

MINUTES

The Town of Manteo Planning and Zoning Board met in Regular Session on Tuesday, May 10, 2005 at 6:00 p.m. at the Manteo Town Hall, 407 Budleigh Street

The following members were present: Chairman Bill Parker
Member Jamie Daniels (Vice Chair)
Member Phil Scarborough
Member Bebe Woody

The following members were absent: Member Christine Walker

Also present at the meeting: Erin Burke, Planner
Fred Featherstone, Zoning Adm.
Becky Breiholz, Town Clerk

Chairman Parker called the meeting to order at 6:03 pm

SUBJECT: Adoption of Agenda as presented or amended –Chairman Parker added to the agenda a courtesy review for a site plan for John Robbins-Cypress Cove.

MOTION: Member Daniels seconded by Member Woody to adopt the agenda as amended was approved by the following vote: Ayes: Members Parker, Daniels, Woody, and Scarborough. Noes: none. Absent: Member Walker

SUBJECT: Approval of Minutes Regular Meeting April 12, 2005

MOTION: Member Scarborough seconded by Member Daniels to approve the minutes as presented was approved by the following vote: Ayes: Members Parker, Woody, Scarborough, and Daniels. Noes: none. Absent: Member Walker

PUBLIC COMMENTS-Chairman Parker asked if anyone who wishes to speak to please come forward. There were no general public comments.

Petie Brigham and Lynn Atkins adjacent property owners to the High School on 231 Greens Drive. Ms. Brigham commented that the new addition does not look like it will have any direct impact on them but they believe that now is the time to address problems that do occur because of the close proximity of the school to residences. These include light pollution, noise issues, the buffer and the fence and trespassing by a few students and more baseball fans. Their main concern is the Coy Tillett Field especially the building housing the press box, concessions and restrooms, the vegetative buffer and the fence gate. They need the vegetative buffer but it can be dangerous. Ms. Brigham gave the Board several instances where there have been run ins with people trying to retrieve balls and trespassing on their property. She even placed a no trespassing no which was damaged by one of the “fans.” They do not want the barely existent vegetative buffer thinned out or destroyed and there is not vegetation on the schools side where it abuts their property. While working on the school they would like these problems abated and

asks the Town to pay close attention to additional lighting and drainage. They would also like to be notified whenever there are any additions or alterations done to Coy Tillett Field or the press box area.

NEW BUSINESS

SUBJECT: Site Plan review- Manteo High School

The site plan before the Board for review shows two additions. The first is a primary addition to the rear of the building that will include a new cafeteria and athletic facilities. A second addition is being constructed at the north side of the existing gymnasium to accommodate mechanical equipment. Staff has mailed adjacent property notification concerning this subject and has met with the engineers and department heads. The primary construction entrance is understood to be off Scuppernong Road. During the department head meeting landscaping and parking was discussed; also discussed were the modulars on the site. Staff also would like that the gate that Ms. Brigham discussed be kept locked which is the pedestrian gate and stay locked even during baseball games. Staff recommends approval with the following conditions:

1. The lighting plan shall show readings of no more than 4 foot-candles;
2. The notes concerning parking shall state: "No more students are allowed to drive to the school than the paved parking areas allow," to prevent future problems.
3. The buffer near the Scuppernong gate and the adjacent residential use, be brought to 50 feet to be in compliance; and following construction, modulars will be removed from the site and shall not be allowed to return to these premises.

Staff also commented that the construction will be done in phases and this construction does not include any classrooms. The School Board submitted a master plan and that they are not looking for approval on that just as information to the Board to show what could be done in the future in case the space is needed. The Board discussed the lighting and the roofing of the building. Chairman Parker commented that there was a copy of a walpak light fixture and they are unshielded lights and we require fully shielded lights. No one seems to know why the gate is there and Mr. Winebarger commented he sees no reason why it can't be locked. The Board discussed the parking and that the number of students driving not to exceed the number of paved parking areas. The buffer near the Scuppernong gate is the staging area for construction and needs to be brought to 50 feet compliance when construction is completed and before an occupancy permit is issued. The school needs the modulars for flexibility while the construction is going on. Mr. Winebarger asked if there was a way to shorten the process in coming back to the Town for renewal of the conditional use permit for the modulars. Mr. Winebarger was asked to discuss this with Planner Erin Burke.

MOTION: Member Daniels seconded by Member Woody to recommend approval of the site plan with the following conditions 1) the lighting plan shall show readings of no more than 4 foot candles; 2)the notes concerning parking shall state student parking not exceed the number of paved parking spaces allowed; 3)the buffer near the Scuppernong gate and the adjacent residential use be brought up to 50 feet and following construction modulars will be removed from the site and shall not be allowed to return to these premises and light fixture marked on the site plan as A needs to be changed to one that is shielded and the gate that is adjacent to Green Drive remain locked **MOTION**

AMENDED by Member Daniels seconded by Member Wood to include condition #4 the understanding that upon completion of this project the modulars will be removed prior to any CO being issued was approved by the following vote: Ayes: Members Parker, Scarborough, Woody, and Daniels. Noes: None. Absent: Member Walker

SUBJECT: Master Plan Amendment to Pirates Cove This amendment to the Master Plan is being done to allow for a Pavilion to be placed on the area formerly called the Market Place. The structure that will be located on this site is a Tournament Pavilion and will not require any sewer connections. This structure is overlapping another because the Pavilion is meant to be a temporary use of this site, with the possibility of being removed in the future and replaced with a condominium building. Ms. Burke commented that when she wrote the narrative it was for a temporary land use and the plan that was submitted to her this afternoon no longer identifies the pavilion as a temporary land use but as a land use on the master plan with no indication of it ever being removed. Ms. Burke commented that the notifications of property owners stated that this was a temporary site. It was the Town's interpretation that this was to be used until a time arose where the second condo that was approved at the January meeting would be constructed. Heather Maxwell commented that it had been her intent that the building be temporary because she did not believe that the building would fit with the two condos building. They have taken off 14 feet of the building. Chairman Parker asked if this was an additional use beside the 2 condo buildings. Ms. Maxwell commented that the lot is zoned and approved for commercial. Ms. Burke commented that the idea was that this pavilion was going to be built and then upon the time the next condo building would be built this pavilion would be removed and the new condo building would be put up. Ms. Burke commented she does not feel comfortable recommending approval because the notification to property owners stated it was temporary site.

MOTION: Member Daniels seconded by Member Woody to table the Master Plan Amendment for Pirates Cove for further review was approved by the following vote: Ayes: Members Parker, Scarborough, Woody, and Daniels. Noes: None. Absent: Member Walker

SUBJECT: Site Plan review for Tournament Pavilion was not reviewed due the tabling of the Master Plan.

SUBJECT: Complimentary Review by the Planning Board of the Proposed Cypress Cove Development. This was added to the agenda and no action will be taken. John Robbins gave the Board a presentation. The property was formally called Cypress Cove Campground and has been acquired by Skyco Development and based on the Towns zoning, the Manteo Way of Building, Land Use Plan with NC State they have come up with the plan he is presenting to the Board. It has 31 single family lots with 2 out parcels, the land is currently out of the Town but they are going to be submitting an annexation petition. Property total acreage is 13.82 acres. They are planning on selling the raw dirt but did have styles of houses that would be built. The road will taken over by the Town, the right of way is 36 feet wide with parallel parking on the street. There is currently 5 curb cuts coming into the property and they are looking to reducing that and will provide access and easements. Mr. Robbins has looked at the Manteo Way of

Building done by the NC College Design and is trying to comply with those guidelines. Mr. Robbins commented that he was one of the students with NC State that helped develop the Town's 20 year plan. There will some house with accessory dwellings. They have 80 parking spaces, not including the out parcels, 2.6 spaces per residence. Five of these lots would be affordable housing and scattered throughout the development. Average lot size is 7,000 sq. feet and min. lot size 6,000 square feet which meets the ordinance. He showed the Board proposed architecture style of the houses that will be required to be built. They hope to be able to present the project to the Board in June. Lee Tugwell who is also a Manteo Commissioner commented that he is one of the three partners in this development. He also stated that they have no specified use for the commercial out parcels and it may cause some problems, but they can cut those out. They hope to accomplish storm water control with natural swales. Driveways and on street parking was discussed. The plan calls for on street parking. Chairman Parker commented this is ideally drafted with the new ordinance but we do not have the ordinance yet and does not know how they can review it. Discussion on which zoning ordinance the Board would follow since the new one has not yet been adopted. Mayor Wilson asked to speak and commented that this subdivision is what our Guide for Development and Master Plan Update is trying to accomplish and clearly represents what the new zoning ordinance is trying to accomplish and believes that the new ordinance could be ready for approval in July. Planning Board Members were in agreement that this is a good plan. Driveways and on street parking was discussed. The plan calls for on street parking. A lengthy discussion took place on the on street parking versus driveway parking and if each house only has two on street parking how that would accommodate people who come to visit. It was suggested to deed to 2 spaces for each house.

Mr. Featherstone-gave the Board an update on the Weeping Radish. They were requested to do an inspection for a change in the ABC liscense and he put them in non compliance for their parking lot and he has heard it looks like they are starting to bring some dirt in there to bring it into compliance.

MOTION: Member Woody seconded by Member Daniels to adjourn the meeting at 7:56 pm. was approved by the following vote: Ayes: Members Parker, Scarborough, Woody, and Daniels. Noes: None. Absent: Member Walker

This the 10th day of May 2005

Bill Parker, Chairman

ATTEST:

Becky Breiholz, Town Clerk

