



PLANNING & ZONING COMMISSION MINUTES

REGULAR MEETING

Wednesday, October 1, 2025 @ 6:00 pm

The Kure Beach Planning and Zoning Commission (PZC) held its regular meeting on Wednesday, October 1, 2025 @ 6:00 p.m. A quorum of members was present, and Attorney Jim Eldridge attended.

P&Z MEMBERS PRESENT

Chairman Byron Ashbridge
Vice-Chair Joe Barlok
Member Craig Galbraith
Member Tony Karboski
Alternate Member Brittany Evans

P&Z MEMBERS ABSENT

Member Jim Dugan

STAFF PRESENT

Mandy Sanders, Director of Administration
Bethany White, Director of Development and Compliance
Joshua Littler, Code Enforcement Officer

COUNCIL LIAISON PRESENT

Commissioner Dennis Panicali

CALL TO ORDER

Chairman Ashbridge called the meeting to order at 6:00 p.m.

MOTION – Vice-Chair Barlok made a motion to excuse Member Dugan’s absence

SECOND – Member Galbraith

VOTE – Unanimous

ADOPTION OF THE AGENDA

MOTION – Member Galbraith made a motion to adopt the agenda

SECOND – Member Karboski

VOTE – Unanimous

ADOPTION OF MINUTES

- September 3, 2025 Regular

Chairman Ashbridge stated that there are some issues with the draft of minutes from the last meeting. He commented that there are incorrect references to Member Galbraith as Vice-Chair that need to be corrected. In addition, Chairman Ashbridge stated that Vice-Chair Barlok questioned whether, toward the end of the draft, that PZC recommended deletion of a portion of Chapter 12 rather than changing “shall” to “may.” He commented that Director of Administration Sanders will listen to the recording from the meeting and PZC will review the minutes again at the next meeting.

Vice-Chair Barlok questioned whether he would be able to make his presentation on Chapter 12 tonight until this is resolved.



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Member Galbraith commented that he thought the consensus was to delete the portion, but the recording will make it clear. Others stated that they didn't recall or had notes indicating both options.

Director of Administration Sanders suggested listening to the recording now, but Attorney Eldridge stated that PZC can have another discussion tonight about which option they want and approve it.

Member Galbraith recommended tabling adoption of the minutes because they must be accurate regardless of what is decided today. Director of Administration Sanders stated that she can bring back the minutes next month with corrections.

MOTION – Member Galbraith made a motion to table adoption of the minutes until the next meeting

SECOND – Member Karboski

VOTE – Unanimous

PUBLIC COMMENT

None

OLD BUSINESS

1. Review and Report on Syntactical Amendments to KBC Chapter 12 Planning and Development Regulations (Vice-Chair Barlok)

Vice-Chair Barlok reported on the review of Chapter 12 Planning and Development Regulations, which was 43 pages. He stated that all comments from the last meeting have been incorporated and 25 items have been resolved. Vice-Chair Barlok stated that there are five additional items that need to be reviewed one more time:

- Page 4: Deleted the words in blue referring to “mountain ridge protection regulation.”
- Page 11: Deleted everything in red because it is already covered in 12.02.020 Definitions.
- Page 17: Added “domestic partner relationships” to the list of what may be considered a “close familial relationship.”
- Page 21: Changed “shall” to “may” to offer flexibility and denote that recommendations relative to public facilities are not mandatory.
- Page 42: Removed reference to a section that does not exist.

Vice-Chair Barlok reiterated that PZC will need to decide whether they want to go with the proposed change to page 21 or delete the item.

Chairman Ashbridge stated that during the last meeting, PZC recognized that there were times when they were not asked to make recommendations to Town Council regarding public facilities. He



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commented that changing “shall” to “may” would reflect that there could be times PZC was asked to do this, but it would be on more of a request basis.

Attorney Eldridge suggested adding the language “at the discretion of Town Council.” Member Galbraith stated that PZC has never been asked to make recommendations to Town Council regarding public facilities, but he doesn’t have a problem with changing “shall” to “may.” Attorney Eldridge commented that “may” could still be ambiguous because it’s unclear who would be directing whether it will be done.

Vice-Chair Barlok stated that in order to reflect that PZC will make recommendations if Town Council requests it, he thinks “shall” should remain with the addition of “at the direction of Town Council.”

Member Galbraith commented that when the Fire Department was built, Town Council was not interested in PZC’s opinion, but membership has since changed. He stated that he was in favor of either option, but it needs to be clear that PZC is not obligated to make recommendations because it is out of the group’s purview.

There was consensus to leave “shall” and add “at the direction of Town Council.”

MOTION – Member Galbraith made a motion to recommend to Town Council the adoption of Chapter 12 text amendments

SECOND – Member Karboski

VOTE – Unanimous

NEW BUSINESS

1. Reschedule or Cancel November Meeting Due to Elections

Chairman Ashbridge stated that the next PZC meeting is scheduled for November 5, but election equipment from the day before will remain in the room on that date. He commented that PZC may reschedule or cancel the November meeting.

Member Galbraith mentioned that the December PZC meeting is typically canceled. Chairman Ashbridge recommended leaving December on the calendar if they cancel November, adding that it’s early enough in the month that it won’t affect holiday plans.

Director of Development and Compliance White stated that it’s possible a Historic Preservation Commission (HPC) meeting will be necessary for November because they are expecting an application to be submitted soon. Vice-Chair Barlok suggested canceling the November PZC meeting and scheduling a special HPC meeting for November if necessary.

MOTION – Vice-Chair Barlok made a motion to cancel the November PZC meeting and retain December

SECOND – Member Galbraith



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VOTE – Unanimous

ADJOURNMENT

MOTION – Member Galbraith made a motion to adjourn the meeting at 6:24 p.m.

SECOND – Vice-Chair Barlok

VOTE – Unanimous

ATTEST:

Mandy Sanders
Mandy Sanders, Deputy Town Clerk

Byron Ashbridge
Byron Ashbridge, Chairman

NOTE: These are action minutes reflecting items considered and actions taken by Planning and Zoning Commission. These minutes are not a transcript of the meeting. A recording of the meeting is available on the town's website under government>planning and zoning.