

MINUTES

The Town of Manteo Planning and Zoning Board met in Regular Session on Monday, April 7, 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 (arrived late)
- 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 p.m.

SUBJECT: Adoption of Agenda

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

SUBJECT: Approval of Minutes Regular Meeting March 11, 2003

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

PUBLIC COMMENTS

Petie Brigham-231 Greens Drive-outside of town of Manteo and near to high school - had a question on the renewal of permits for the modulars-she commented that it states change of parking lot use and then goes on to state renewal permits. She wanted to make sure that it was only about the modulars and had nothing to do with the parking lots. Ms. Brigham was informed that it was a typo area. Ms. Brigham also has concerns about the 50 foot buffer the schools are to maintain because her property directly adjoins the school and they have a fence that belongs to the school and she does not know if the school fence is on the property line or if it is on the inside of the property line on their side of the property or if the fence is on part of her property. She also refuses to cut the vegetation on her side of the fence because it is the only buffer she has because behind the press box it is paved to the fence.

Member Woody arrived at 6:40 p.m.

Mr. Jim Winebarger- had a question about item 6D on the agenda discussion of paving parking lot and asked if this was for new construction, paving existing or if was this something that the school board would have to deal with and Chairman Parker commented he thought it was about new construction.

NEW BUSINESS

SUBJECT: Review and consideration of zoning permit application from Russell Bransford. This is the first change of use since the Planning Board had made a policy regarding application process. Mr. Featherstone had only one site plan which he showed to the Board for their review. Mr. Featherstone recommends approval. Chairman Parker asked the applicant about the process and Mr. Bransford commented that the process was not a problem. Mr. Featherstone commented that there were some code problems that the applicant corrected.

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

SUBJECT: Discussion and consideration of renewal of Conditional Use Permits for the modular Classrooms for Manteo Middle and Manteo High. The Dare County Board of Education is requesting renewal of Conditional Use Permits for modular units -12 units at Manteo High School and 2 units at Manteo Middle School. Mr. Winebarger commented that this covers only the High School and Middle School, the reason is that a separate package had been submitted for the elementary school, since they will be doing renovations at that school. Mr. Winebarger commented that he hoped this would be the last year, with the building of the new beach high school which is to be completed next summer. This would mean that the number of students would be reduced to around 550 at the high school and should see a significant decrease in student drivers. The School Board also intends to build a new middle school. Member Daniels asked what the capacity of the high school is and Mr. Winebarger commented 593. Mr. Winebarger commented that they plan to start renovation on the high school in 2005 to be completed May of 2006 Member Woody asked the student capacity of the new high school and Mr. Winebarger commented about 800. Chairman Parker would like to talk about some parking issues at the high school which had been discussed at previous meetings. Mr. Featherstone did a count at the high school parking lot, 296 student cars, 293 marked student spaces front parking; the side parking which was assumed teacher parking there were 100 cars and 85 marked, for a total 399 cars with 385 marked spaces. Mr. Winebarger also counted striped, curbed, handicap spaces and the total number they came to was 401 and their concern was how many people parking are there. Mr. Winebarger commented that the actual number of parking passes issued for students is 376. Member Daniels asked about placing the condition of a no left turn and it was explained that was only if the fire lane at the elementary school was to be used for traffic.

MOTION: Member Daniels seconded by Member Scarborough to recommend to the BOC the approval of the conditional use of the modular classrooms approved by the

following vote: Ayes: Members Parker, Woody, Walker, Scarborough and Daniels.
Noes: None. Absent: None.

SUBJECT: Discussion and consideration of proposed text amendment to Section 4.02 Directional signs. Mr. Featherstone is asking that the definition in Section 4.02 directional signs be amended. As written it appears that directional signs could be off premise. He is proposing that it state signs located on premise which contain directional information site specific. Mr. Featherstone commented he was informed by Angel Khoury about the Tourist Oriented Directional sign and explained that it would be small NCDOT signs in the NCDOT right away and people can purchase advertising to go on those sign. Mr. Featherstone commented that Don Conner, with NCDOT said that the Town can adopt an ordinance to prohibit this type signage. Chairman Parker commented that at the last BOC meeting the Town Attorney was to write an ordinance for the TOD's. Chairman Parker suggested changing the wording to state: *signs located on premise which contains site specific directional information*. The Board discussed having NCDOT put up directional signs about the various streets that go into the downtown area.

MOTION: Member Daniels seconded by Member Woody to recommend approval to the BOC language of the definition of directional signs as amended was approved by the following vote: Ayes: Members Parker, Woody, Walker, Scarborough and Daniels.
Noes: None. Absent: None.

SUBJECT: Tourist Oriented Destination program-This was brought up in the previous agenda item and the Planning Board would like to discuss the prevention of TOD's program in the Town of Manteo by supporting the Board of Commissioner action.

MOTION Member Woody seconded by Member Scarborough to support the BOC in not allowing the NCDOT Tourist Oriented Destination signage program in the Town of Manteo was approved by the following vote: Ayes: Members Parker, Woody, Walker, Scarborough and Daniels. Noes: None. Absent: None.

SUBJECT: Discussion of requirements for paving parking lots. Mayor Tugwell asked the Planning Board to address this. Mr. Featherstone commented that he thought the Mayor's intent was to have paved, concrete, or some type of turf stone on new parking lots. The Board discussed limiting the paved requirement to bigger parking lots or how the parking lot is used and Mr. Featherstone commented maybe it could say provided for 5 or more cars. Member Woody commented that we have two things to look at and one is that we don't want any more hard surfaces because of the flooding and the other issue is to provide something stable. Member Parker stated there is permeable asphalt which is a little more expensive but maybe offer some type of incentive. Member Walker commented that she would hate to see everything paved. Member Scarborough commented if it is a big parking lot it will have to be paved and if it is just 3 or 4 spaces as long as it is dust free leave it alone. Chairman Parker commented possibly require some sort of stable surface but also to encourage incentive for them to do permeable asphalt. Mr. Featherstone commented that we could prohibit what we don't want like gravel. Member Scarborough asked about doing a percentage of a large parking lot

permeable. The Board discussed storm-water run off. Mr. Winebarger commented what he has seen in other Towns is that they invoke a percentage of permeable parking area, and the drive aisle will be paved and the parking area would be paved with turf stone or water permeable surface and then a requirement for islands with plantings in the parking lot that also have storm water basins. The Board was requested to think about this and if they have any ideas to pass them along to Mr. Featherstone who will write a text amendment. Member Daniels asked that Mr. Featherstone to get information on storm-water run off and how other Towns address it.

OLD BUSINESS

Chairman Parker gave the P&Z a report from the Board of Commissioners April 2nd 2003 regular meeting and a report on the NC College of Design student presentations that was given last weekend and which can be viewed on the website. The steering committee for the College of Design is going to meet at the Town Hall April 24th, 2003 at 7:00 p.m. Mr. Featherstone suggested doing a cook out for the students.

SUBJECT: Review To Do List –The Board went over the list and discussed the traffic from the high school and possibly recommending to the BOC to restrict traffic from turning left on Wingina during the afternoons. Mr. Featherstone commented that there is an ordinance that the Town can restrict traffic from turning.

BOARD CONCERNS

Member Woody-asked what the time limit is that applicants have to get the information to us before review and Mr. Featherstone commented 21 days before the Planning Board meeting. Member Woody would like the Planning Board to consider revising the review process to two or three months for institutional or government buildings. Mr. Featherstone suggested it would probably be good to take projects over a certain amount of square footage instead of limiting it to the institutional or governmental. Mr. Featherstone suggested a caveat if the plans are incomplete they be given back and have to wait until the next month. The Board requested Mr. Featherstone to write up a policy to address this issue and see what other Towns do. Member Woody would like NCDOT to place directional signs for the various streets downtown and this will be brought up when the NCDOT gives it presentation at the April 16th.

Member Daniels had a question about retail sales, can you sell stuff that you make and Mr. Featherstone commented that if it is not listed in the ordinance then it is not a permitted use.

Member Walker-asked who decides what is done with the old middle school when they move out. Chairman Parker commented he thought that the County decided.

MOTION: Member Daniels seconded by Member Woody to adjourn at 8:37 p.m. was approved by the following vote: Ayes: Members Parker, Woody, Walker, Scarborough and Daniels. Noes: None. Absent: None.

This the 11th day of March 2003.

Bill Parker, Chairman

ATTEST:

Becky Breiholz, Town Clerk