



*City of Boiling Spring Lakes*  
9 East Boiling Spring Road  
Boiling Spring Lakes, NC 28461

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**Planning Board**  
**July 14, 2015**  
**7:00 P.M.**  
**City Hall**

**CALL TO ORDER:**

The regular monthly Planning Board meeting was held at City Hall on July 14, 2015 Chairman Bill Clark called the meeting to order at 7:00p.m.

**ATTENDANCE: ~**

Note ~ Member Ray Rumsey has resigned ~ Nancy Crawford will be a full member.

***Members Present ~***

Bill Clark, Chairman      Jeremy Sexton      Bill Sraver      Nancy Crawford      Gene Fiorvante

***Members Absent ~*** None

***Staff Present ~***

Jim Nicholas ~ Building Inspector      Maggie Della Badia ~ Administrative Assistant  
Bill Murphy ~ City Engineer ~ Excused Absence

**AGENDA ~**

**A motion was made by Bill Sraver and seconded by Gene Fiorvante to approve the agenda.**

**Motion Carried 5-0**

**APPROVAL OF MINUTES ~ Minutes of the June 9, 2015 Meeting.**

**A motion was made by Gene Fiorvante and seconded by Jeremy Sexton to approve the minutes as written.**

**Motion Carried 5-0**

## **PRESENTATION ~ Comprehensive Land Use Plan ~ By Cape Fear Council of Government.**

**Speakers ~** Chris May ~ Director –Cape Fear Council of Governments.  
Jake Vares ~ Regional Planning Manager

Chris May introduced himself and Jake Vares. He explained they are part of the planning team that will be working on updating the city's land use plan. They are looking to update the plan, review some of the ordinances and meet with the people in the community to see what they would like to see in the plan over the next ten to twenty years. Mr. May provided the Planning Board a copy of the proposal and a timeline. He explained the Council of Governments will support you and give you everything you need to update the plan. We provide programs to local government services, ageing and workforce development as well as transportation planning. Mr. May explained he has quite a bit of experience with resort towns, or seasonal towns where you have a lot of folks that are here part time and a lot of people who have retired here.

Mr. May referenced the time line provided and stated Jacob will explain the phases. They are hoping this will be complete within a year to a year and a half. There may be items that need to be looked into a little deeper. We are not going to be trying to push it along, we will move at a pace you are comfortable with. Mr. May will start the very first public participation meeting asking the citizens if you could do five things that would fix planning and provide for the future of Boiling Spring Lakes, what would that be? The citizens can contribute their ideas.

They will be updating the information required for the CAMA land use plan. In a CAMA county in North Carolina the Coastal Area Management Act requires a land use plan which is updated from time to time. We will make sure Boiling Spring Lakes is compliant and get Coastal Resources Commission approval. It could take the CRC some time to approve it.

Jake Vares explained he will be the project manager and will be attending Planning Board meetings until the project is finished and adopted. Jake explained what to expect at the next Planning Board meeting. He will be starting to put together a questionnaire based on the city's issues, feedback from the public at the first citizens meeting and from the Planning Board input as well. He will incorporate all of the comments. Once the Board and City Manager approve the questionnaire he would like to have it online and at various places around the town. He would like to get the questionnaire out as soon as possible to have the most amount of time to collect more results from respondents.

Jake explained, as he begins to fill out the chapters of the Land Use Plan the Planning Board will receive drafts from him to review and make comments. Toward the end of the plan process will be the adoption, the CRC and the Policy Section. The plan will need to be adopted by Planning Board, the Board of Commissioners and the CRC. Since this is an enhancement it will cover all of the requirements the Division of Coastal Management under DENR requires for a CAMA Plan. He also plans on adding chapters as well so it will serve as more of a comprehensive plan which is more detailed. He hopes to have some maps done for the next Planning Board meeting.

Jake Vares asked the members if they had any questions. Bill Sraver explained he has two concerns. One is the time line. The City Commission has put aside some things the citizens think should be done very soon. To think about waiting twenty months for some action to be taken concerns him considerably.

Bill Sravers second concern is that we give every citizen in the community an opportunity to respond and we make it easy for them to respond. In the past we have gotten less than five or ten percent response from people because we haven't given them the opportunity to respond. They have had to come to us to pick up a questionnaire. His idea is send something to them in the mail with a postage paid envelope to send it back. This will give our citizens an opportunity to respond without having to take some unusual action on their part, this hasn't been done in the past.

Chris May responded to Mr. Sraver's concerns. At each step of the plan if we identify something that needs to be done right away at the pleasure of this board and the council we can expedite that portion. We will make sure we have information mailed out to citizens. There will be a blog set up on the Cape Fear Council of Governments website and citizens can get a running account of what's going on and have interaction. They can ask questions and someone will respond. Mr. May explained he needs information from the board where the gathering places are and they will visit them. Mr. May explained the City Manager was also concerned about making sure people are involved and seeking them out to be involved.

Jake Vares explained he likes the idea of holding a public engagement session in a public space or at an event where people are gathered and an idea of having questionnaires inserted in water bills.

Bill Clark asked what the process for the survey will be. Jake Vares explained he will create a questionnaire for the Planning Board to review, edit and approve. The results will come in online and hard copies. Bill Clark asked when the survey will be going out to the public. Jake Vares answered as soon as possible.

Bill Clark asked what some of the chapters will entail for the Land Use Plan. Jake explained with CAMA Land Use Plans the Division of Coastal Management provides the chapters. Some are history, executive summary, community profile, future land use, recommendations and policies. Chapters will vary for a comprehensive plan.

Bill Clark explained the Planning Board has been working on changes such as; allowing for multi use and expanding zoning for duplexes. Bill Clark asked if these changes are something that should be put on hold until this developed? Jake Vares answered it can work in conjunction with the plan.

Chris May explained for example the issue for multi family, if the Planning Board has identified an area that has the right characteristics and infrastructure to support it, streets, water and sewer and it makes sense and the council is generally in favor as well as the citizens; there is no need to wait. A text amendment can be prepared to move forward.

Bill Clark asked if the Board of Commissioners and the citizens have an area they would like to see apartments, duplexes or multi use, would that be something you would have any input from the plans you develop? Chris May responded yes, we can give you representative language, tell you what has been done in other places, and give you all the recommendations that support it. Chris May explained when you put multi family homes in an area, you are multiplying the amount of intensity that is going to happen on that property. You have to think of everything around it. Do you have enough water and sewer available, are the streets big enough, will you need a stop light? There are a lot of things to look at. Commercial is another area to look at. People need some conveniences in the city so they don't have to go to other cities to shop.

**PUBLIC COMMENT** ~ No public comment.

## **OLD BUSINESS ~**

### **1. Indoor/ Outdoor Archery Ranges ~ Tabled from June 9, 2015 Meeting**

#### **This will be a new Section 6.53 Indoor/Outdoor Archery Range**

Bill Clark explained he spoke with a range owner and a National Archery Association representative from North Carolina. It is basically the same as a firing range. Bill mentioned a few North Carolina cities and explained they require a two million dollar general liability insurance policy. In order to get the insurance they require a level four certified instructor to be on staff. An indoor range is set up according to NFAA or NAA rules and guidelines.

Bill Clark suggested the following verbiage ~

Indoor or outdoor ranges will be set up in accordance with the Archery Trade Association guidelines and recommendations or another nationally accredited known archery association.

The Board discussed and decided to require a five acre minimum.

Insurance requirements to be ~

One million on General Aggregate

Two million on General Liability

**A motion was made by Jeremy Sexton and seconded by Gene Fiorvante to approve the indoor/outdoor archery range as listed.**

**Motion Carried 5-0**

### **2. Indoor Firing Ranges ~ Review Verbiage**

#### **This will be a new section 6.52 Indoor Firing Ranges**

The board discussed what zoning districts to allow indoor firing ranges and decided on C-1 and Light Industrial.

The board decided to allow archery ranges in C-1 and Light Industrial zones and create a new section 6.53.

**A motion was made by Jeremy Sexton and seconded by Gene Fiorvante to forward the indoor firing range as published as 6.52 for zoning districts C-1 and Light industrial and also section 6.53 Indoor/outdoor archery ranges in the same zoning districts.**

**Motion Carried 5-0**

### **3. UDO Section 6.6.1 Building Restrictions ~ Detached Garage/Storage Buildings**

Nancy Crawford asked what brought about to change this verbiage? Bill Clark explained two people talked to the board about it. Their concern was that their roof line was low. When talking with Jim Nicholas he explained currently a garage can not be above the ridge of your house but an out building can go almost ten feet above the ridge, up to twenty eight feet. Bill Clark explained when a building is much higher than the house it looks strange. During last months meeting it was discussed to make it so out buildings can not exceed the height of the house. Nancy Crawford

asked how that looks stranger than having different heights of houses? Bill Clark explained due to the proximity.

Nancy Crawford explained on page 6.5 under waterfront property it says all buildings must be fifty feet from the property line. Jeremy Sexton explained the section references the “foundation foot print”, there wouldn't be a foundation for a temporary building.

Nancy Crawford stated she did not see a need or justification to make this change and for her there has not been enough presented to the board that this is a problem.

**A motion was made by Bill Sraver and seconded by Jeremy Sexton to submit to the commissioners the proposed changes to section 6.6.1.**

**Motion Carried 4-1 (Nancy Crawford opposed)**

**NEW BUSINESS: ~ None**

**OTHER BUSINESS ~ None**

**NEXT MEETING AGENDA ITEM'S:**

1. Cape Fear Council of Government Land Use Plan Items.

**AJOURNMENT:**

**A motion was made by Gene Fiorvante and seconded by Bill Sraver to adjourn the meeting at 8:01 pm**

**Motion Carried 5-0**

**Respectfully Submitted by,  
Maggie Della Badia ~ Administrative Assistant**