PLANNING AND ZONING BOARD/LOCAL PLANNING AGENCY
Monday, January 3, 2011
Community Center-509 Ocean Avenue
7:00 pm

MINUTES

I. CALL TO ORDER - 7:02 p.m.

II. ROLL CALL

Present were

Chairman David Campbell
Vice Chairman Susan Dieterle
Member James Flanagan
Member Tom Davis
Alternate Member Belsten

Town Manager Hoskovec
Town Planner Dennis Ragsdale
Deputy Clerk Jennifer Howland
Building Official Phoenix

Absent were

Member Coleen Doyle

III. APPROVAL OF MINUTES

December 6, 2010

Moved by Vice Chairman Dieterle; seconded by Member Davis to approve the minutes of the December 6, 2010 meeting. Question called; motion carried, 5-0.

IV. PUBLIC HEARINGS

None

V. NEW BUSINESS

1. Discussion and possible recommendation of change in sign regulations, specifically listed in 7A-52(c)(1)a of the Land Development Code.

Planner Ragsdale explained the reason for the possible code revision.

Chairman Campbell said he understood the problem and asked if there should be a cap on the square footage in addition to the ten percent.

Planner Ragsdale answered that there should be a cap and gave an example.

Chairman Campbell asked for the size of Savers sign.

Planner Ragsdale answered 96 sq ft.

Building Official Phoenix said the sign is eight percent of the façade of the building and the dimensions are about 20' x 80'.

There was discussion on sign issues not pertinent to the discussion at hand.

Planner Ragsdale said he will put something together for the next meeting.

Town Manager asked if 100 sq ft is going to be the cap.

Chairman Campbell and Vice Chairman Dieterle answered yes.

Alternate Member Belsten asked if they wanted a height requirement on the sign.

Planner Ragsdale said it should be implied that the sign cannot exceed the height of the top building line. He said he will look into it and if it is not implied he will add it into the wording.

VI. OLD BUSINESS

1. Continued discussion regarding definitions in the existing Land Development Code and the Comprehensive Plan.

Planner Ragsdale said by next meeting he will have gone through the cross-referencing. He said the Comprehensive Plan has been found in compliance.

Chairman Campbell asked when the clean copy of the plan will be available.

Planner Ragsdale said his assistant April is working on it and he will try to have it by next meeting.

The board discussed the definition of "GEOGRAPHICAL SERVICE AREA."

Planner Ragsdale said it is from the Comp Plan and will have a consistent definition when it is put into the code.

The board discussed the definition of "GREEN ROOFS."

Chairman Campbell asked if this refers to a sod roof.

Planner Ragsdale said it does not refer to a sod roof.

Chairman Campbell said if a roof is used to collect water for use in irrigation, it is not considered a green roof according to the definition.

Planner Ragsdale said he will look at the definition and adjust it accordingly.

The board discussed the definition of "HEIGHT OF BUILDING."

Chairman Campbell said the definition does not coincide with the current use of the code. He said regulation criteria may have to be put into this definition because of height controversies.

Planner Ragsdale said the code can do a better job of making sure no one builds above the required height. He suggested that drawings be put in the code definitions to make the meaning easier to understand.

The board discussed the definition of "HIGHEST ADJACENT GRADE."

Chairman Campbell said this definition is not needed.

The board discussed the definition of "HISTORICAL TRAFFIC GROWTH MAP."

Planner Ragsdale said the County and the State keeps the counts, therefore the Town Manager doesn't have to. He said the level of service was lowered in the Comprehensive Plan so that the Town doesn't miss out on State help because they don't meet the level of service.

The board discussed the definition of "HOTEL."

Planner Ragsdale explained why this definition needs to be updated.

Alternate Member Belsten asked why, "office supervised by a person in charge," was crossed out of the definition.

Planner Ragsdale answered if it said that then if the hotel is not supervised, it can't be a considered to be a hotel.

Town Manager Hoskovec said hotels need to be differentiated from boarding houses.

The board discussed the definition of "IMPERVIOUS SURFACE."

Chairman Campbell asked when a pervious surface becomes impervious.

Planner Ragsdale said they need to put in a percent. He said he will look at modern literature to distinguish between impervious, pervious, and semi-pervious.

Chairman Campbell said make sure those words get properly defined.

The board discussed the definition of "INFILL DEVELOPMENT AREA."

Chairman Campbell questioned the phrase, "at least four dwelling units per acre," in the definition.

Planner Ragsdale said the definition isn't needed since everything you do in Town is infill. He said there is no need to differentiate it out.

The board discussed the definition of "LAND USE DESIGNATION."

Chairman Campbell asked what the line, "All uses noted as examples are not permitted within each zoning classification permitted within the designation," is trying to say.

Planner Ragsdale tried to explain why the line is included in the definition. He said it may be removed, but should stay to protect the Town from the judges. He said he will check with Town Attorney Gougelman.

The board discussed the definition of "LIMITED ACCESS FACILITY."

Chairman Campbell said he agrees that it is not needed in the definitions.

The board discussed the definition of "LIVING AREA."

Chairman Campbell said asked how the definition is affected by the code regulation for zoning district 3RS where half the garage is included in the total living area.

Planner Ragsdale said it is in conflict with the definition. He said maybe 3RS should be put in as an exception.

Chairman Campbell said the word "minimum" should be removed from the definition and possible add, "except in 3RS."

The board discussed whether adding porch adds to the living area.

Planner Ragsdale suggested changing the code section for 3RS.

Chairman Campbell said he didn't want to change the code and said he'd prefer to strike "minimum."

The board discussed the definition of "LIVING QUARTER."

The board discussed whether the word "or" should be "and" and decided that they needed to check with Town Attorney Gougelman before changing it.

The board discussed the definition of "LOT."

Planner Ragsdale said the code definition is too regulatory and explained why the definition doesn't work.

Chairman Campbell said he doesn't have a problem with the new definition.

The board discussed the definition of "CORNER LOT."

Planner Ragsdale said he tried to draw out the definition, but couldn't. He said he will look at other definitions that will work.

The board discussed the definition of "LOT COVERAGE."

Chairman Campbell asked if it should also include detached garages.

Planner Ragsdale said some codes have another regulation for open space.

The board discussed what lot coverage is and should be.

Town Manager Hoskovec suggested that Planner Ragsdale check with St. Johns to check on percentage of impervious coverage.

Chairman Campbell said detached garages should be included since attached garages are required to be included in lot coverage.

The board discussed the definition of "LOT DIMENSIONS."

Planner Ragsdale said he will include a drawing and reword this definition.

The board discussed the definition of "LOT, INTERIOR."

Planner Ragsdale said houses with a street in the front and back are not considered interior lots. He said the purpose of the definition is for the purpose of side setbacks.

The board discussed the definition of "LOT LINES."

Planner Ragsdale said lot lines and right-a-way lines are the same thing.

The board discussed the definition of "LOT OF RECORD."

Planner Ragsdale said the line "the effective date of the chapter," should be removed.

Town Manager Hoskovec said the Town Attorney will probably agree, but Planner Ragsdale should check with him.

The board discussed wither or not to leave in, "the effective date or this chapter," or to put in an actual date.

Vice Chairman Dieterle said lot of record is covered in 7A-81.

Chairman Campbell said there is no way to tell when a definition is added, therefore the date is not necessary, especially since it is covered well in 7A-81.

Member Davis asked if this is for residential lots only.

Planner Ragsdale said yes, commercial lots are covered in an amendment.

VII. ITEMS TO BE ADDED TO THE AGENDA FOR FUTURE MEETINGS

VIII. ADJOURNMENT

Motion made to adjourn by Alternate Member Belsten; seconded by Member Davis. Question called; motion carried 5-0.

Meeting adjourned at 8:41 p.m.

Jennifer Howland	David Campbell
Deputy Town Clerk	Chairman