



**COMMUNITY APPEARANCE COMMISSION**  
FIRST REGULAR MONTHLY MEETING  
April 21, 2021 — 9:00 a.m.  
Minutes

### **Call to Order and Pledge**

In Chairman Felch called the meeting to order at 9:00am on Wednesday, April 21, 2021 at 9:00am. The meeting was held in the Pine Knoll Shores board room for the first time in six months following COVID-19 precautions. Members present were Steve Sheppard, Arthur Stadiem (online), Martha Edwards, Mary MacDonald, Penny Holland, Clare Winslow, Paul Pylko (online), and Suzanne Wheatcraft. Staff present were, Town Planner Kevin Reed and Town Clerk Charlie Rocci. Member Penny Holland was absent.

### **Approval of Agenda**

Kevin Reed removed 110 Evergreen Lane and 118 Evergreen Lane from the site visits. Suzanne Wheatcraft requested to add old business item for bringing back biweekly meetings. *Member Edwards made a motion to approve the agenda as amended with a second from Member Winslow. The motion passed unanimously.*

### **Approval of March 17, 2021 Minutes**

Member Wheatcraft commented that Steve Sheppard was marked as both present and absent in the previous meeting when he was actually present. *Member MacDonald made a motion to approve the amended minutes with a second from Member Wheatcraft. The motion passed unanimously.*

### **New Business**

- a. 108 Evergreen Ln.

Kevin Reed presented. There are a total of 58 trees on the property, and 31 are to be removed. The owners would still exceed the minimum required density of trees on the property. There was discussion about the buffer on the property.

- b. 136 Hawthorne Dr

Kevin Reed presented. There are a total of 72 trees on the lot and 49 trees to be removed. Based on impervious area and lot density, they will need to replant 22 trees. They also indicate several trees will be removed for a driveway and retaining wall. There was discussion about trees counted in the tree density qualification and the location of the retaining wall.

c. 113 Knollwood Dr

Kevin Reed presented. It is an oceanfront parcel which has two trees. Both will be removed for development. The owner would have to plant 42 trees which is not possible. The town will likely receive an application for a variance for the Board of Adjustments. The CAC does not have an option to vary this decision.

Before moving to old business, Chairman Felch asked Member Wheatcraft to serve as the CAC liaison for the Strategic Planning Committee. She accepted the role.

**Old Business**

a. Biweekly Meetings

Member Wheatcraft requested the CAC review the yellow book for CAC standards. She asked Chairman Felch and Kevin Reed to consider reviewing and update the tree standards. Kevin Reed said that if CAC members want to make changes in the yellow book, those changes would also have to be reflected in the town code. This would require a recommendation from the planning board to the board of commissioners. Kevin suggested possibly amending the yellow book to disconnect it from the town code and have it only serve as advisory material. The challenge is that trees may not be approved for removal even if the yellow book says otherwise.

Member Wheatcraft proposed the CAC reintroduce biweekly meetings the Wednesday two weeks following the regular monthly meeting in order to better handle the increase in Single Family Landscape Permit Site Visits. These meetings would be penciled in to be blocked in personal calendars and called the week prior to the meeting if necessary. The CAC decided that the process of announcing a special meeting would be more convenient for the members.

May Inspection Schedule:

2-8: Martha Edwards and Steve Sheppard

9-15: Arthur Stadiem and Steve Felch

16-22: Mary MacDonald and Clare Winslow

23-29: Paul Pylko and Penny Holland

**Public Comment**

There was no public comment.

**Adjournment**

Member Edwards made a motion to adjourn which was seconded by Member Winslow. The motion passed unanimously and the meeting adjourned at 9:55am.

---

Charles W. Rocci, Town Clerk