

## MINUTES

The Town of Manteo Planning and Zoning Board met in Regular Session on Tuesday, October 12, 2010 6:00 pm. at the Manteo Town Hall, 407 Budleigh Street

The following members were present: Chairman Bill Parker  
Member Phil Scarborough  
Member Grizelle Fearing  
Member Bebe Woody

The following members were absent: Member Beth Storie

Also present at the meeting: Erin Trebisacci, Planner

Chairman Parker called the meeting to order at 6:07 pm

**SUBJECT:** Adoption of Agenda as presented

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

**SUBJECT:** Approval of Minutes regular meeting September 14, 2010

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

PUBLIC COMMENTS- none

**SUBJECT:** Consideration of menu boards as approved signage-Following last month's meeting, staff researched how other towns address freestanding menu signs. It appears that most towns permit them in varying forms. Staff developed the following language in an effort to address the concerns brought forward by the restaurant owners at the previous meeting.

§18-8 Signs permitted in B-1 district.

(a) (9) *Freestanding menu signs may be placed only within the footprint of the building to include porches and decks may be two-sided, and shall not exceed seven square feet per side including frame and support. Freestanding menu signs must be brought in at close of business.*

§18-9 Signs permitted in B-2 district.

(a) (9) *Freestanding menu signs may be placed only within the footprint of the building to include porches and decks may be two-sided, and shall not exceed seven square feet per side including frame and support. Freestanding menu signs must be brought in at close of business.*

Staff recommends sending to the BOC to set a public hearing. After discussion the

Planning Board made changes to the proposed text amendment as written above.

**MOTION:** Member Fearing seconded by Member Woody to recommend sign ordinance text amendments as amended was approved by the following vote: Ayes: Members Parker, Fearing, Woody, and Scarborough. Noes: None. Absent: Storie

**SUBJECT:** Presentation of Development Evaluation tool-draft written by Audrey Whetten who is our intern and working with the Planning Department. The report will be made a part of these minutes. The Board reviewed the evaluation tool and suggested changes and final draft will be presented at the November meeting.

**SUBJECT:** Review to do list-Chair Parker went over the to do list no changes to the courthouse.

Board Member concerns:

Chairman Parker-discussed with the Board a Commissioner's suggestion to consider changes to the zoning map to not allow mobile homes on Sir Walter Raleigh Street west of the highway and Planner Trebisacci informed the Board that there would be approximately 35 properties affected and the change would create 4 or 5 non-conformities. Member Fearing commented that when she previously discussed the lighting she stated RBC Bank and she meant the lights at Twiford's Funeral Home. Member Fearing also discussed on street parking downtown and Chairman Parking commented that we could get them a copy of the parking study that was done.

**MOTION:** Member Fearing seconded by Member Scarborough to adjourn 6:55 pm was approved by the following vote: Ayes: Members Parker, Fearing, Woody, and Scarborough. Noes: None. Absent: Storie

This 12<sup>th</sup> day of October 2010

\_\_\_\_\_  
Bill Parker, Chairman

ATTEST:

\_\_\_\_\_  
Becky Breiholz, Town Clerk