 11/16/18

Applicant/Developer: Name ThatsAwful, LLC

(Owner) Address 8921 Crew Drive, Emerald Isle, NC 28594

Telephone # 252-764-2885

Applicants Email Address info@transimpact.com

Contact Person: Name Jonathan L. McDaniel, PE Bell and Phillips

Address 604E Cedar Point Boulevard, Cedar Point, NC 28584

Telephone # 252-393-6101

Applicants Email Address jmcdaniel@parkerjacksonville.com

Sketch Plan Preliminary Plat Final Plat Site/Commercial Plan Review

A. Property is located in:

Floodplain

AE (Offsite Parking)
 VE

Area of Environmental Concern

Ocean Hazard
 Inlet Hazard
 ORW Shoreline

Zoning District

R2 B VE
 RMF C VW (Ex. Site)
 MH G MV

Overlay District

AICUZ VW-C Eastern End Overlay
 VE-C MV-C Reed Drive Overlay

Adjacent Property Zoning(s): VW

Adjacent Property Use(s): Retail Sales (Bert's Surf Shop), Mini Storage (Across Street), Vacant (East Adjoinder)

B. General Information (check all applicable)

- | | |
|--|--|
| <input checked="" type="checkbox"/> 1. Date of Drawing | <input checked="" type="checkbox"/> 7. Name/Address Owner/Developer |
| <input checked="" type="checkbox"/> 2. Name of Development/Subdivision | <input checked="" type="checkbox"/> 8. North Arrow, Bar Scale, State Plane |
| <input checked="" type="checkbox"/> 3. Name/Address of Engineer/Surveyor/Architect | <input checked="" type="checkbox"/> 9. Total Acreage |
| <input checked="" type="checkbox"/> 4. Drawn to Engineer Scales | <input checked="" type="checkbox"/> 10. PIN (Parcel Identification Number) |
| <input checked="" type="checkbox"/> 5. Location/Vicinity Map | <input type="checkbox"/> 11. Certificates |
| <input checked="" type="checkbox"/> 6. Title of Plan/Plat | |

C. Existing Site Information (check all applicable)

- 1. Property Lines/Control Corners
- 2. Easements
- 3. Streets, Curbs, Sidewalks
- 4. Buildings
- 5. Watercourses
- 6. Utilities
- 7. Frontal, Primary Dunes
- 8. Storm Drain/Management System
- 9. Existing TOPO Data at 2-Foot Contour Intervals
- 10. Ocean Hazard AEC, Location of First Line of Vegetation, CAMA Setback, Limits of Disturbance
- 11. Location of marsh, estuarine water, 404 Wetlands
- 12. Existing Impervious Area Calculations
- 13. Location of Flood zone(s)

D. Site Improvements (check all applicable)

- 1. New/Existing Property Line(s) or Lot(s)/Control Corners
 - 2. Setback/MB Lines (Section 5.1) ✓
 - 3. Proposed Streets & Easements (Section 6.1.5) ✓
 - 4. Proposed Sidewalks (Section 6.1.6) ✓
 - 5. Proposed Driveways (Section 6.1.6, 6.7.1) ✓
 - 6. Proposed Drive Isles (Section 6.7.1) ✓
 - 7. Materials for Parking Lot (Section 6.7.1) ✓
 - 8. Proposed Parking/Handicap Spaces (Section 6.7.3) ✓ *See Remote P.*
 - 9. Off-Street Loading Areas (Section 6.7.4) ✓
 - 10. Buffers/Landscaping (Section 6.1.2) ✓ *6.4.4(D) ✓*
 - 11. Proposed Signage (Section 6.6) ✓ *NA*
 - 12. Lighting (Section 6.1.2, 6.1.3) ✓
 - 13. Garbage Areas (Chapter 13) ✓
 - 14. Fire Hydrants (Section 6.1.2) ✓
 - 15. Utilities ✓
 - 16. Stormwater (Section 6.3)
 - 17. Natural/Vegetative Area (Section 5.1) ✓
 - 18. Finished Grades ✓
 - 19. Planned Unit Development (Section 6.1.4) ✓
 - 20. Subdivisions of Land (Section 6.1.1, Section 7.1) ✓
 - 21. Mobile Home Parks & Recreational Vehicle Parks (Section 4.2.2) ✓
 - 21. Proposed Building Elevation(s)/Square Feet
 - 22. Building Height(s) (Section 5.1)
 - 23. Commercial Structures (Section 6.1.3)
 - A. Direct Exterior Lighting Prohibited
 - B. Permitted Exterior Colors
 - C. Decorative Construction Prohibited
 - D. Outside Wall Facings
 - E. Dry Stack Board Storage Roofs
 - 24. Propose Signage (Section 6.6)
- buffering of MTT may require additional plantings if existing veg not opaque*
- TO BE SUBMITTED WITH BUILDING PLANS*

E. Typical Site Plan Sheet Index

- Cover Sheet
- Site Plan
- Utility Plan
- Grading and Drainage Plan
- Soil Erosion/Sedimentation
- Stormwater Plan
- Landscape Plan
- Lighting Plan
- Topographic Survey

F. Additional Agency Approvals

NA US Army Corps of Engineers

NA NC Division of Coastal Management

___ Major Permit

___ General Permit

___ Minor Permit

NC Division of Environment Quality (SEWER - AQUA), EROSION CONTROL

NA NC Department of Transportation

NA Carteret County Environmental Health Department

Carteret Craven EMC

Bogue Banks Water Corporation

G. Review Fees

Commercial Review (\$250)

___ Site Plan (\$250)

___ Special Use Application (\$250)

___ Installation of Roads/Streets (\$250)

Large Stormwater (\$750) (\$1500)

Floodplain Dev. Permit (\$60)

Rezoning (\$250)

H. Additional Comment Section

A 0.46 acre parcel (PIN 538311570234000) was purchased to the east of the existing site, and is being combined with the 0.92 acre parent tract for the Phase II project expansion. The 0.46 acres purchased is needing to be rezoned from "B" to "VW" to match the existing site as part of this submittal.

Note to Applicants

This checklist is a representation of the Town of Emerald Isle's requirements for subdivision, commercial development, rezoning and special use request. While this checklist contains many of the Town's significant requirements, it is not intended to replace the Town Code of Ordinances. Compliance with all requirements of this checklist does not eliminate the applicant's responsibility for compliance with other Town Ordinances not included on this checklist. This checklist has been developed solely for the purposes of communicating many of the significant requirements to applicants and assist Town staff, the Planning Board and Town Board of Commissioners in their review of commercial, site plan, and subdivision review as well as rezoning and special use applications.

The acceptance of this application shall give approval for Town of Emerald Isle Planning Staff, Town Manager, Planning Board Members, and Town Board of Commissioner members to enter the property for the express purposes of gaining an understanding of site conditions prior to consideration of this application and to determine whether all approved work is being completed in accordance with approved development plans.

Any person making such visit must disclose that he/she visited the site and disclose his/her findings at the next regularly scheduled meeting, or sooner to allow the applicant to respond to the findings.

APPLICANT'S SIGNATURE DATE

Brian Keith Burt 11-15-18

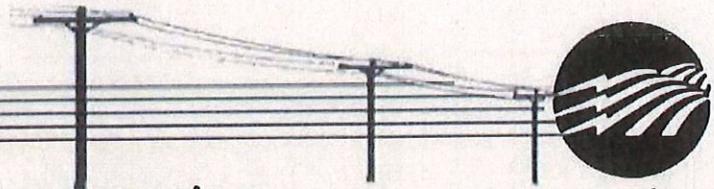
OWNER'S SIGNATURE DATE

REVIEWED BY TOWN STAFF: 12-3-18	
_____	DATE
TOWN PLANNER	DATE
_____	DATE
FIRE CHIEF	DATE
_____	DATE
POLICE CHIEF	DATE
_____	DATE
PUBLIC WORKS DIRECTOR	DATE
_____	DATE
TOWN MANAGER	DATE
_____	DATE
TOWN ENGINEER	DATE

CCEC

Carteret-Craven Electric Cooperative

A Touchstone Energy[®] Cooperative 



December 7th, 2018

Mr. Jonathan L. McDaniel, PE
Bell and Phillips
604 E Cedar Point Blvd.
Cedar Point, NC 28584

Transportation Impact – Phase II
8921 Crew Drive
Emerald Isle, NC 28594
Encroachment Variance

Dear Mr. McDaniel,

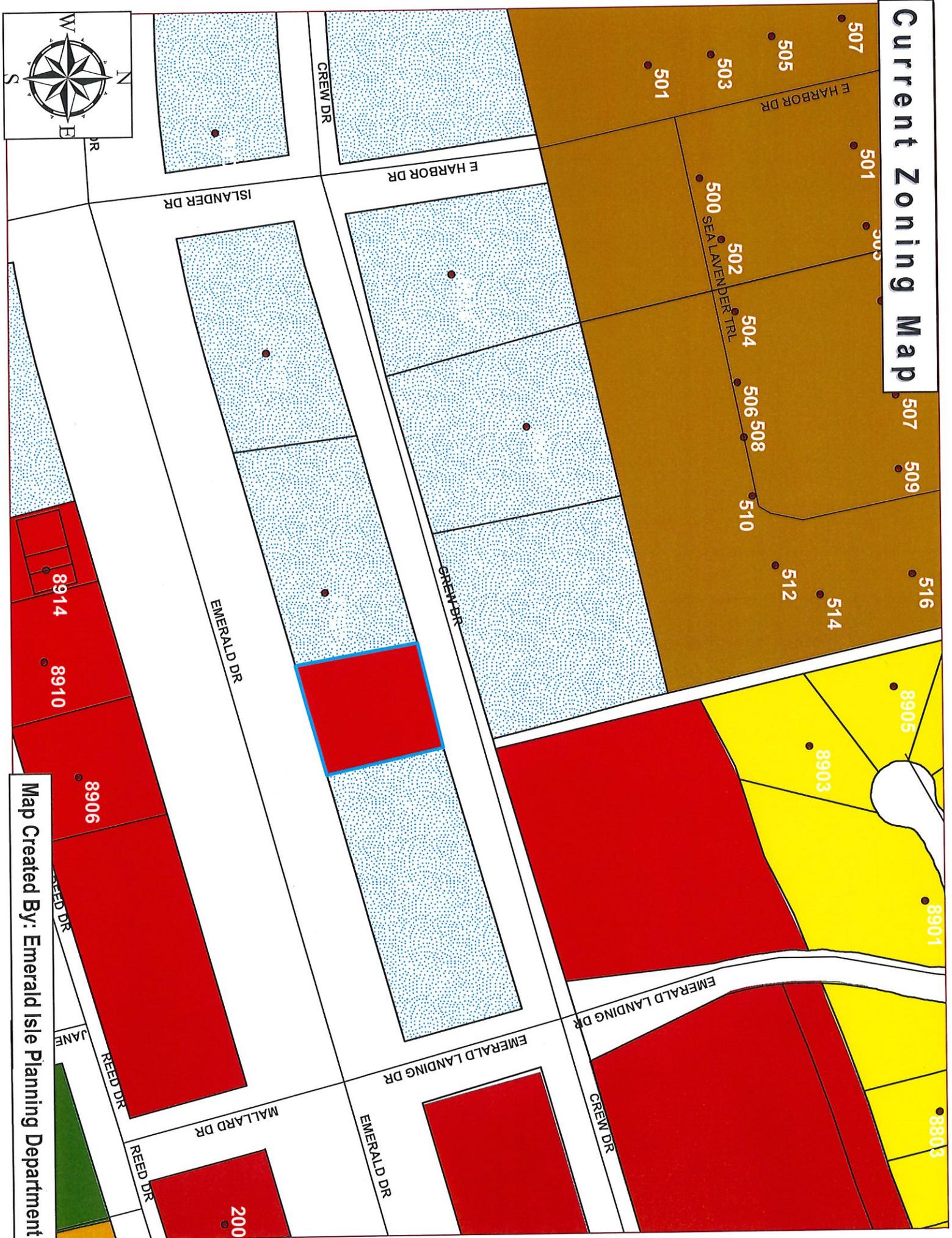
This letter is being issued as confirmation for allowance of a building addition at 8921 Crew Drive in Emerald Isle. The subject property has a portion of the existing building (approximately 15') within our 100' right-of-way for our transmission line carrying 115,000 volts to serve the Bogue Banks area. The existing building was constructed in this location with a variance approved several years ago. We have reviewed the proposed building addition plans and have no objection to its location. Though a portion of the proposed building addition will encroach in our right-of-way, this area is located by pole#0256-052-020 where the transmission lines crosses NC Highway 58 to the south away from the building. This letter is to serve as approval of a variance for the proposed project to encroach in the Carteret-Craven EMC right-of-way. If further information is needed regarding this matter, please contact me.

Respectfully,



Michael Barts
Staking Technician
Carteret-Craven EMC
Office-252-727-2222
michaelb@ccemc.com

Current Zoning Map



Map Created By: Emerald Isle Planning Department

**TOWN OF EMERALD ISLE
DEPARTMENT OF PLANNING AND INSPECTIONS**

**MONTHLY SUMMARY REPORT
FISCAL YEAR 2018-2019**

July

July 2018

Breakdown of Permits with Value

Accessory	(6)	\$	62,000.00
Addition	(2)	\$	28,500.00
Building	(0)	\$.00
New Residential	(1)	\$	282,000.00
Mobile Home	(1)	\$	45,000.00
Repair	(15)	\$	395,224.00
Water Access	(1)	\$	44,600.00

Monthly Total \$ 857,324.00

YTD New Res. (1) \$ 282,000.00

YTD Total \$ 857,324.00

Monthly Fee Total \$ 14,545.70

YTD Fee Total \$ 14,545.70

July 2017 Comparison

Breakdown of Permits with Value

Accessory	(13)	\$	185,895.00
Addition	(3)	\$	56,000.00
Building	(1)	\$	4,500,000.00
New Residential	(5)	\$	3,113,100.00
Mobile Home	(2)	\$	125,000.00
Repair	(16)	\$	405,154.00
Water Access	(2)	\$	36,000.00

Monthly Total \$ 8,421,149.00

YTD New Res. (5) \$ 3,113,100.00

YTD Total \$ 8,421,149.00

Monthly Fee Total \$ 43,818.35

YTD Fee Total \$ 43,818.35

*Department of Planning and Inspections
Fiscal Year 2018-2019
Monthly Summary Report
July, 2018
Breakdown of Inspections Performed*

<u>Current Fiscal Year (July 2018)</u>		<u>Prior Fiscal Year (July 2017)</u>	
Driveway	7	Driveway	4
Dunes and Vegetation	1	Dunes and Vegetation	4
Electrical Equipment Only	8	Electrical Equipment Only	6
Electrical Finals	18	Electrical Finals	9
Electrical Rough-ins	20	Electrical Rough-ins	10
Electrical Temporary Poles	6	Electrical Temporary Poles	4
Finals (dwelling)	11	Finals (dwelling)	6
Finals (miscellaneous)	16	Finals (miscellaneous)	33
Firewall	0	Firewall	0
Flooring	3	Flooring	0
Footings	8	Footings	8
Foundation	4	Foundation	1
Framing	20	Framing	23
Gas	11	Gas	2
Insulation	10	Insulation	5
Lentil	0	Lentil	0
Marriage Wall	2	Marriage Wall	1
Mechanical Change-outs	57	Mechanical Change-outs	21
Mechanical Finals	11	Mechanical Finals	5
Mechanical Rough-ins	11	Mechanical Rough-ins	6
Miscellaneous	36	Miscellaneous	26
Mobile Homes	2	Mobile Homes	1
Nailing	5	Nailing	13
Piling	2	Pilings	2
Plumbing Finals	11	Plumbing Finals	6
Plumbing Rough-ins	25	Plumbing Rough-ins	18
Plumbing in Slab	5	Plumbing in Slab	2
Pool Bonding	2	Pool Bonding	0
Retaining Wall	0	Retaining Wall	0
Service Change	9	Service Change	9
Service Repair	0	Service Repair	0
Service Upgrade	0	Service Upgrade	0
Slab	1	Slab	1
Stormwater/Drainage	7	Stormwater/Drainage	4
<u>Tree/Vegetation Removal</u>	<u>3</u>	<u>Tree Removal</u>	<u>2</u>
Total	332	Total	232
Total YTD 7/31/18	332	Total YTD 7/31/17	232

**TOWN OF EMERALD ISLE
DEPARTMENT OF PLANNING AND INSPECTIONS**

**MONTHLY SUMMARY REPORT
FISCAL YEAR 2018-2019**

August

August 2018

Breakdown of Permits with Value

Accessory	(13)	\$	258,434.00
Addition	(1)	\$	15,900.00
Building	(0)	\$.00
New Residential	(4)	\$	1,675,492.00
Mobile Home	(0)	\$.00
Repair	(19)	\$	262,329.00
Water Access	(1)	\$	10,000.00

Monthly Total \$ 2,222,155.00

YTD New Res. (5) \$ 1,957,492.00

YTD Total \$ 3,079,479.00

Monthly Fee Total \$ 15,522.90

YTD Fee Total \$ 30,068.60

August 2017 Comparison

Breakdown of Permits with Value

Accessory	(11)	\$	127,746.00
Addition	(3)	\$	76,250.00
Building	(0)	\$.00
New Residential	(4)	\$	1,146,528.00
Mobile Home	(1)	\$	79,900.00
Repair	(19)	\$	313,242.00
Water Access	(0)	\$	29,000.00

Monthly Total \$ 1,743,666.00

YTD New Res. (9) \$ 4,259,628.00

YTD Total \$ 10,164,815.00

Monthly Fee Total \$ 16,496.00

YTD Fee Total \$ 60,314.35

*Department of Planning and Inspections
Fiscal Year 2018-2019
Monthly Summary Report
August, 2018
Breakdown of Inspections Performed*

<u>Current Fiscal Year (August 2018)</u>		<u>Prior Fiscal Year (August 2017)</u>	
Driveway	11	Driveway	6
Dunes and Vegetation	2	Dunes and Vegetation	4
Electrical Equipment Only	8	Electrical Equipment Only	7
Electrical Finals	17	Electrical Finals	13
Electrical Rough-ins	19	Electrical Rough-ins	19
Electrical Temporary Poles	2	Electrical Temporary Poles	5
Finals (dwelling)	13	Finals (dwelling)	8
Finals (miscellaneous)	9	Finals (miscellaneous)	21
Firewall	0	Firewall	0
Flooring	2	Flooring	0
Footings	7	Footings	13
Foundation	1	Foundation	4
Framing	31	Framing	40
Gas	12	Gas	8
Insulation	16	Insulation	11
Lentil	0	Lentil	0
Marriage Wall	1	Marriage Wall	0
Mechanical Change-outs	52	Mechanical Change-outs	26
Mechanical Finals	14	Mechanical Finals	11
Mechanical Rough-ins	14	Mechanical Rough-ins	11
Miscellaneous	44	Miscellaneous	38
Mobile Homes	2	Mobile Homes	3
Nailing	11	Nailing	6
Piling	1	Pilings	4
Plumbing Finals	14	Plumbing Finals	12
Plumbing Rough-ins	32	Plumbing Rough-ins	20
Plumbing in Slab	5	Plumbing in Slab	4
Pool Bonding	2	Pool Bonding	4
Retaining Wall	1	Retaining Wall	
Service Change	5	Service Change	5
Service Repair	0	Service Repair	1
Service Upgrade	0	Service Upgrade	0
Slab	5	Slab	6
Stormwater/Drainage	11	Stormwater/Drainage	6
Tree/Vegetation Removal	3	Tree Removal	3
Total	364	Total	320
Total YTD 8/31/18	696	Total YTD 8/31/17	552

TOWN OF EMERALD ISLE
DEPARTMENT OF PLANNING AND INSPECTIONS

MONTHLY SUMMARY REPORT
FISCAL YEAR 2018-2019

SEPTEMBER

September 2018

Breakdown of Permits with Value

Accessory	(12)	\$	216,778.00
Addition	(1)	\$	3,500.00
Building	(0)	\$.00
New Residential	(0)	\$.00
Mobile Home	(1)	\$	79,000.00
Repair	(7)	\$	59,583.00
Water Access	(0)	\$.00

Monthly Total \$ 358,861.00

YTD New Res. (5) \$ 1,957,492.00

YTD Total \$ 3,438,340.00

Monthly Fee Total \$ 6,414.80

YTD Fee Total \$ 36,483.40

September 2017 Comparison

Breakdown of Permits with Value

Accessory	(16)	\$	276,112.00
Addition	(4)	\$	170,840.00
Building	(0)	\$.00
New Residential	(5)	\$	1,576,175.00
Mobile Home	(1)	\$	89,800.00
Repair	(16)	\$	265,547.00
Water Access	(0)	\$.00

Monthly Total \$ 2,378,474.00

YTD New Res. (9) \$ 5,835,803.00

YTD Total \$ 12,543,289.00

Monthly Fee Total \$ 17,794.90

YTD Fee Total \$ 78,109.25

*Department of Planning and Inspections
Fiscal Year 2018-2019
September, 2018
Breakdown of Inspections Performed*

<u>Current Fiscal Year (September 2018)</u>		<u>Prior Fiscal Year (September 2017)</u>	
Driveway	2	Driveway	5
Dunes and Vegetation	2	Dunes and Vegetation	5
Electrical Equipment Only	3	Electrical Equipment Only	2
Electrical Finals	15	Electrical Finals	11
Electrical Rough-ins	3	Electrical Rough-ins	20
Electrical Temporary Poles	2	Electrical Temporary Poles	4
Finals (dwelling)	9	Finals (dwelling)	8
Finals (miscellaneous)	4	Finals (miscellaneous)	15
Firewall	0	Firewall	0
Flooring	0	Flooring	0
Footings	6	Footings	9
Foundation	1	Foundation	3
Framing	6	Framing	23
Gas	3	Gas	10
Insulation	5	Insulation	12
Lentil	0	Lentil	0
Marriage Wall	0	Marriage Wall	1
Mechanical Change-outs	9	Mechanical Change-outs	25
Mechanical Finals	6	Mechanical Finals	7
Mechanical Rough-ins	0	Mechanical Rough-ins	10
Miscellaneous	10	Miscellaneous	45
Mobile Homes	0	Mobile Homes	2
Nailing	4	Nailing	5
Piling	0	Pilings	8
Plumbing Finals	8	Plumbing Finals	6
Plumbing Rough-ins	8	Plumbing Rough-ins	17
Plumbing in Slab	1	Plumbing in Slab	6
Pool Bonding	1	Pool Bonding	2
Retaining Wall	0	Retaining Wall	1
Service Change	7	Service Change	3
Service Repair	0	Service Repair	0
Service Upgrade	0	Service Upgrade	0
Slab	4	Slab	8
Stormwater/Drainage	2	Stormwater/Drainage	4
Tree/Vegetation Removal	2	Tree Removal	2
Total	123	Total	279
Total YTD 9/30/18	819	Total YTD 9/30/17	831

**TOWN OF EMERALD ISLE
DEPARTMENT OF PLANNING AND INSPECTIONS**

**MONTHLY SUMMARY REPORT
FISCAL YEAR 2018-2019**

OCTOBER

October 2018

Breakdown of Permits with Value

Accessory	(6)	\$	57,390.00
Addition	(3)	\$	480,000.00
Building	(0)	\$.00
New Residential	(5)	\$	1,656,800.00
Mobile Home	(0)	\$.00
Repair	(104)	\$	11,291,336.00
Water Access	(4)	\$	87,999.00

Monthly Total \$ 13,573,525.00

YTD New Res. (10) \$ 3,614,292.00

YTD Total \$ 17,011,865.00

Monthly Fee Total \$ 11,003.90

YTD Fee Total \$ 47,487.30

October 2017 Comparison

Breakdown of Permits with Value

Accessory	(20)	\$	237,700.00
Addition	(4)	\$	185,300.00
Building	(0)	\$.00
New Residential	(5)	\$	1,990,575.00
Mobile Home	(0)	\$.00
Repair	(27)	\$	1,001,194.00
Water Access	(1)	\$	16,000.00

Monthly Total \$ 3,430,769.00

YTD New Res. (19) \$ 7,826,378.00

YTD Total \$ 15,974,085.00

Monthly Fee Total \$ 22,313.90

YTD Fee Total \$ 100,423.15

*Department of Planning and Inspections
Fiscal Year 2018-2019
Monthly Summary Report
October, 2018
Breakdown of Inspections Performed*

<u>Current Fiscal Year (October 2018)</u>		<u>Prior Fiscal Year (October 2017)</u>	
Driveway	4	Driveway	4
Dunes and Vegetation	2	Dunes and Vegetation	5
Electrical Equipment Only	4	Electrical Equipment Only	4
Electrical Finals	25	Electrical Finals	9
Electrical Rough-ins	7	Electrical Rough-ins	20
Electrical Temporary Poles	4	Electrical Temporary Poles	8
Finals (dwelling)	9	Finals (dwelling)	7
Finals (miscellaneous)	8	Finals (miscellaneous)	21
Firewall	0	Firewall	0
Flooring	0	Flooring	0
Footings	4	Footings	16
Foundation	0	Foundation	2
Framing	11	Framing	36
Gas	4	Gas	10
Insulation	8	Insulation	7
Lentil	0	Lentil	0
Marriage Wall	1	Marriage Wall	4
Mechanical Change-outs	9	Mechanical Change-outs	19
Mechanical Finals	9	Mechanical Finals	9
Mechanical Rough-ins	6	Mechanical Rough-ins	14
Miscellaneous	26	Miscellaneous	43
Mobile Homes	0	Mobile Homes	0
Nailing	7	Nailing	7
Piling	4	Pilings	1
Plumbing Finals	7	Plumbing Finals	4
Plumbing Rough-ins	18	Plumbing Rough-ins	24
Plumbing in Slab	5	Plumbing in Slab	4
Pool Bonding	0	Pool Bonding	3
Retaining Wall	1	Retaining Wall	1
Service Change	21	Service Change	5
Service Repair	0	Service Repair	0
Service Upgrade	0	Service Upgrade	0
Slab	11	Slab	3
Stormwater/Drainage	6	Stormwater/Drainage	4
Tree/Vegetation Removal	5	Tree Removal	1
Total	222	Total	292
Total YTD 10/31/18	1041	Total YTD 10/31/17	1123

**TOWN OF EMERALD ISLE
DEPARTMENT OF PLANNING AND INSPECTIONS**

**MONTHLY SUMMARY REPORT
FISCAL YEAR 2018-2019**

NOVEMBER

November 2018

Breakdown of Permits with Value

Accessory	(6)	\$	112,900.00
Addition	(2)	\$	55,000.00
Building	(0)	\$.00
New Residential	(2)	\$	576,386.00
Mobile Home	(0)	\$.00
Repair	(18)	\$	1,784,400.00
Water Access	(2)	\$	5,500.00

Monthly Total \$ 2,534,186.00

YTD New Res. (12) \$ 4,190,678.00

YTD Total \$ 19,546,051.00

Monthly Fee Total \$ 11,017.60

YTD Fee Total \$ 58,504.90

November 2017 Comparison

Breakdown of Permits with Value

Accessory	(15)	\$	221,080.00
Addition	(3)	\$	266,231.00
Building	(0)	\$.00
New Residential	(2)	\$	575,000.00
Mobile Home	(0)	\$.00
Repair	(18)	\$	390,285.00
Water Access	(1)	\$	9,780.00

Monthly Total \$ 1,462,376.00

YTD New Res. (21) \$ 8,401,378.00

YTD Total \$ 17,436,461.00

Monthly Fee Total \$ 12,822.70

YTD Fee Total \$ 113,245.85

*Department of Planning and Inspections
Fiscal Year 2018-2019
Monthly Summary Report
November, 2018
Breakdown of Inspections Performed*

<u>Current Fiscal Year (November 2018)</u>		<u>Prior Fiscal Year (November 2017)</u>	
Driveway	1	Driveway	5
Dunes and Vegetation	2	Dunes and Vegetation	2
Electrical Equipment Only	5	Electrical Equipment Only	12
Electrical Finals	12	Electrical Finals	18
Electrical Rough-ins	23	Electrical Rough-ins	11
Electrical Temporary Poles	4	Electrical Temporary Poles	4
Finals (dwelling)	7	Finals (dwelling)	11
Finals (miscellaneous)	2	Finals (miscellaneous)	23
Firewall	0	Firewall	0
Flooring	0	Flooring	0
Footings	3	Footings	13
Foundation	0	Foundation	0
Framing	11	Framing	23
Gas	4	Gas	10
Insulation	38	Insulation	19
Lentil	0	Lentil	0
Marriage Wall	3	Marriage Wall	0
Mechanical Change-outs	26	Mechanical Change-outs	9
Mechanical Finals	7	Mechanical Finals	14
Mechanical Rough-ins	12	Mechanical Rough-ins	13
Miscellaneous	41	Miscellaneous	45
Mobile Homes	0	Mobile Homes	0
Nailing	5	Nailing	10
Piling	4	Pilings	0
Plumbing Finals	8	Plumbing Finals	11
Plumbing Rough-ins	19	Plumbing Rough-ins	26
Plumbing in Slab	2	Plumbing in Slab	7
Pool Bonding	3	Pool Bonding	5
Retaining Wall	1	Retaining Wall	3
Service Change	11	Service Change	8
Service Repair	0	Service Repair	0
Service Upgrade	0	Service Upgrade	0
Slab	2	Slab	9
Stormwater/Drainage	5	Stormwater/Drainage	8
Tree/Vegetation Removal	2	Tree Removal	2
Total	263	Total	321
Total YTD 11/30/18	1304	Total YTD 11/30/17	1444