



**Town of Beaufort, NC**  
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**Town of Beaufort Planning Board Regular Meeting**  
**6:00 PM Monday, October 16, 2023 - Train Depot, 614 Broad Street, Beaufort, NC 28516**  
**Minutes**

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### **Call to Order**

Chair Merrill called the October 16, 2023 Planning Board meeting to order at 6:00 p.m.

### **Roll Call**

Members Present: Chair Merrill, Vice Chair Meelheim, Member Bowler, Member LoPiccolo, Member Stanziale

Members Absent: Member Vreugdenhil, Member Willis

A quorum was declared with five members present.

Staff Present: Kyle Garner, Town Planner Michelle Eitner, Town Attorney Arey Grady, and Laurel Anderson

### **Agenda Approval**

*Vice-Chair Meelheim made the motion to approve the agenda as presented and Member Stanziale made the second. Chair Merrill took a vote that was unanimously approved.*

*Voting yea: Chair Merrill, Vice-Chair Meelheim, Member Bowler, Member LoPiccolo, Member Stanziale*

### **Minutes Approval**

1. PB Draft Minutes for 9.18.23

Member Stanziale requested the discussion regarding site access be added to the Minutes.

### **Public Comment**

Chair Merrill opened public comments and asked if anyone would like to speak regarding any other topic besides the upcoming Public Hearing. There were no public comments.

## Items for Discussion and Consideration

1. 160-D Presentation by the Town Attorney

Town Attorney Arey Grady answered questions which had been sent to him by the Planning Board members regarding the updates to Chapter 160-D. Those questions included §3D Proposed Amendments to be Submitted to the Planning Board for Recommendations; §3F BOC Statement; definitions section: (pg.51) quasi-judicial and (pg. 54) riparian lot; where preliminary plats are addressed within the Subdivision Regulations; and oaths.

Member LoPiccolo requested removal of some of the verbiage and definitions of “group home”, discussed “air rights”, noted that “pre-firm” should possibly be capitalized as “pre-FIRM” and included in the glossary.

Member Stanziale asked if an applicant could be asked to agree to limitations or conditions and Mr. Grady and Mr. Garner explained that would be considered contract zoning and all “uses by right” would apply to rezoning requests.

*Member Bowler made the motion to submit to the Board of Commissioners and recommend adoption and Member Stanziale made the second. Chair Merrill took a vote that was unanimously approved.*

*Voting yea: Chair Merrill, Vice-Chair Meelheim, Member Bowler, Member LoPiccolo, Member Stanziale*

## Commission / Board Comments

The Members thanked Mr. Grady for the thorough responses to their questions.

## Staff Comments

Mr. Garner thanked the Planning Board and Town Attorneys Arey Grady and Jill Quattlebaum and stated that the Land Development Ordinance and Unified Development Ordinance process will be upcoming in early 2024.

## Adjourn

*Member LoPiccolo made the motion to adjourn and Member Stanziale made the second. Chair Merrill took a vote that was unanimously approved.*

*Voting yea: Chair Merrill, Vice-Chair Meelheim, Member Bowler, Member LoPiccolo, Member Stanziale*

Chair Merrill then declared the meeting adjourned.

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Ralph Merrill, Chair

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Laurel Anderson, Board Secretary