

**FINAL**



## **Town of Southern Shores**

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### **Planning Board Meeting**

**January 19, 2021**

**5:30 p.m., Pitts Center**

### **MEETING MINUTES**

#### **I. CALL TO ORDER:**

Chairperson Andy Ward called the meeting to order at 5:30 p.m. Planning Board Members Lynda Burek, Tony DiBernardo, Ed Lawler, Andy Ward, alternate member Jan Collins, alternate member Robert McClendon, and Deputy Town Manager/Planning Director Wes Haskett were present. Alternate member Robert McClendon sat as a voting member in David Neal's absence.

#### **II. PLEDGE OF ALLEGIANCE:**

Chairperson Ward led the Pledge of Allegiance.

#### **III. APPROVAL OF AGENDA:**

Tony DiBernardo motioned to approve the agenda. Robert McClendon seconded the motion. The motion passed unanimously (5-0).

#### **IV. ELECTION OF OFFICERS:**

Tony DiBernardo motioned to nominate Andy Ward as Chairperson. Lynda Burek seconded the motion. The motion passed unanimously.

Andy Ward motioned to nominate Tony DiBernardo as Vice Chairperson. Lynda Burek seconded the motion. The motion passed unanimously.

#### **V. APPROVAL OF MINUTES:**

Chairperson Ward suggested a minor revision to the May 4, 2020 Special Meeting minutes. Lynda Burek motioned to approve the draft minutes of the May 4, 2020 Special Meeting (as amended), the May 18, 2020 Planning Board meeting, and the July 2, 2020 Special Meeting. Ed Lawler seconded the motion. The motion passed unanimously.

#### **VI. PUBLIC COMMENT:**

None.

#### **VII. OLD BUSINESS:**

None.

#### **VIII. NEW BUSINESS:**

A. Final review of Chapter 4, Definitions; Chapter 22, Zoning; Chapter 26, Subdivisions; and Chapter 28, Flood Damage Prevention in the Adoption Draft of the Town Code Update

Wes Haskett presented a presentation that outlines the history of the Town Code Update project and the next steps required for adoption.

The Board discussed how to move forward and requested copies of the minutes from previous key Planning Board meetings to see how the previous Board conducted their review.

Chairperson Ward stated that it is important that all previously approved Zoning Text Amendments (ZTAs) have been addressed properly.

Wes Haskett stated that he had reviewed the four Chapters again and found many minor errors that can be corrected easily by submitting them directly to CodeWright Planners. There are also several topics in the Zoning Chapter that will require additional Board discussion, such as rules of measurement.

The Board requested a list of topics for the Board to discuss at future meetings and agreed to begin their review by starting with Chapter 4, Definitions at the February 16, 2021 Planning Board meeting.

**IX. PUBLIC COMMENT:**

None.

**X. PLANNING BOARD MEMBER COMMENTS:**

None.

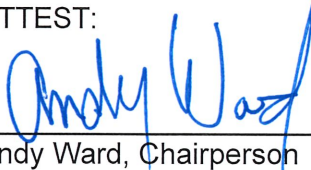
**XI. ANNOUNCEMENTS:**

Wes Haskett stated that the next meeting will be held on February 16, 2021. Chairperson Ward asked if the meeting should begin at 5:00 p.m. instead of 5:30 p.m. The Board agreed to change the meeting time from 5:30 p.m. to 5:00 p.m.

**XII. ADJOURNMENT:**

Tony DiBernardo motioned to adjourn. Lynda Burek seconded the motion and the meeting adjourned at 6:25 p.m.

ATTEST:

  
\_\_\_\_\_  
Andy Ward, Chairperson

RESPECTFULLY SUBMITTED:

  
\_\_\_\_\_  
Wes Haskett, Deputy Town  
Manager/Planning Director