

## MINUTES

The Town of Manteo Planning and Zoning Board met in Regular Session on Tuesday, February 9, 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  
Member Beth Storie

The following members were absent:

Also present at the meeting: Erin Trebisacci, Planner  
Becky Breiholz, Town Clerk

Chairman Parker called the meeting to order at 6:05 pm

**SUBJECT:** Adoption of Agenda as presented

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

**SUBJECT:** Approval of Minutes Regular Meeting January 12, 2010 -add to the discussion on site plan review for Marshes Light Ship's store where it is recommended that the lattice work be vertical "to match existing buildings lattice," and in the condition of lighting include "or less" behind 100 watt. Also change the wording in the discussion during the to do list to say that the changes that were made to the fence ordinance were made a part of the minutes.

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

PUBLIC COMMENTS- none

**SUBJECT:** Sketch plan review for Farm Bureau Office- The applicant is proposing to construct a new office on the site of the existing office and adjacent property. Both properties are located in B-2 where offices are a conditional use. The proposed building is approximately 4,800 square feet. The structure along

with the requested 21 parking spaces creates approximately 47.35% lot coverage. The applicant is proposing to use one of the two existing curb cuts. The applicant has requested 21 spaces to accommodate the proposed 15 offices, 5 spaces for customers and a required van accessible handicap space. According to the ordinance the required parking for the site is 10, which may be increased to 13 spaces. The drive aisle widths shown are 21' and 24' all parking shown is 90° parking, with two way traffic which requires drive aisle width of 25'. The property sits between a residential property to the south and a commercial property to the north and is abutted by a residential subdivision on the west. There is a fairly dense natural buffer existing on the west side of the property that should remain. The applicant is proposing an opaque buffer on the south side of the property. The applicant will have to plant a parking lot buffer around the proposed parking area per §15-3(1) and §15-4(1). A landscaping plan will be completed for Site Plan review per note on sketch plan. A stormwater plan is required for this site according to Zoning Ordinance Article 17. The applicant will have to produce an engineered stormwater plan for Site Plan review. Also as noted the applicant must apply for and receive a NC DWQ Stormwater Permit. The applicant has reflected four light fixtures and anticipates some wall mounted lights. The lights have to be 100 watt or less incandescent or color corrected compact fluorescent equivalent or the applicant must provide an engineered lighting plan for Site Plan Review. All utilities will have to be placed underground. Also required is an engineered calculation for sewer usage. The applicant will be credited for the existing uses. John Robbins commented that they will be able to tweak the plans since this is a sketch review and they wanted feedback. Stormwater was discussed since there is quite a bit of flooding on the property because of runoff from other properties; as required by law they will take care of their stormwater and the goal will be an inch and a half on site and they are open for any suggestions. Only concern Chairman Parker has is the label of a berm that might cause flooding for the neighbors even though it is not the Farm Bureau's problem. Mr. Robbins commented that the Farm Bureau wants to be good neighbors but does not think they should be responsible for all the other properties stormwater. Mr. Robbins commented that they could possibly tie into the NCDOT system. A discussion took place on all the flooding of the properties around town and the need to have something done.

**SUBJECT:** Appointment/re-appointments to PARC Committee-The Town has a policy that if you miss two meetings in a row you are no longer on the Board and need to be re-appointed. They are Bebe Woody and Debbie Montgomery

**MOTION:** Member Fearing seconded by Member Storie to re-appoint Bebe

Woody and Debbie Montgomery to the PARC committee was approved by the following vote: Ayes: Members Parker, Fearing and Scarborough. Noes: None. Absent: Woody and Storie.

Member Storie gave the Board a report from the Albemarle Ecological Field Site Capstone project that the Town of Manteo participated in with the students from Chapel Hill. Member Storie would like the members to read the report and then they can discuss it at their next meeting. Member Fearing suggested that the Town send them a thank you for all their help and Mrs. Trebisacci will take care of that.

Mrs. Trebisacci gave an update on the water garden park at Buck's Seafood property; Chairman Parker went over the to do list; Mrs. Trebisacci reported on the maintenance of commercial fences action that was taken by the BOC. The Art Council is preparing a grant to help with plans for the old courthouse.

The Board talked about stormwater and Chairman Parker gave background about the ordinance and how it addresses stormwater. If we continue to pave things we will have more stormwater and it is a real balancing act. The water quality in the sound is affected by the stormwater run-off. Everyone realizes it is a problem and some solution needs to be addressed.

**MOTION:** Member Storie seconded by Member Fearing to adjourn at 7:30 pm was approved by the following vote: Ayes: Members Parker, Fearing, Woody, Storie and Scarborough. Noes: None. Absent:

This 9<sup>th</sup> day of February 2010

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Bill Parker, Chairman

ATTEST:

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Becky Breiholz, Town Clerk