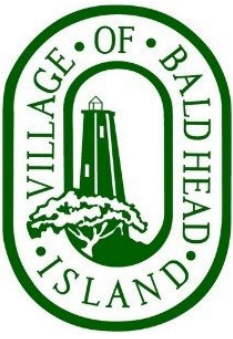


**VILLAGE OF BALD HEAD ISLAND  
PLANNING BOARD  
SPECIAL MEETING**

**November 27, 2023  
10:00 A.M.**

**AGENDA**

1. Call to Order
2. Roll Call
3. Amendments to Agenda/Approval of Agenda.
4. Approval of Minutes - March 28, 2023
5. New Business
  - 5.1 Oath of Office - James Clark and Elizabeth Hervey Stephen
  - 5.2 Nomination and Election of Chair
  - 5.3 Nomination and Election of Vice Chair
6. Staff Reports
7. Adjournment



# The Village of Bald Head Island

## Planning Board Special Meeting Minutes

Tuesday, March 28, 2023

10:00 a.m.

Multipurpose Room of the Department of Public Safety Building

**PRESENT:** David Wray (Chair), William “Zan” Pope, Rodney Jackson, Chris Webb, Marianna Fitz Hugh, Development Services Administrator Stephen Boyett, Assistant Village Manager Jae Kim, Village Counsel Will Quick, and Deputy Village Clerk Carin Faulkner.

**NOT PRESENT:** Mark Chilton, James Clark

1. **Call to Order:** Chair Wray called to the meeting to order at approximately 10:01 a.m.
2. **Roll Call**
3. **Amendments to Agenda/Approval of Agenda:** Mr. Pope moved to approve the agenda as presented, Mr. Jackson seconded. The motion passed unanimously.
4. **Approval of Minutes:** Mr. Jackson moved to approve the March 3, 2022; minutes as presented. Mr. Pope seconded the motion. The motion passed unanimously. Mr. Pope moved to approve the April 22, 2022; minutes as presented. Mr. Jackson seconded the motion. The motion passed unanimously.
5. **New Business:**

### 5.1 Subdivisions:

#### A. Subdivide upland portion of Parcel ID 260JA006.

- Mr. Boyett gave the staff report.
- Staff took questions from the board.
- Staff provided guidance on the recommendation worksheet which was provided in the agenda packet. There was consensus from the board to recommend that the subdivision be approved because it meets the policy, purposes and standards established by the Village Subdivision ordinances. There was consensus that the recommendation is reasonable and in the public interest because the proposed subdivision meets the technical requirements of the Village Subdivision Ordinance.
- Mr. Pope moved that the Planning Board approve this recommendation. Mr. Jackson seconded. The motion passed unanimously.

#### B. Subdivide a portion of Parcel ID 2600005 into two new parcels labeled on preliminary plat as QM-4 and QM-4A.

- Mr. Boyett gave the staff report.
- Staff took questions from the board.
- The representative for the applicant (Bruce Marek) made comments regarding the reasons for the subdivision.

- Staff took additional questions from the board.
- There was consensus from the board to recommend that the subdivision be approved because it meets the policy, purposes and standards established by the Village Subdivision ordinance and meets the technical requirements of the Village Subdivision Ordinance.
- Mr. Pope moved that the Planning Board approve this recommendation. Mr. Jackson seconded. The motion passed unanimously.

## **5.2 Blueprint Brunswick 2040:**

- Ms. Faulkner gave the staff report.
- Staff took questions from the board.
- There was discussion regarding public input and what this plan means to the decision-making processes of the Village Council and Planning Board.
- Chair Wray moved that the Planning Board recommend approval of the Blueprint Brunswick 2040 plan to the Village Council because it is necessary and appropriate to adopt the comprehensive land use plan to continue zoning on the island, with the map corrections. Ms. Webb seconded the motion. The motion passed 4 to 1 with Ms. Fitz Hugh voting against.

## **5.3 Update on Commercial Area Master Plan/Existing Commercial Site Plan Analysis**

- Chair Wray reported that up to that point the committee had conducted four meetings. They had a work session where the consultants presented a plan. There was also a walk about where the committee walked through all the designated commercial areas. The committee sought public input on the plan and had a meeting to review the numerous pages of comments. He reported that the committee would be meeting the following Friday to go over architectural design guidelines. He announced that the Village Council has extended the commercial building moratorium through December 15, 2023. The committee is trying to speed up the process so that it does not harm the folks who have commercial properties.

## **5.4 Special Use Permit Case SUP-2023-01 – 2 Maritime Way (proposed school):**

- Ms. Faulkner swore in Sheree Vaicus, Mark Prak, Lou Vaikus, Jae Kim, and Stephen Boyett.
- Mr. Pope made a motion to open the public hearing. Mr. Jackson seconded. The motion passed unanimously.
- Mr. Kim gave the staff report.
- Staff took questions from the Board.
- Ms. Sheree Vaickus, the applicant made a brief statement requesting support for issuance of the permit. There were no questions for Ms. Vaickus.

Public Comments:

Mark Prak of 543 Chicomicamico Way spoke in support of the school. He serves on the board. He thinks the school is a great thing and stated that none of the four conditions apply and requested that the Board approve the special use permit.

- Mr. Pope made a motion to close the public hearing. Mr. Jackson seconded the motion. The motion passed unanimously.
- Staff provided guidance on the findings of fact in this case and conclusions. The board made comments in support of the findings of fact and conclusions.
- Mr. Pope moved to approve the special use permit with no conditions and authorized staff to prepare a written order setting out the findings of fact and conclusions summarized today, and any other necessary material drawn from the record to support the decision reached by the Planning Board for execution by the Chair of the Planning Board within 15 days from the date of the close of this hearing. Ms. Fitz Hugh seconded the motion. The motion passed unanimously.

**6. Staff Reports:** Staff did not have any items to report.

**7. Adjournment:** Mr. Jackson made the motion to adjourn, the motion passed unanimously. The meeting was unanimously adjourned at 11:35 a.m.

APPROVED:

ATTEST:

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David Wray  
Planning Board Chair

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Carin Z. Faulkner  
Deputy Village Clerk



# The Village of Bald Head Island

## OATH OF OFFICE

STATE OF NORTH CAROLINA  
COUNTY OF BRUNSWICK  
VILLAGE OF BALD HEAD ISLAND

I, JAMES CLARK, do solemnly swear that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina, not inconsistent therewith, and that I will faithfully discharge the duties of my office as Regular Member of the Planning Board of the Village of Bald Head Island, so help me God.

(North Carolina Constitution, Article VI, Section 7)

Sworn this the 27<sup>th</sup> day of November 2023.

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Chair, Village of Bald Head Island Planning Board

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Carin Z. Faulkner  
Deputy Village Clerk

\*As appointed by the Village Council on July 21, 2023, for a three-year term, expiring June 30, 2026.



# The Village of Bald Head Island

## OATH OF OFFICE

STATE OF NORTH CAROLINA  
COUNTY OF BRUNSWICK  
VILLAGE OF BALD HEAD ISLAND

I, ELIZABETH HERVEY STEPHEN, do solemnly swear that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina, not inconsistent therewith, and that I will faithfully discharge the duties of my office as Regular Member of the Planning Board of the Village of Bald Head Island, so help me God.

(North Carolina Constitution, Article VI, Section 7)

Sworn this the 27<sup>th</sup> day of November 2023.

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Chair, Village of Bald Head Island Planning Board

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Carin Z. Faulkner  
Deputy Village Clerk

\*As appointed by the Village Council on September 15, 2023, for a three-year term, expiring June 30, 2026.