

MINUTES

The Town of Manteo Board of Commissioners held their October 7, 2009 Recessed Session October 21, 2009 at 4:00 pm at the Manteo Town Hall meeting room.

The following members were present:

- Mayor Jamie Daniels
- Commissioner H.A. Creef, Jr.
- Commissioner Darrell Collins
- Commissioner Christine Walker
- Commissioner David Farrow
- Commissioner Richie Burke
- Commissioner Hannon Fry

The following member(s) were absent:

Also present at the meeting were: Finance Officer Shannon Twiddy; Town Clerk-Becky Breiholz; Department Heads Steve Jozik, Erin Trebisacci, Chief Haskett, Josh O'Brien with the W&S Department; Building Inspector Ralph Allen; Town Manager Kermit Skinner arrived at 4:20 pm

Mayor Daniels called the recessed meeting to order at 4:07 pm

Department Head Reports- were given to the Board at their regular meeting for review and will be on file for one year. John O'Brien with the Water Department went over Water and Sewer Superintendent Nathan Pharr's report; beside their regular duties they are about done with the SCADA system; were NOV free for the month of September. Chief Haskett went over his report and they had 2 felony possession of cocaine. Chief Haskett commented he will be going over the details of the new mandated police communication system. Mr. Jozik went over his report and all the laptops have been distributed to the students, some children did not get laptops and he has been in contact with the folks at Lenovo and they are receptive to the idea of the laptop for student program and he will have more information on that at a later date. The new SCADA system at the water and sewer plant has been installed and employees are being trained to work the system. Planner Trebisacci went over her report and she also introduced Molly McCarter to the Board. Molly is a student intern with Albemarle Ecological Field Study program at UNC Chapel Hill and they are working on a stormwater project. Molly is also helping design a recycling program for the Town Hall and other energy saving cost measures.

SUBJECT: Cemetery Software Presentation-IT Steve Jozik gave the Board a presentation of the new cemetery software program; there were issues of where grave sites were supposed to be and where they actually are which is why it took so long for the software to be put to use. The Town hired Ray Meekins to do the field survey and data entry which is now complete with a level of accuracy and proficiency that could not have been duplicated by Town staff. The software is searchable, has pictures of the grave stones; gives us a better idea of what is sold and what is not. There is a large section of the old cemetery that we do not have records since the cemetery was at one time a private cemetery and records were not kept or given to the Town. All

the green is either unsold or what we do not have a record for; the light blue is sold but no internment; dark blue has internment.

SUBJECT: Police Communication System presentation-Chief Vance Haskett informed the Board that Dare County will be switching to the 800 Megahertz Digital System. The Dare County Sheriff's Office is incurring the cost of the infrastructure system. The Town will be responsible for the cost of the actual radios. There will be no dead areas with the system. As of January 1, 2013 all departments must be Narrow Band compliant; the current system will be obsolete. The cost of the radios will be around \$43,643.40; to get a reduced price we should purchase it with the other municipalities for a bulk rate. Dare County will be switching to the new system beginning January-March 2011. This item will be included in next year's budget.

SUBJECT: Selection of Project Manager for the Stormwater Park Project -this was postponed from the October regular meeting so that they could review each of the submitted proposals. Mr. Skinner informed the Board that we need to have a project manager today since the bid documents will go out tomorrow and it is critical that we have a project manager on board. Commissioner Farrow commented that we have done a lot of work with Albemarle Engineering and have a good working relationship with them. Mrs. Trebisacci also provided the Board with a time line of the project.

MOTION: Commissioner Farrow seconded by Commissioner Creef to award the contract to Albemarle Engineering was approved by the following vote: Ayes: Commissioners Collins, Farrow, Fry, Burke, Walker, and Creef Noes: None. Absent:

SUBJECT: Affordable Housing Staff has met with representatives from the Community Development Corporation twice and has discussed the possibility of them assisting the Town with the administration of the ordinance. They are willing to help administer the current ordinance but would like to see a more streamlined version that is similar to the ordinance that both Dare County and Kill Devil Hills are currently using. Their proposal would be to simplify the application process to one that is based solely on income. They would handle the processing of potential applicants. They would also be able to assist the Town with the resale process. They are qualified to walk the home buyer through the process and obtaining a mortgage and are having success with their program. If the Board is comfortable with this Mrs. Trebisacci will work with the CDC to simplify the ordinance. Consensus of the Board is for Mrs. Trebisacci to work with the CDC for the text amendment to affordable housing.

SUBJECT: This was discussed at the regular October meeting and the Board requested that the Planner come up with a text amendment to try and combine the accessory dwelling and storage into one ordinance. Mrs. Trebisacci commented that people are building accessory storage buildings and then later turning them into accessory dwelling units making them non-conforming to the Town ordinance and this would help eliminate that problem. A lengthy discussion took place on the rear yard setback 8 feet versus 5 feet and John Robbins commented that revising the rear yard setback to 8 feet would affect his project in Cypress Cove because all the lots are small (6,000 square feet) because of the requirement to include affordable housing by the Town, and they would be unable to do accessory buildings if they increase the setback from 5 feet to 8 feet. Mr. Robbins commented that the development was planned according to what was

written by the Town and now they are changing the rules. Staff will clean up the language and change the setback to 5 feet and bring it back to the Board at their November meeting for review. The following is the changes made that the Board would like cleaned up:

Accessory Dwelling/Structure text amendment discussion and setting of a public hearing.

~~Accessory Building dwelling unit. A subordinate building consisting of walls and a roof, the use of which is clearly incidental to that of a principal building on the same lot. Accessory buildings may be placed in any rear or side yard but may be no closer than eight feet from any property line and lot coverage for the district must be met. Accessory Buildings shall not be larger than 600 square feet. Accessory Buildings may be occupied as dwellings. An accessory building shall not be subdivided or otherwise segregated in ownership from the primary building. Secondary dwelling to unit inhabited by members of the household or rented like an apartment.~~ To insure that an accessory building occupied as a dwelling unit is secondary to the primary dwelling residence and not a duplex, it is subject to the following restrictions:

1. Only one accessory dwelling unit may be permitted on a lot.
2. Accessory dwelling unit may be ~~attached (located in the principal residence.) or in a detached structure on the lot providing requirements for the lot coverage and setbacks for the district are met~~
3. Either the primary ~~residence dwelling~~ or the accessory dwelling unit shall be occupied by an owner of the property.
4. ~~Accessory dwelling units shall not be larger than 50 percent of the living area of the primary residence or 600 square feet, whichever is smaller.~~
5. One additional off-street parking space shall be provided for ~~the~~ an accessory dwelling unit.
6. ~~Accessory dwelling units shall not be subdivided or otherwise segregated in ownership from the primary residence.~~
7. ~~A detached accessory dwelling unit buildings~~ shall be either one- or one-and-one-half story.
8. *The habitable structures should both be fed on the same electrical and water meters; and*
9. *The Town shall have the ability to charge for an additional bedroom for any habitable space when calculating sewer fees.*
10. To encourage the preservation of the town's historic outbuildings, an accessory building existing at the time of the adoption of this ordinance, may be converted into an accessory dwelling unit provided percentage of lot coverage does not exceed the maximum allowable.

~~Building, accessory. A subordinate building consisting of walls and a roof, the use of which is clearly incidental to that of a principal building on the same lot. Accessory buildings may be placed in any rear or side yard but may be no closer than five feet from any property line.~~

A 5 minute break was taken at 5:00 pm

SUBJECT: Cleaning Contract for Town owned Public Buildings-Mayor Daniels commented that he understands that James McCleave Public Works Director is the administrator of the cleaning contract. RWP Services was the lowest bidder and awarded the contract contingent on a ninety (90) day trial period to end October 31. Mr. McCleave is recommending that the Board not execute the contract with RWP Services due to complaints and that the next lowest bidder be given a ninety (90) day trial period beginning November 1st to end January 31 with the contract being executed upon satisfactory review after the 90 day trial period. The next lowest bidder was Carolina Cleaning for \$14,664.00.

MOTION: Commissioner Farrow seconded by Commissioner Creef to accept Mr. McCleave recommendation to give a 90 day trial period to Carolina Cleaning was approved by the following vote: Ayes: Commissioners Collins, Fry, Burke, Farrow, Walker, and Creef Noes: None. Absent

Commissioner Comments

Commissioner Farrow-commented that there is very little of the history of the lighthouse on the outside plaque and would like a plaque with more of the history out there; he commented when you talk Marshes Light people think you are talking about the development and we should have a sign that says Marshes Lighthouse; and would like a flagpole on the northeast corner of the walkway. Town Manager Kermit Skinner will take care of those requests.

MOTION: Commissioner Creef seconded by Commissioner Collins to adjourn at 5:25 pm was approved by the following vote: Ayes: Commissioners Collins, Fry, Farrow, Walker, and Creef Noes: Burke. Absent:

This the 21st day of October 2009

ATTEST:

Mayor Jamie Daniels

Town Clerk Becky Breiholz