

## MINUTES

The Town of Manteo Board of Commissioners and Planning Board held joint workshop session in the Manteo Town Hall meeting room, September 15, 2003 at 6:00 p.m.

The following BOC members were present: Mayor Lee Tugwell  
Commissioner Dellerva Collins  
Commissioner David Farrow  
Commissioner Edward Etheridge  
Commissioner Stuart Wescott  
Commissioner H.A. Creef, Jr. (left at 7:20pm)  
Commissioner John Wilson, IV

The following P&Z members were present: Chairman Bill Parker  
Member Bebe Woody  
Member Phil Scarborough  
Member Jamie Daniels

The following member(s) were absent: P&Z Member Christine Walker

Also present at the meeting were: Town Manager Kermit Skinner  
Finance Officer- Shannon Twiddy  
Town Clerk-Becky Breiholz  
Planner Fred Featherstone

Mayor Tugwell called the Joint workshop meeting to order at 6:00

**SUBJECT:** Discussion of the draft Guide for Development presented by Randy Hester and Marsha McNally from Berkley. They did the previous guide for development 20 years ago for the Town of Manteo. The guidelines are to be a supplement to the zoning ordinance and not regulations, just suggestions. Developing clear guidelines will protect the property values and maintain the quality of Manteo. Mr. Hester went through the draft copy section by section with input and comments made by both Boards. After changes have been made Mr. Hester will do a final draft for the Board's adoption as soon as possible so the Planning Board can start implementing the guidelines. The Boards discussed whether or not they could offer incentives to people who follow these guidelines; for example allow more encumbrances on lot coverage if they follow the adopted guidelines. It was suggested that the document be included in or attached to the zoning ordinance as a way to create incentives. Consensus of the Board to have Randy Hester to make the text changes that were suggested and to move ahead with the draft guidelines.

There being no further business to come before the Board or other persons to be heard a motion by Commissioner Wescott seconded by Commissioner Farrow the meeting was adjourned at 8:00 pm and approved by the following vote: Ayes: Commissioner Wilson, Wescott, Farrow, Etheridge, Collins, Creef, P&Z Chairmain Parker, Members Woody, Scarborough and Daniels. Noes: None. Absent: None.

This the 15<sup>th</sup> day of September 2003

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Mayor Lee Tugwell

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Chairman Bill Parker

ATTEST:

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Town Clerk Becky Breiholz