



City of Boiling Spring Lakes

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**Planning Board
August 9, 2022
6:30 P.M. ~ City Hall**

CALL TO ORDER:

The Planning Board meeting was held at City Hall on August 9, 2022. Chairman, Lucille Lauderville, called the meeting to order at 6:30 p.m.

ATTENDANCE:

Members Present: Lucille Lauderville, Sharon Zakszeski, Joan Kinney, Chip Hering, Carrie Moffett, Stephanie Bodmer

Members Absent: Michael Magee excused

Staff Present:

Mark Bloomer, Planning & Zoning Administrator
Suzanne Price, Administrative Assistant

AGENDA:

A motion was made by Chip Hering, and seconded by Joan Kinney, to approve the August 9, 2022 agenda, with the City Master Plan added as a 4th item under New Business.

Motion carried 5-0

MINUTES – July 12, 2022

A motion was made by Joan Kinney and seconded by Sharon Zakszeski, to approve the minutes of the July 12, 2022 meeting.

Motion carried 5-0

PUBLIC COMMENT:

None.

OLD BUSINESS:

1. **GROCERY STORE INFO:** Mark Bloomer reported there have been no new developments on the grocery store.
2. **GRANT REPRESENTATIVE INFORMATION:** Guest Speaker Todd Ausborn from the Grants Committee and Suzanne Tungate the City’s Financial Director both spoke on what the Grants Committee does and how the Planning Board can assist them in finding future grants. Mr. Ausborn explained how grants are found and the process to apply for them. He talked about ways the Planning Board can get things ready for the Grants Committee by doing some of the preliminary steps. He also explained how they are collecting information and preparing for grants that are coming in the future. Ms. Tungate explained about the City Center Master Plan, how it needs to be developed and then how it should be implemented. She spoke about the Grants Committee looking for grants to help assist the city in completing and then implementing a City Center Master Plan. She also informed the Planning Board that any items they come up with needs approval form the Board of Commissioners.
3. **GRANT REQUEST IDEAS FROM OPEN SPACE MASTER PLAN/PEDESTRIAN PLAN:** Tabled until a later date

NEW BUSINESS:

1. **Major Site Plan** – Parcel 15700006 DHLN Holdings LLC
 The Lakes Golf Clubhouse. Mark Bloomer presented a Staff Report along with the TRC Reviews and comments, for the Lakes Club House to the Planning Board. There was discussion about the current clubhouse being Zoned R1 and the new Clubhouse being Zoned Recreational. There was questions from the Board that the Owner Roger Dutton addressed. He explained that the impact on the homes neighboring the new Clubhouse is buffered by a wooded lot, and they are meeting all setbacks that are required by the city. He also explained the septic system is will be on the same side of the road as the club house. Once the new clubhouse is complete The Lakes Golf Club will no longer use the current Clubhouse. Mr. Dutton also explained the about the parking and the pavement at the new clubhouse. There is also no impact on the Planned Residential Development.
Motion made by Joan Kinney and seconded by Sharon Zakszeski to approve site plan with TRC Review comments being addressed.
Motion carried 5-0

2. **Major Site Plan** – Parcel 173HI001 KGM Holdings
 The Lakes Storage. Mark Bloomer presented a Staff Report along with TRC Review comments for The Lakes Storage. A question was raided about sidewalks, Mr. Mark Kennedy explained that sidewalks are included on the site plan and will be included. There were concerns about the traffic on Highway 87 and Fifty Lakes Dr., Mr. Kennedy explained that the driveway has been shifted on the Master site plan. He went on to inform the Planning Board that he had not submitted his driveway permit to NC DOT, he is waiting on the site plan approval. There was a concern about the R2 zone behind the property and future development of that property. Mr. Kennedy reported the set back on the back side is 15 ft. and there would be fencing surrounding the property.

Motion made by Carrie Moffett and seconded by Sharon Zakszeski to approve site plan with TRC Review comments being addressed and driveway being moved 200 ft. south of present location.

Motion carried 3-1

Joan Kinney abstained from voting, board members approved.

3. **PROCESS TO MAKE CHANGES IN UDO:** Mr. Bloomer explained to the board the process for making changes to the UDO, he then passed a copy to each member of Article 4 of the UDO. He also informed the board that any changes have to go before the Board of Commissioners and the city attorney.
4. **City Master Plan:** Discussion of a City's Master Plan that had been presented to the Planning Board sometime in 2006, Lucille Launderville requested that Mr. Bloomer to try and find a copy of the plan.

Discussion: Roger Dutton talked about how the city might be interested in purchasing the current clubhouse for use as a community center. There was discussion about possible grants to help the city with the purchase, if the city wanted to invest in the property.

Announcements: None

A motion was made by Sharon Zakszeski, and seconded by Joan Kinney, to adjourn the meeting at 8:04 P.M.

Motion carried 5-0

*Respectfully submitted by,
Suzanne Price, Administrative Assistant*

STAFF REPORT

To: Planning Board
From: Mark Bloomer, Planning and Zoning Administrator
Date: July 26, 2022
Re: Major Site Plan – Proposed New Clubhouse for The Lakes Golf Course

INTRODUCTION

This staff report summarizes the major site plan that has been submitted for a proposed clubhouse for The Lakes Golf Course. The clubhouse is proposed to be constructed on a 3.57 acre portion of 590 South Shore Drive. This property is parcel 15700006, and it is across the street from the current clubhouse. The address of the current clubhouse is 591 South Shore Drive. I have enclosed a location map for your convenience. The proposal also includes two golf cart storage buildings, a putting green and 64 parking spaces in a gravel parking lot. The properties surrounding the subject property are zoned R-1, and the property to the East is zoned PRD.

This project proposes the disturbance of greater than 1 acre of the tract therefore classifying it as a major site plan and requiring approval of the Planning Board. The golf course was sold in the last few years. The new owners wish to build the new clubhouse since they do not own the old clubhouse. In accordance with TRC requirements, the proposed site plan was submitted to Brunswick County Engineering (Stormwater), the Town's Engineer, the Director of Parks and Recreation, the Fire Chief, the Police Chief, the Public Works Director, NCDOT, and the Chief Code Enforcement Officer for review. TRC Comments are attached. I have attached a copy of the Letter of Approval with Modifications and Performance Reservations from the North Carolina Department of Environmental Quality for the erosion and sedimentation control plan. I have also enclosed a copy of the architectural plans. The plans are not complete, they are very difficult to review because of the size of the drawings. I have requested better copies of the plans, and Roger Dutton will be hiring an architect to finish the drawings.

Upon review of the proposed site plan and all TRC recommendation, the UDO Administrator recommends approval of the major site plan subject to TRC recommendations/comments.

Attachments: Site plan, application, TRC recommendations/comments, location map, letter from the North Carolina Department of Environmental Quality, architectural plans.

STAFF REPORT

To: Planning Board
From: Mark Bloomer, Planning and Zoning Administrator
Date: July 26, 2022
Re: Major Site Plan – BSL Self Storage

INTRODUCTION

This staff report summarizes the major site plan that has been submitted for a proposed storage facility. The facility is proposed for parcel 173HI001, and the tract is 5.61 acres. The tract is located on Highway 87 near Fifty Lakes Drive, and it is zoned C-1. The properties to the North and East are zoned C-1, and the properties to the West are zoned R-2. The properties to the East (across Highway 87) are zoned C-1. I have enclosed a location map for your convenience.

Mark Kennedy is proposing to build a total of six storage buildings on the property as well as a detention pond. He constructed the existing storage facility that is located at 109 Garage Road here in Boiling Spring Lakes. The total square footage of all of the proposed buildings combined would be 124,200 square feet, and an office is proposed to be located in Building 1. Gates are proposed to control access to the property. This project proposes the disturbance of greater than 1 acre of the tract therefore classifying it as a major site plan and requiring approval of the Planning Board. In accordance with TRC requirements, the proposed site plan was submitted to Brunswick County Engineering (Stormwater), the Town's Engineer, the Director of Parks and Recreation, the Fire Chief, the Police Chief, the Public Works Director, NCDOT, and the Chief Code Enforcement Officer for review. TRC Comments are attached.

Upon review of the proposed site plan and all TRC recommendations, the UDO Administrator recommends approval of the major site plan subject to TRC recommendations/comments.

Attachments: Site plan, application, TRC recommendations/comments, location map

Required Motion: Motion to recommend approval, denial or conditional approval of the major site plan.

Planning Board Motion: TBD

Follow-up Needed: Zoning permit issuance by Planning and Zoning Administrator