



COMMUNITY APPEARANCE COMMISSION
FIRST REGULAR MONTHLY MEETING
May 19, 2021 — 9:00 a.m.
Minutes

Call to Order and Pledge

In Chairman Felch called the meeting to order at 9:00am on Wednesday, May 19, 2021 at 9:00am. The meeting was held in the Pine Knoll Shores board room. Members present were Steve Sheppard, Arthur Stadiem, Martha Edwards, Mary MacDonald, Penny Holland (online), Clare Winslow, Paul Pylko, and Suzanne Wheatcraft. Staff present was, Town Planner Kevin Reed and Town Clerk Charlie Rocci.

Approval of Agenda

Member Wheatcraft requested to add a section to update the CAC on recent changes in the Strategic Planning Committee. Chairman Felch decided we would add this to the regular meeting agenda, but would not have time for it today *Member Pylko made a motion to approve the agenda with a second from Member Winslow. The motion passed unanimously.*

Approval of April 21, 2021 Minutes

Member Wheatcraft commented that Penny Holland was marked as both present and absent in the previous meeting when she was actually present. *Member Winslow made a motion to approve the amended minutes with a second from Member Edwards. The motion passed unanimously.*

New Business

a. Single Family Landscape Permits

Kevin Reed presented the single family landscape permit application for new homes at 105 Evergreen Lane, 112 Evergreen Lane, 114 Evergreen Lane, 115 Roosevelt Drive, and 165 Arborvitae Drive. There was some discussion about the properties site plans. The CAC members met at these locations following the meeting.

b. Heritage Tree Application

Town Clerk Charles Rocci presented an application from Tom King to have a tree on his property designated as a heritage tree. The CAC was all familiar with the tree, and did not see any reason to deny it. *Member Pylko made a motion to recommend the tree be moved forward to vote by the Board of Commissioners. The motion was seconded by Member Edwards and passed unanimously.*

June Inspection Schedule:

30-5: Martha Edwards and Suzanne Wheatcraft

6-12: Mary MacDonald and Clare Winslow

13-19: Penny Holland and Arthur Stadiem

20-26: Steve Felch and Paul Pylko

27-3: Steve Felch and Paul Pylko

Public Comment

There was no public comment.

Members Discussion

Member Pylko raised concerns with the CAC continuing to conduct site visits in the Maritime Woods Subdivision. He was concerned that the CAC is not taking any action with these site visits, and that member's time could be used more wisely. There was some discussion. No action was taken.

Member Edwards discussed the possibility of the CAC returning to its procedure of meeting with families earlier in the homebuilding process, rather than when a site plan was received. She believes this could be a more effective strategy to preserve trees, and help families understand what they can and cannot do on their property. Chairman Felch requested that this discussion be tabled for next month's meeting.

Adjournment

Member Pylko made a motion to adjourn which was seconded by Member Winslow. The motion passed unanimously and the meeting adjourned at 9:38am.

Charles W. Rocci, Town Clerk