

CAMPC meeting
16 February, 10am to noon, Public Safety Building

- Call meeting to order
- Approve minutes of last meeting
 - Review agenda
 - Opening statement by CAMPC chair
 - Presentation by Brian Jenest and team
 - Comments by CAMPC chair ref. recommendations / way-ahead
 - Public comments
 - Meeting conclusion

Opening statement:

Timeline:

- 9 Nov. CAMPC committee formed by the Village Council, comprised of David Wray, David Beam, Nathan McBrayer, Chris Shank, Kevin Arata, and Dianne Reid (alternate).
- 5 Dec. Walkabout with Committee, various stakeholders of marina, historic district, mid-island, Conservancy/East Beach area.
- Various times (Dec/Jan). Work sessions took place to review walkabout input and ensure all received input was included in the draft Master Plan.
- 27 Jan. Formal CAMPC meeting (all members present, with Nathan McBrayer on phone). The meeting was open to public. The committee approved the minutes from Nov. 9 and Dec. 5. The committee reviewed its roles and responsibilities, the input from the Dec. 5 walkabout, and reviewed the input from over 200 surveys submitted by island property owners and stakeholders.

We also recommended direct invites to this meeting for the following: Village Council, Village Planning board, Bald Head Association executive director, Bald Head Island /Shoals Club CEO, and the Old Baldy executive director.

Presentation: Today we will hear from Brian Jenest and his team about what's been put together so far for the draft Master Plan, reflecting the review of Bald Head Island Limited's Design Guidelines, the Village's zoning ordinance, and survey feedback from over 200 respondents, as well as information obtained from CAMPC and stakeholders on the Dec. 5 walkabout. At the end of the meeting today, I will share observations and recommendations from the CAMPC.

Public Comments: Public comments at the conclusion of today's meeting will be limited to 3 minutes per speaker. Written comments will also be accepted via email, per the public notice sent out last week announcing this meeting.

Presentation from Brian Jenest and team:

Comments by CAMPC chair ref. recommendations / way-ahead.

Results of 27 Jan meeting:

We believe it is important to take a step back and carefully consider the impact of rapid development on our island. The growth and change on Bald Head Island has been rapid and constant, and while this has brought about many positive benefits, it has also put a strain on our infrastructure, resources, and community cohesion. That development and some of its resulting impacts that do not align with the character of our island can have a negative impact on the quality of life for residents and contribute to traffic and parking congestion, as well as other environmental concerns.

The CAMPC has reviewed BHI Limited's Commercial Design Guidelines and the Village's Zoning Ordinance. We also reviewed the Vision 2025 work, which was completed in 2017. We noticed many similarities in the Vision 2025 survey and the survey results obtained during the development of the draft Master Plan, as obtained by Brian's team. The comments from the recent survey have been taken into account for much of what is going to be recommended below. Additionally, one of the resounding themes of the Vision 2025 plan was that of "Living in Harmony with Nature" – a theme that we feel should be applicable not only to residential development, but commercial development as well, and this too is reflected in our comments below.

We recommend the following updates to the presented plan for consideration:

1. Expansion of the "waiting area" for pick-up/drop-off area for golf carts at the Marina area. The current plan calls for a waiting area, but it likely needs to be much larger to accommodate peak periods.
2. Explore some type of screening along the back side the Chandler building and Jules' Restaurant along the walkway that lines the marsh on the back side of the wooden bridge, being mindful to not spoil the ocean view from the marsh bridge.
3. Consider the defined placement of Welcome Center in the near future, not as a "possible option" that is dependent on commercial development. More information on this recommendation will be provided below, directed toward the Village for possible action.

We recommend the following to the Village Council:

1. The institution of a Technical Review Process at the Village level for Commercial Design Guidelines. Of note, we are aware that the Village (led by the Mayor and others) has been working to blend Bald Head Island Limited's Commercial Design Guidelines and the Village's Zoning Ordinance into one cogent document. Going forward:
 - The commercial development and design review process should include clear guidance on when an application simply goes to the Village Technical Review Committee versus when submitted commercial development plans must be reviewed and approved by the Village Planning Board and/or the Village Council. Ordinance changes to utilize zoning mechanisms not currently utilized by the Island, such as conditional zoning, may be necessary and should be considered.
 - Some examples of things to consider under the Design Guidelines, as developed by the Village, include the following:
 - Commercial building design guidelines.
 - Consider the review and inclusion of Bald Head Island Limited's current design guidelines, which outline building types, to ensure commercial buildings are developed within guidelines that mirror the stringent process required of residential construction. Ensure that where those guidelines might not fit our current needs, it be adjusted to reflect what we want to see as the future of Bald Head Island's commercial properties.
 - Screening requirements.
 - Offset from rights of way and adjacent properties.
 - Plant height restrictions / considerations.
 - Submission of plant list for site development.
 - Types of screening to be used (fencing, vegetative).
 - Parking area considerations.
 - Pervious surfaces or located under approved structures
 - Landscaped medians.
 - Parking area lighting plan.
 - Parking lots not to be located within setbacks or buffer zones.
 - Landscaping in and around parking areas.
 - ADA parking.
 - Required number of parking spaces commensurate with occupancy, in compliance with Village code.
 - Loading areas/trash pickup areas screened from adjacent properties

- Water runoff plan, to accommodate for ground water, drains, downspouts and gutters.
 - Setback requirements.
 - From adjacent properties.
 - Specific mitigation measures for noise, noxious odors, and views.
 - Consideration of tent use.
 - Tents are normally approved for short periods of time, not as permanent structures.
 - Define and enforce the tree removal process.
 - Commercial development should be subjected to the same stringent standards as residential development.
 - Paint color selection and approval process.
 - Create a process for review and approval, similar to residential development.
 - Sidewalks.
 - Consideration of sidewalk requirements to be built by commercial developers in front of buildings to connect with adjacent commercial properties.
- 2. As part of the above-recommended commercial development design and review process, consider the possibility of conditional zoning that might be included as part of the commercial design review process. If conditional zoning were implemented, commercial development applications under conditional zoning requirements could go to the Planning Board, and then to the Village Council for review on a case-by-case basis.
- 3. Consider overall bathroom / bathhouse plans across island, operated by the Village, with a focus on meeting the needs of the overall island, not just the Conservancy/East Beach area.
 - a. Consider building a Village-maintained public bathroom in the Marina at the arrival dock.
 - b. Consider building a public bathroom at Mid-island to remove the responsibility for bathrooms from retail establishments.
 - c. Consider building a public bathroom at the intersection of Muscadine/South Bald Head Wynd, near the new handicap accessible beach access (#24), on land that is already owned by Village (old MASTEC spoil pit).
 - d. Consider a public bathroom directly on Access 39. This building could be small and unobtrusive, and built to fit into the character of the island. The current draft Master Plan calls for a possible bathroom in future commercial build-out, which is a long ways off, and that responsibility should not reside with commercial property owners.

- e. Consider a public bathroom at Access 42. Middle Island owns a small triangle of property at the back side of the Access 42 parking area. Approach the Middle Island Property Owners Association to see if they would be interested in selling that land to the Village, to build a small bathroom on that land tract, adjacent to the parking lot.
 - f. Bottom line on public bathrooms: The need for public bathrooms across the island has been repeatedly mentioned in the survey as a need right now, not a need in the future, and not dependent on future commercial property development. The Village should take responsibility for building and maintaining these bathrooms for public use, much like other municipalities do in public places.
- 4. Carefully consider just how much commercial / retail development is allowed at the Marina. Do we really want to encourage more retail space at the Marina, which only increases pedestrian and vehicular traffic in an already densely-developed area? The draft Master Plan calls for the possibility of extensive commercial development at the Marina.
- 5. Consider possible proactive purchase of property, as the opportunity arises, either for future Village use or for preserving the land, like what the Village did when obtaining the property in the Marina where the pavilion was located.
- 6. Consider possible funding options for building, maintaining, and staffing a Welcome Center. People who visit the island now have no place to go to learn about what exists on the island except for visiting disparate locations across the island, such as Old Baldy and the Conservancy. Creating a Visitors Bureau or Tourism Development Authority are two possible options that could be considered, possibly funded by the Village with assistance from the county and/or state. Inherent in this possible option is increased way-finding signage, which has been discussed in Brian's presentation, that would augment a Welcome Center in helping visitors learn about Bald Head Island.
- 7. Consider creating a Parks and Recreation department. The importance of public parks and greenspace was mentioned repeatedly in the survey. Projects that fall under this department could seek grants for funding.
 - a. The possibility for the construction of an amphitheater at Harbor Pavilion Area is mentioned in the plan. Is the Village considering what that would look like and how to fund such a project?
- 8. Consider the possibility of beginning to obtain easements for possible bikeways/walkways — besides the Blueway/Greenway — that traverse the island, since we know it's going to be needed in future as the island is built to capacity.
- 9. Increased oversight of the contractor yard and the back staging of that area to screen it from public view. While much of that work is ongoing now with movement of

construction vehicles to the mulch site area from the contractor yard and planting around the contractor yard, there is still much more to do in this area to hide the “back end” of the islands’ infrastructure support system from the public’s view.

10. Internal Combustion Engine vehicle use across the island has sky-rocketed since Hurricane Florence. Consider how limitations on the use of ICE vehicles can be enforced at a higher level, and how to more effectively hide those vehicles from the public’s view when parked. This topic was also mentioned repeatedly in the survey.
11. Council should consider the speed with which commercial development takes place and is allowed to progress. We have a problem now with homes being built more quickly than the permitting/oversight process can provide effective oversight and compliance. From a Conservancy perspective, the pace of commercial development is also important to understand, so we can see how the island’s ecosystem responds; rapid changes may have consequences that we don’t detect until it is too late. As an example, the tree cutting guidelines are consistent among entities across the island, but there is no way the Village and the Bald Head Association can properly monitor and provide oversight over the excessive tree cutting taking place now at the current pace. A slower pace of development would provide for more adequate time to educate contractors as well as new homeowners. By setting forth a planned timeline for development, the Village can more effectively manage the process to achieve the expected outcome of compliance.
12. Finally, as the Village moves toward codifying the draft Master Plan into the Village zoning and ordinance process, our committee asks Council to consider the desired role for the Commercial Area Master Planning Committee.

Conclusion:

In the end, I’d like to think we all want the same thing – an opportunity to get this right this time, and set rules in place that ensure Bald Head Island’s few remaining commercial properties are properly developed to fit the character of our island and ensure its viability for years to come.

The purpose of the Village placing a moratorium on development of all unimproved commercially zoned property is to allow our committee to bring back to the Village a set of guidelines and zoning initiatives that would align with a master plan for the island. Allowing one or two projects to move forward before the commercial guidelines are in place would appear to be irresponsible on the Village’s part, as well as politically motivated.

An extended moratorium on all unimproved commercially zoned property will provide us with an opportunity to continue to reassess our current policies and procedures as well as engage in a meaningful dialogue with residents and stakeholders to determine the best path forward. This would ensure that commercial development of the unimproved commercially zoned properties

are in line with the values and priorities of our community, and that they are designed to meet the needs of all residents, now and in the future.

The Commercial Area Master Planning Committee therefore strongly recommends the extension of the current moratorium on development on all unimproved commercially-zoned property on the island, until zoning / ordinances can be set in place that codify the proposed Master Plan. This would very likely take upwards of at least another nine months.