

## MINUTES

The Town of Manteo Planning and Zoning Board met in Regular Session on Tuesday, February 10, 2004 at 6:00 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 6:03 p.m.

**SUBJECT:** Adoption of Agenda.

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

**SUBJECT:** Approval of Minutes Regular Meeting January 13, 2004

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

**PUBLIC COMMENT:** none

### OLD BUSINESS

**SUBJECT:** Review amended CVS site Plan w/proposed access-This site plan has been approved provided that they can get the access to Russell Twiford Road and they have until March 18<sup>th</sup> to get all their documents presented for review but they wanted the Planning Board to look over the plan. The Board discussed the entrance on US 64 and that it should be right turn only. Mr. Featherstone commented that there had been discussion of moving the entrance farther down towards Pirates Cove. Chairman Parker commented that they have reduced their signage to proper percentage, used correct roofline; have a proposed easement on Russell Twiford Road; but there needs to be a notation that the entrance on US64 is right turn only in and right turn only out. The Board discussed the site of the dumpster and the possibility of moving it. The Board discussed

the signage for the CVS and Mr. Featherstone commented that they can only have 36 square foot which includes the post.

**SUBJECT:** Discussion and consideration of allowing informational kiosk ordinance. Chairman Parker commented that the BOC have expressed an interest in a kiosk and have asked the Planning Board to make it possible if they wanted to put up information signage. Chairman Parker suggested that this be given to Mr. Padrick who is re writing our ordinances. There was discussion as to the size, sides and location. The proposed language will be sent to Mr. Padrick and shall read: The Town of Manteo may erect freestanding informational signs or kiosks on public property in the B-1, B-2, or B-3 districts. A sign shall not exceed 36 square feet in area (per side) and shall be pedestrian oriented. A kiosk may have up to 5 sides and may have a roof. The sign area of any side of the kiosk shall not exceed 24 square feet in area and shall be pedestrian oriented.

**MOTION:** Member Daniels seconded by Member Woody to send this to Mr. Padrick to be included in the re-write of the zoning ordinance was approved by the following vote: Ayes: Members Parker, Woody, Walker, Scarborough and Daniels. Noes: None. Absent: None

**SUBJECT:** Review to do list. Chairman Parker went over the “to do list” and gave the members an update of the February BOC meeting. Chairman Parker asked that the Storm-water Plan be added to the list. The Town has a draft plan but has never been adopted by the Board.

#### NEW BUSINESS

**SUBJECT:** Discuss Preserve America Communities. Communities may apply for special designation as a Preserve America Community which will recognize communities that protect and celebrate their heritage; use their historic assets for economic development and community revitalization; and encourage people to experience and appreciate local historic resources through education and heritage tourism programs. Mr. Featherstone commented that their was a lot of information that the Planning Board members could help gather some of the information and documentation for the needed criteria and would like to have this application completed within the next 30 days.

#### BOARD CONCERNS

Chairman Parker commented about the liability of the trees at the downtown park which is on the “to do list” and that the BOC discussed this at their last meeting and they will have the shrubs trimmed. The park was done with grant money so the BOC needs to research it more before they move the trees. Member Woody commented that there is a bench missing downtown across from John Silver Gallery.

Member Walker asked about the Southern Bank coming to Town and Mr. Featherstone commented that they are not in Town limits.

Mr. Featherstone commented that he has been doing some research on annexations and informed the Board that Al Forman's property was annexed as B2. Chairman Parker commented that someone has asked him about lighting and that we should get our light meter calibrated. Chairman Parker reminded that the Board if they had anything they wanted to include in the new rewriting of the zoning ordinance that they get the information to him.

**MOTION:** Member Woody seconded by Member Daniels to adjourn at 7:24 p.m. was approved by the following vote: Ayes: Members Parker, Woody, Walker, Scarborough and Daniels. Noes: None. Absent: none.

This 13<sup>th</sup> day of January 2004.

\_\_\_\_\_  
Bill Parker, Chairman

ATTEST:

\_\_\_\_\_  
Becky Breiholz, Town Clerk