

**PLANNING & ZONING  
MINUTES**

The Town of Manteo Planning and Zoning Board met in Regular Session on Tuesday, January 8, 2002 at 6:30 p.m. at the Manteo Town Hall, 407 Budleigh Street, Manteo, North Carolina

The following members were present:

Chairman Bill Parker  
Member Jamie Daniels  
Member Phil Scarborough  
Member Bebe Woody

The following members were absent:

Appointee Christine Walker

Also present at the meeting:

Shannon Twiddy, Town Planner  
Fred Featherstone, Bldg. Inspector  
Evelyn Rollason, Secretary

Chairman Parker called the meeting to order at 6:30

Newly appointed member Phil Scarborough was sworn in by Deputy Town Clerk Shannon Twiddy prior to the beginning of the meeting Reappointed Chairman Parker and Member Daniels were also sworn in.

**SUBJECT:** Adoption of Agenda

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

**SUBJECT:** Approval of the Minutes of the Regular Meeting of December 11, 2001

**MOTION:** Member Daniels seconded by Member Woody to approve the minutes of the regular meeting of December 11, 2001 was approved by the following vote: Ayes: Members Parker, Woody, Scarborough and Daniels. Noes: None Absent: Appointee Walker.

**PUBLIC COMMENTS** - None

**CHAIRMAN'S AGENDA**

**NEW BUSINESS**

**SUBJECT:** Amendment of Subdivision Site Plan of Lots #57 through #61 at Sailfish Point in Pirates Cove

Town Planner Shannon Twiddy provided the members with a copy of the subdivision of lots 57-61 as previously approved by the Planning and Zoning Board on August 1, 2001. The applicant has request the subdivision site plan be amended.

Roanoke Properties would like to change the original floor plan that had smaller decks to another model that has wider decking. In an effort to allow the change in proposed buildings a recombination of the lots will be required to make each lot slightly wider. The amended site plan reflects that the changes are very minimal, and staff does not anticipate any adverse effect from the revision.

Shannon stated that letters to the adjoining property owners were sent as required, and no replies have been received. Staff recommends approval of the revised subdivision site plan for lots 57 through 61 at Sailfish Point in Pirates Cove as presented.

There was limited discussion on this matter.

**MOTION:** By Member Daniels, seconded by Member Woody to approve the amended site plan for lots 57 through 61 at Sailfish Point in Pirates Cove was approved by the following vote: Ayes: Members Parker, Woody, Scarborough and Daniels. Noes: None Absent: Appointee Walker.

Shannon stated that she would forward the Board's recommendation to the Board of Commissioners for their consideration at their February meeting.

## **OLD BUSINESS**

**SUBJECT:** Discussion regarding proposed text amendment to Section 6.04 G. (6) regarding Municipal Directional Sign(s)

Chairman Parker briefly explained the intent of the proposed text amendment to Member Scarborough.

Town Planner Shannon Twiddy reported that she had researched other Town's ordinances for a sample that would meet the intention of this Board to allow for a sign to be erected downtown to include a map, municipal and county office locations, parking areas, restrooms, boat ramps, and other public interest. Shannon presented the following draft text amendment to promote discussion among the Board members.

Section 6.04 G. Signs permitted in B-1 and B-2 Districts

6. Municipal Directional Sign(s) at municipal parks, playgrounds, and governmental facilities, not to exceed thirty six square feet in sign area indicating the location of governmental offices, parking areas, public restrooms, boat ramps an other facilities deemed appropriate by the Planning and Zoning Board shall be permitted by the Planning Department after approval by the Planning and Zoning Board. The signs may be

illuminated by exterior means.

Chairman Parker stated that he would like to bring this up at the joint workshop between the Board of Commissioners and the Planning Board. Shannon informed the Board members that before the last joint workshop, the Mayor had requested that the Planning Board submit a list of topics they would like to see addressed at the joint workshop. Shannon asked the Board members be thinking of topics they would like presented at the workshop so the Town Clerk may prepare a list.

Returning to the subject of the sign, Shannon stated that the sign would have to go on Town owned property in order to not open the door for off-premises advertising.

It was the consensus of the Board to table any action on this proposed text amendment until the joint workshop of the Planning Board and the Board of Commissioners.

### **BOARD MEMBER CONCERNS**

The Board reviewed and updated the “To Do” list.

Member Parker asked the Members if they had anything they wanted to discuss. Member Parker stated that as all the members were not present, and as a joint workshop was imminent, that the lot coverage concerns that the Board has been discussing over the past several months be delayed until the joint workshop with the Board of Commissioners. There was some limited discussion on this issue. Member Parker asked the Board members to be thinking of ways to reduce lot coverage, possibly through amendments to the parking lot requirements or larger setback for larger developments, to present at the joint workshop.

Member Woody stated that she felt the Town needs to start thinking about a form of public transportation, however small. Shannon mentioned the Police Department’s “Helping Hands” policy – weekly checks on the elderly, etc., and mentioned that the Department had received some criticism on this policy. Shannon stated that Commissioner Creech has done some research in establishing a limited form of public transportation. Member Woody reiterated that she feels the Town should be supportive toward any efforts made to establish some form of public transportation.

There was some discussion on addressing what is referred to as “mother-in-law” apartments. Several Board members supported these as alternatives to putting aging relatives in a nursing home. The primary concern is limiting the use of these apartments to relatives, and not turn into rental units. This subject had been addressed in the past through a proposed text amendment regarding accessory buildings. A proposed text amendment had been forwarded to the Board of Commissioners, but it never went to public hearing. It was the consensus of the Board to work on this issue some more as a Board before bringing it back up to the Board of Commissioners, and not schedule this item for discussion at the joint workshop. Shannon stated she would research this subject and report back to the Board.

Member Daniels inquired if Shannon had heard back from the Institute of Government regarding a legal interpretation on when a site plan is considered to be presented. Shannon stated that she has contacted the Institute, but has not heard back from them.

Member Daniels stated he felt the Board needs to consider design guidelines on larger buildings, and perhaps bring this up at the joint workshop. Member Daniels stated that excessive amounts of fill be addressed. Member Woody stated she would like to see recycling addressed. Shannon stated that she had addressed the Board of Commissioners about locating a recycling container downtown, but met with great opposition, mainly over the location. The Board of Commissioners were reluctant to locate a recycling container on the park property, and also did not want to sacrifice a parking space downtown of the location of a recycling container. Member Daniels stated he would investigate several recycling options, and report back to the Board.

As there was no further business to come before the Board, on motion by Member Woody, seconded by Member Daniels, the meeting was adjourned at 8:00 p.m.

This the 8th day of January, 2002.

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Bill Parker, Chairman

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Evelyn D. Rollason  
Secretary to the Board