

## MINUTES

The Town of Manteo Planning and Zoning Board met in Regular Session on Tuesday, May 11, 2004 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 Bebe Woody
- Member Phil Scarborough
- Member Christine Walker

The following members were absent:

Also present at the meeting:

- Fred Featherstone, Planner
- Becky Breiholz, Town Clerk

Chairman Parker called the meeting to order at 6:10 p.m.

**SUBJECT:** Adoption of Agenda.

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

**SUBJECT:** Approval of Minutes Regular Meeting April 13, 2004 – Correction under members present-remove Member Woody’s name as she was absent and the s was left off Member Daniels name.

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

**PUBLIC COMMENT:** None

**SUBJECT:** Conditional Use Permit for Modular Facilities Dare County Board of Education. Mr. Jim Winebarger with the Dare County Board of Education commented they are requesting the Town’s assistance in renewing the Conditional Use Permits for Modular Facilities. Mr. Winebarger introduced Mr. John Thomas, with the firm of MBA and the lead architect for the Manteo Elementary and Manteo High School projects. Mr. Thomas is here to answer any questions the Board may have regarding the continued use of the modulars until the schools are complete. In Mr. Winebarger’s letter to the Planning Board the High School Completion date is 2007; Manteo Elementary 2006; and the new Manteo Middle School 2005. Mr. Winebarger commented that the first modulars to be moved in 2005 will be Manteo Middle; the next site will be the elementary and then the high school when renovations are complete. Mr. Thomas commented that the majority of the new space for the high school will be constructed behind the building

towards the baseball field and the first phase will be new construction and renovating the entire vocational wing in the back and the modulares will give them the space they need while doing renovations. Mr. Winebarger informed the Board members that there will be a school improvement team meeting at the Manteo High School at the media center at 3:30pm May 13<sup>th</sup> and 2:30pm at the Elementary School on May 14<sup>th</sup> and they are invited to attend. The Board decided to discuss each individual school and Mr. Featherstone started with the Middle School and commented that at the middle school south parking lot the opaque buffer which was required as a condition several years ago has not filled in or reached the required height and needs additional plantings and stated they may wish to consider that the Salty Dawg project may have an impact on the future location of this buffer since the buffer is actually in the area that is going to be transferred to the County.

**MOTION:** Member Daniels seconded by Member Woody to recommend approval to the BOC of the conditional use permit for two (2) modular classrooms at the Manteo Middle School for one (1) year was approved by the following vote: Ayes: Members Parker, Woody, Walker, Scarborough and Daniels. Noes: None. Absent: none.

Mr. Featherstone commented that at the elementary school it would be appropriate to require installation of all buffers depicted on the most recently approved site plan adjacent to Wingina Avenue unless in conflict with construction of the new building. There is also several of the maple trees adjacent to US 64 lost in the hurricane that need to be replaced. Mr. Winebarger commented that he would like to meet with Mr. Featherstone and anyone else to physically go to each site to discuss the buffers and come up with an acceptable plan

**MOTION:** Member Daniels seconded by Member Walker to recommend approval to the BOC of the conditional use permit for three (3) modular classrooms at the Manteo Elementary School for one (1) year with following conditions: that all buffers depicted on the most recently approved site plan be installed except where it interferes with new construction and that the buffer on US64 damaged in the hurricane be replaced was approved by the following vote: Ayes: Members Parker, Woody, Walker, Scarborough and Daniels. Noes: None. Absent: none.

A Buffer plantings was required to replace the 50 foot opaque buffer which was a condition of the first conditional permit. The plantings adjacent to Wingina Avenue have not achieved this condition and need additional plantings. The opaque buffer adjacent to the Lydia Tillet property and Scuppernong road are also insufficient and need additional plantings. Even with the student population being much smaller next year we still need assurance there will be no overflow parking in the gravel parking lot beside the tennis courts and the swales around the ball field which were intended only to accommodate overflow parking for ball games. There should be no more student parking passes issued than there are permanent parking places on site. It was also required in past conditions that the gate at Scuppernong would be locked except during times of sporting events and there would be no left turn out of the high school onto Wingina Avenue. The Board discussed parking and the original site plan had 186 parking spaces. The Planning Board

requested that when the School Board goes before the Board of Commissioner's to present the number of paved parking spaces. Mr. Winebarger commented that they will research the parking and are willing to accommodate the Boards recommendation. The buffers were discussed and making them opaque. Mr. Winebarger suggested that he meet with Mr. Featherstone and look at these areas and come up with an acceptable plan and then execute it and then they would know that they are doing what they can. Mr. Featherstone commented that the P&Z should recommend to BOC that a maximum time for removal of all modulares be included in the conditional use this year and recommending that the Board of Education post a performance bond for compliance. Mr. Featherstone suggested letting the Board of Commissioner discuss the length of time and amount of money. Mr. Winebarger commented that they are doing what they can do and requiring a performance bond can hold money that could be used elsewhere and that sometimes there are unforeseen incidents that can happen. Mr. Featherstone-commented that we have been saying yes when others say no; this has been going on for over 15 years and our ordinance states 24 months and we want the modulares off campuses. There was discussion and Member Daniels commented that the Board of Education will supply us with the schedule of the removal of the modulares and Mr. Winebarger commented that they would work with Mr. Featherstone on a schedule.

**MOTION:** Member Daniels seconded by Member Woody to recommend to the BOC approval of the conditional use permit for 8 modular classrooms for one (1) year at the Manteo High School with the following conditions: 6 foot opaque buffer be added on Wingina and Scuppernong and around Lydia Tillets property as required by the ordinance; number of parking permits issued be no more than approved paved marked spaces; the BOC be provided with number of approved paved parking spaces; No left turn allowed on Wingina be enforced as per the original agreement with proper NCDOT sign and provide to BOC the number of anticipated students; **MOTION AMENDED** Member Daniels seconded by Member Woody to include the condition that the gate be locked on Scuppernong except during special events was approved by the following vote: Ayes: Members Parker, Woody, Walker, Scarborough and Daniels. Noes: None. Absent: none.

**MOTION:** Member Daniels seconded by Member Walker to recommend that the BOC require a performance bond for each school that requires the modulares be removed on schedule was approved by the following vote: Ayes: Members Parker, Woody, Walker, and Daniels. Noes: Member Scarborough. Absent: none.

**SUBJECT:** Review to do list. Chairman Parker went over the "to do list." Letter written to Town Attorney about the Weeping Radish parking lot; some items are still pending on the rewrite of the new zoning ordinance; the Pizza Hut buffer is being worked on; the BOC is still discussing the trees at the downtown park. The BOC has contracted with Aqua Neoterics to write a new storm water ordinance.

## BOARD CONCERNS

Member Woody-commented on the Booth apartment building and the parking and that some of the cars look like junk cars. Mr. Featherstone commented he would check into it.

Member Daniels-did the CVS plan expire and was informed no.

**MOTION:** Member Daniels seconded by Member Woody to adjourn at 7:30 p.m. was approved by the following vote: Ayes: Members Parker, Woody, Walker, Scarborough and Daniels. Noes: None. Absent: none.

This 12<sup>th</sup> day of May, 2004.

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Bill Parker, Chairman

ATTEST:

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Becky Breiholz, Town Clerk