

**TOWN OF HOLDEN BEACH  
PLANNING & ZONING BOARD  
JANUARY 28, 2025 – 3:30PM**

The Planning & Zoning Board of the Town of Holden Beach met for their Regular Meeting on Tuesday, January 28, 2025, at 3:30 p.m. in the Town Hall Public Assembly. Present were Vice Chair Aldo Rovito; Regular Members Kate Day, Chad Hock, and Maria Surprise; Alternate Member Mark Francis; Planning Director Tim Evans; Development Services Officer Janna Pigott; and Plan Reviewer/ Building Inspector Carey Redwine.

**CALL TO ORDER**

The meeting was called to order at 3:33 p.m.

**ROLL CALL**

Regular Member Ashley Royal and Alternate Member Pete Pallas were absent. All the other members were present.

**PUBLIC COMMENTS ON AGENDA ITEMS**

No comments.

**SWEARING IN OF NEW BOARD MEMBERS**

Town Clerk Heather Finnell swore in Kate Day, Maria Surprise, and Chad Hock as Regular members and Mark Francis as an Alternate Member.

**APPROVAL OF MINUTES**

*Regular Member Chad Hock motioned to approve the minutes of April 23, 2024; Regular Member Kate Day seconded; approved by unanimous vote.*

**DISCUSSION AND POSSIBLE ACTION ON VOTING TO APPROVE THE MEETING SCHEDULE FOR 2025**

*Regular Member Kate Day motioned to approve the meeting schedule for 2025; Regular Member Maria Surprise seconded; approved by unanimous vote.*

## **DISCUSSION AND POSSIBLE ACTION FOR AMENDING TOWN ORDINANCE 157.085-RELOCATION OF BUILDINGS**

Director Evans explained that in previous years when storms were recurring more often, they would grant temporary approval to relocate a structure onto another lot and one of the requirements to be able to move it was that it had to go before the Board of Adjustment prior to moving the structure. Director Evans stated that the language was never removed, and it contradicts the North Carolina Building Code and that it became a timely and costly matter to property owners because they had to get approval from the Board of Adjustment to move their structure and then would have to wait on approval for the building permit. Director Evans stated that if someone wanted to move a structure onto a nonconforming lot it would still have to go before the Board of Adjustments. Director Evans stated that the property owner could get caught in a conflicting situation if the Board of Adjustments approved a structure to be moved but once reviewed, would not meet the requirements of the North Carolina Building Code and that by amending the Ordinance it would be treated as any other new construction and plans would have to be submitted and review by the Building Department. Regular Member Kate Day asked if the amendment would put it at equal footing with what is required by the State and Evans stated that it would. Regular Member Chad Hock asked why the adjacent neighbors would not have to be notified if the Ordinance is revised and Evans stated that if the property required a CAMA permit the adjacent properties would still have to be notified but if the property didn't require a CAMA permit, there was no statutory law that requires the adjacent property owners to be notified.

*The Board voted for a consistency statement to be brought back and to approve the text amendment; approved by unanimous vote.*

## **POSSIBLE TEXT AMENDMENT TO TOWN ORDINANCE-157.060 TO ALLOW CARGO/PLATFORM LIFTS IN THE FRONT AND REAR SETBACKS**

Director Evans stated that the change was initiated by the Board of Adjustment and that there are more elderly people in the community that have requested cargo or platform lifts but couldn't; because of the limited lot sizes, required setbacks and would be required to go before the Board of Adjustments and apply for a variance to allow them to install a lift. Director Evans explained that the amendment would only allow for platform and cargo lifts under ASME A18.1, and not elevators. Vice Chair Aldo Rovito verified if they would be allowed to encroach into the front and rear setbacks only, not the side setbacks and Director Evans stated that they would not be allowed on the sides and that they would not fit. Vice Chair Aldo Rovito also asked if allowing for the lifts to encroach into the front setback would diminish parking that is required on the property. Director Evans stated that they would be required to submit a survey with their application showing the number of parking spots per bedroom. Regular Member Chad Hock asked if there has been issues with people seeing cargo lifts in the past and Director Evans stated that there hasn't been any push back on it but that lifts encroaching is the number one variance request.

*The Board voted to approve the language and for a consistency statement to be brought back; approved by unanimous vote.*

**DISCUSSION OF AMENDMENTS TO THE FLOODPLAIN ORDINANCE-CHAPTER 154 TO ADOPT A SECTION REGARDING FLOOD ZONE (AO) AS REQUIRED BY THE NORTH CAROLINA DEPARTMENT OF PUBLIC SAFETY AND FEMA**

Director Evans stated that in 2018 when the flood maps were made the AO zone was not yet an official designation but recently FEMA has made it an official designation and the Town must add it to the NFIP Ordinance to get credit under the CRS program. Regular Member Chad Hock asked for clarification on going above the BFE by two feet of the highest adjacent grade and matching the adjacent neighbor's grade. Director Evans stated that it was referencing the rate map elevation number, and the depth number specified is based on what is on the FIRM map.

*The Board voted to adopt the section to the Ordinance and for a consistency statement to be brought back; approved by unanimous vote.*

**POSSIBLE TEXT AMENDMENT TO THE FLOODPLAIN ORDINANCE 154.21(H)(2) & 154.36(C)(2)(c) TO REDUCE THE SQUARE FOOTAGE OF ACCESSORY STRUCTURES FROM 150 SQUARE FEET TO 100 SQUARE FEET PER FEMA GUIDELINES**

Regular Member Chad Hock asked what the reasoning for the change was. Director Evans stated that when our NFIP Ordinance was originally written, and it has had numerous text amendments, the square footage for accessory structures was overlooked and it could penalize the Town's CRS rating if it wasn't amended.

*The Board voted to approve the text amendment and for a consistency statement to be brought back; approved by unanimous vote.*

**POSSIBLE ADOPTION TO TOWN DEFINITIONS 157.006 TO INCLUDE REQUIREMENTS FOR PARKING SPOTS ON PRIVATE PROPERTY**

Director Evans stated that parking is the most important requirement because there are so many beach rentals, and the Ordinance currently requires one parking spot per bedroom. Director Evans stated that homeowners have added enclosures underneath their house and added garage doors which has taken away a previously depicted parking spot because the Ordinance did not clearly say that a parking spot may not be impeded by partitions. Director Evans also stated that structures that are nonconforming currently would be grandfathered in but, just like all other nonconforming structures when they make application to remodel, they would be made to bring it into full compliance with current Town Ordinance's. Regular Member Kate Day asked if the change would prohibit some structures to add additions or expansions based on the location of the structure. Director Evans stated that if they didn't have the room for adequate parking spaces, they wouldn't be permitted to do it anyways and stated that structures with more bedrooms still must account for a parking spot per bedroom. Alternate Member Mark Francis asked if space underneath the house could be used for parking and Director Evans stated that the space underneath is accounted for as long as they are able to get to the parking space without being impeded by a garage door or partition.

*The Board voted to approve the adoption to the Town's definition and for a consistency statement to be brought back; approved by unanimous vote.*

## **COMMENTS**

Brent Shaver thanked everyone for all that they do.

## **ADJOURNMENT**

*Regular Member Kate Day motioned to adjourn the meeting; Regular Member Chad Hock seconded; approved by unanimous vote. The meeting adjourned at 4:09 p.m.*