

MINUTES

The Town of Manteo Planning and Zoning Board met in Regular Session on Tuesday, September 9, 2003 at 6:30 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 6:35

SUBJECT: Adoption of Agenda-

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

SUBJECT: Approval of Minutes Regular Meeting July 8, 2003

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

PUBLIC COMMENTS-none

NEW BUSINESS

SUBJECT: Site Plan review Jack Burrus-Fred Featherstone Planner’s narrative stated that certified notice to adjacent property owners was sent and no negative comments from Department Head review. The original site plan was sent back to the Planning Board by the BOC when issues of the number of kitchens were raised. The floor plan re-submitted on 9-3-03 did not match the sewer calculations reflected on the site plan. That site plan indicated 3 two bedroom dwelling units and 6 one bedroom over night rental units. The most recent floor plan shows 3 two bedroom dwelling units with kitchens, 3 one bedroom dwelling units with kitchens and 3 one bedroom units without kitchens. This site contains 15,237 square feet. As per Sec. 7.03 there must be 5000 square feet per dwelling unit which would allow only three dwelling units.

You have previously approved over night rental units in a group development without office space or a lobby knowing these functions could be supported from other buildings within the group development. In this case it is unclear the means for managing the functions of rental or laundry. We have not been supplied a copy of the access easement for parking spaces 21 & 22. In reference to the handicap parking space there is not adequate room for a van accessible space. Staff recommends designating space 22 for handicap parking. Until the issue of this site plan containing 6 dwelling units is resolved staff cannot recommend approval.

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

SUBJECT: Site Plan review and conditional use application for Billy Maxwell-Fred Featherstone, Planner narrative stated he mailed certified notice to property owners for this conditional use application and there were no negative comments from Department Head review. In reference to compliance with the Town of Manteo Zoning Ordinance staff recommends approval. Being a conditional use the Planning Board has the option to make recommendations on conditions that would safeguard the adjacent residential uses.

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

SUBJECT: Site Plan review for Pirates Cove Bill Fish Office Building. Fred Featherstone, Planner's narrative stated adjacent properties are owned by Roanoke Properties and no negative comments from Department Head review. This proposed structure is shown on the master plan previously approved by the Planning Board and BOC. Staff reviewed a draft site plan and with the exception of addressing the parking lot lighting all corrections have been made. A letter was received from Jeff Davis of JDavis Architects which stated that the Billfish office will not be utilizing commercial or non-residential lighting for the building or any parking lot area. Regarding proposed trees staff prefers the magnolia opposed to the holly but due to the salt conditions the holly has a better survival rate and staff recommends approval of the site plan as presented.

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

OLD BUSINESS

SUBJECT: Review To Do list

BOARD CONCERNS

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

This the ____ day of _____ 2001.

Bill Parker, Chairman

ATTEST:

Becky Breiholz, Town Clerk