

**TOWN OF CAPE CARTERET**  
**Planning Board Meeting**  
**November 21, 2023**

**Call to Order**

The Town of Cape Carteret Planning Board met November 21, 2023, at the Cape Carteret Town Hall. Mike King, Planning Board Chair, called the meeting to order at 6:00 p.m. The following members were present: Mike King, Alex Quintela, Ted Williams and Paxon Holz. A quorum was present. Also in attendance was Town Planner, Julie Shambaugh.

**Amend Agenda**

Mr. King presented a preliminary draft letter addressed to NC legislative representatives about House Bill 409, Accessory Dwelling Units. Mr. Quintela made a motion to amend the agenda to allow for discussion of the preliminary draft letter. Mr. Williams seconded the motion. The motion passed unanimously.

**Approval of Minutes**

Mrs. Holz pointed out a typographical error. Mr. Williams made a motion to accept the October 24, 2023, meeting minutes as corrected. Mr. Quintela seconded the motion. The motion passed unanimously.

**Public Comment**

There were no public comments.

**Discussion – Mailbox-Vehicular Collision Incidents**

Mr. King provided a recap of the discussion from the October 24 meeting. After a brief discussion by Planning Board members of related right-of-way issues and concerns (e.g., sprinklers, rocks, etc.), Mr. King stated that the item should be discussed with the full Planning Board in attendance at the next meeting which will be scheduled for December 12.

**Ordinance – Amending Code of Ordinances Street Numbering Regulations**

Mr. King introduced the proposed amendment to the Code of Ordinances street numbering regulation item, paragraph (f). He stated that the proposed rewrite of paragraph (f) was clear and made a motion to send the item to the Board of Commissioners. Mrs. Holz seconded the motion. The motion passed unanimously.

**Discussion - Draft Letter addressing House Bill 409, Accessory Dwelling Units**

Mr. King introduced a preliminary draft letter to NC legislative representatives about House Bill 409, Accessory Dwelling Units. After presenting an overview of the letter, Board member discussion ensued. Mrs. Holz noted that Cape Carteret lot sizes were “20,000 square feet or less” rather than “less than 20,000 square feet” and that she wasn’t sure if she was in favor of the letter. Mr. Williams noted that he did not see the point of the letter as the environmental health department is responsible for issuing septic system permits only if the criteria are met. Mr. Quintela noted that wastewater was one of many concerns with accessory dwelling units and recommended keeping the bill on the Planning Board’s radar. Mr. King recommended tabling the letter until the next meeting and that Mr. Rush review the draft letter. Mr. Quintela made a motion seconded by Mrs. Holz that the item be included on the December Planning Board meeting agenda. The motion passed unanimously.

**Future Planning Board Discussion Items to be Scheduled**

Mrs. Holz identified that the current Sign Ordinance does not address the situation of replacing existing signs if their location is impacted by a DOT highway project. She also asked about scheduling the various topics for future Planning Board meetings, and Mr. King stated the various topics might have to be spread over multiple meetings to allow for adequate discussion and review.

**Next Board of Commissioners Meeting**

Mr. King will present the Planning Board report at the December 11 Board of Commissioners meeting.

**Next Planning Board Meeting**

The next Planning Board meeting will be scheduled for December 12.

**Additional Planning Board Member Comments**

Mrs. Holz distributed UNC Sea Grant "Plant this Instead" publications. Mr. Quintela identified two procedural points of concern including a more open seating arrangement of Board Members so that their backs are not to meeting attendees and the preference to have public input during the meeting and not limited to the "Public Comment" agenda item.

**Adjournment**

Mr. King asked for a motion to adjourn. Mrs. Holz made the motion seconded by Mr. Williams. The motion passed unanimously, and the meeting adjourned at 7:00 p.m.



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Mike King, Planning Board Chair



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Julie Shambaugh, Town Planner