

MINUTES

The Town of Manteo Board of Commissioners held their December 7, adjourned/recessed session in the Manteo Town Hall meeting room, December 14, 2005 at 4:00 PM

The following members were present:

- Mayor John Wilson
- Commissioner David Farrow
- Commissioner Lee Tugwell
- Commissioner H.A. Creef, Jr.
- Commissioner Hannon Fry
- Commissioner Etheridge (arrived at 4:10)

The following member(s) were absent:

Also present at the meeting were:

- Town Manager Kermit Skinner
- Town Clerk –Becky Breiholz
- Finance Officer-Shannon Twiddy
- Planner Erin Burke

Mayor Wilson called the Adjourned/recessed December 7, 2005 meeting back to order at 4:00 pm

SUBJECT: Department Head reports-these were given to the Board at their regular December meeting for review and will be on file for one year

SUBJECT: Site plan approval for buildings 13 & 14 Salty Dawg Development. This was postponed from the November 2nd meeting to allow the Board to receive and review the master plan before any action being taken on building 13 and 14. Planner Erin Burke commented that the Master plan that has been submitted meets all but two of the conditions; those being the street names which require the streets to have Elizabethan names and there is no identified area for the playground as required by the conditional use permit; Ms. Burke is comfortable that both those items will be taken care of. The conditional use permit was not included in the packet because the applicant was awaiting a letter from NCDOT that stated that they were ready to construct the Uppowoc extension; Ms. Burke received that letter this afternoon and has forwarded on to their attorney and once the conditional use permit is signed they will be eligible to get building permits as soon as this Board approves each project. Buildings 13 and 14 meet all the requirements the only thing that has to be taken care of is the location of the dumpster pad with the Public Works Department. Commissioner Tugwell commented that he has an objection and that is he did not think the Board had approved the master plan. Mayor Wilson commented that we actually approved the master plan a year and half ago on the condition that all of the conditions of the conditional use permit be reflected on an amended version and be brought back to the Board. Mayor Wilson suggested that the Board reaffirm this master plan dated 11-11-05 is in fact a reflection of the master plan as approved by the Town with the understanding that the street names and playground are the only two missing items. A condition of this conditional use permit states that they may not make substantial changes to this plan without returning to the planning board and do the review all over again. Commissioner Tugwell asked which roads

were public; are the trash cans going to be picked up in the back or front; will there be street lights and will the town pay for those or the homeowners association? Ms. Burke commented that she believes the plan reflects alleyways for trash cans to be placed and that they are private and are the responsibility of the home owners association. Commissioner Tugwell asked if we had a copy of the covenants and Ms. Burke commented no but if the Board feels they are necessary she will do her best to acquire them. Mayor Wilson commented that it is clearly understood it is the homeowner's association responsibility for interior lights and the streets are addressed in the conditional use permit but they have public easements in perpetuity for the streets, park, and boardwalk; Ms. Burke commented that we do not have that easement yet. The permits will not be released until easements granting the public the right to travel the streets; the park and the boardwalk are granted to the Town. Each single site plan will be compared to the master plan, associated documents and conditional use permit.

MOTION: Commissioner Tugwell seconded by Commissioner Creef to accept drawings by Quibble and Associates marked overall plan Historic Manteo 21.4 acre parcel of land dated 11-11-05 to be the master plan as a group development and subdivision named Historic Manteo and in combination with the conditions noted by this Board in the conditional use permit was approved by the following vote: Ayes: Commissioners Farrow, Fry, Creef, Tugwell, Etheridge. Noes: None. Absent:

SUBJECT: Site plan approval for buildings 13& 14 Salty Dawg Development (Historic Manteo).

MOTION: Commissioner Farrow seconded by Commissioner Creef to approve buildings 13 & 14 with the condition that the missing items are in the file was approved by the following vote: Ayes: Commissioners Farrow, Creef, Fry, Tugwell, Etheridge. Noes: None. Absent:

Ms. Burke gave the Board an update on buildings 1 & 3 regarding the setbacks and this will go back to the Planning Board for their recommendations and then forwarded on to the Board of Commissioners.

SUBJECT: Water and Sewer report-Waste water Treatment Plant Performance Evaluation; this was given to the Board at their regular meeting for discussion today. The study proposal from Green Engineering will be made a part of these minutes. The cost of the study will be \$23,500.00 for an evaluation of the plant and Finance Officer Shannon Twiddy has negotiated that the completion be done in 60-90 days provided staff is readily available to provide him with information that he will seek. The engineer has also agreed to provide all documents concerning the plant; and Mr. Skinner would like to include in the contract a monthly written progress report. There was discussion on what the plant is actually handling vs. what it is designed for. Mayor Wilson commented that the Planning Board has the same concerns and they are going to request that the BOC place a moratorium on annexation at the January meeting. The Board would like a start date and stop date and a penalty phase on the contract. The Board would like to have answers to questions that they have been asking for the last two years about the capacity of the plant and the options for expansion. Commissioner Tugwell asked if the 60-90 days time frame was sufficient; and practical; and a reasonable amount of time and if Ms. Twiddy had extra time she commented that if she did not do finance duties she could possibly have it done and that would be for the Board to determine. Mayor Wilson commented we don't have a

wastewater plant operator so that is complicating it all; that we will ask that those questions be addressed at staff level.

MOTION: Commissioner Tugwell seconded by Commissioner Creef to authorize Mayor to enter into a contract with Green Engineer with start and stop date; penalty phase, monthly reports to be submitted for waste water treatment plant evaluation was approved by the following vote: Ayes: Commissioners Farrow, Fry, Creef, Tugwell, Etheridge. Noes: None. Absent:

SUBJECT: Clean Water Trust Fund Grant presentation-Update on the final plans of Stormwater Improvements that has been resubmitted to the Clean Water Trust Fund; Town Manager Skinner commented that during the construction phase this project will be disruptive to the residents of the Manteo and he wanted to make the Board aware of this fact, but we will have dramatic results in improving the water quality. Kevin Lindsay with Hobbs Upchurch gave the Board a presentation on the stormwater improvements; he went over the schedule and timeline; location of oil water grit separators, the out falls and the rain gardens. The grant has funded the design, the actually funding for the construction will be reviewed the next several months but they won't actually award construction funding until July or August. Mr. Lindsay talked about the storm drains; right now the town has a series of drains that run to Shallowbag Bay and they are undersized, there will also be some oil grid separators along the bay that will clean water that can be diverted. Also discussed was the discharge by the high school on Scuppernong and the only way he could see to make an improvement would be to turn that area into a grassy swale and taking down trees. Another is an existing ditch that goes by Cartwright Park and placing an improved grassy swale there. They will take a look at the Roanoke Village pond to see if they can improve on that. Commissioner Etheridge commented that maybe what we are doing is overkill and if the bay is fairly clean we shouldn't do this because of all the disruption it will cause. Mayor Wilson commented that the frustration he is having is that there is treatment plant pond wetlands shown at the wastewater treatment plant after he spent hours discussing the fact that a road connector had to go through there, that it was to be designed as a park like setting, the grassy swale at the high school was discussed months ago and that was unacceptable because cutting those trees is part of a required buffer; grassy swale #2 is all across private property and we are not going to get a right away or easement across private property. Mr. Lindsay commented that those two components were not in the original grant but the town asked him to add those and the difficulty at the school site is being able to store water, he commented he was sorry he did not recall the prohibition of cutting down the trees. The best thing they can do is use the fire house to try and treat a significant volume of water there. A lengthy discussion took place on all the options that were presented and the Board was not happy with design

COMMISSIONER'S AGENDA

Commissioner Farrow asked about the septic tank truck being parked in the Town Hall parking lot and Mr. Skinner commented that it has been taken care of.

MAYOR'S AGENDA

Mayor Wilson commented that we received \$20,000 from the Percy and Elizabeth Meekins Charitable Trust for the cemetery to be spent on sidewalks or brick walls not on the gazebo chapel and there seems to be some misunderstanding what the Town approved in the letter granting us the \$20,000. He would like for the Board to allow authorization for the manager to

sign the acceptance of the \$20,000 grant and to authorize Planner Burke to write a letter regarding the misunderstanding of what has or has not been approved for the cemetery.

Kiosks-Mayor Wilson handed out a kiosk design and the Way-finding task force indicated an interest in having kiosks around town with the notion to have a map of the island on one section; have this weeks entertainment information, etc. The kiosk design costs about \$6800 and before he goes to the other sites on the island to see if they have an interest in purchasing he wanted to know if this Board has any interest in the kiosk design and applying for funding from the Visitor's Bureau Special Program. If the Board has no objection they will have Ms. Burke proceed with pursuing this. There was no objection from the Board.

MOTION: Commissioner Tugwell seconded by Commissioner Farrow to enter into closed session NCGS 143.318.11(a) 6 Personnel was approved by the following vote: Ayes: Commissioners Farrow, Creef, Fry, Tugwell, Etheridge. Noes: None. Absent

Personnel

MOTION: Commissioner Creef seconded by Commissioner Etheridge to exit closed session was approved by the following vote: Ayes: Commissioners Farrow, Creef, Fry, Tugwell, Etheridge. Noes: None. Absent

MOTION: Commissioner Creef seconded by Commissioner Fry the meeting was adjourned at 6:00 pm and was approved by the following vote: Ayes: Commissioners Farrow, Creef, Fry, Tugwell, Etheridge. Noes: None. Absent:

This 14th day of December 2005

ATTEST:

Mayor John Wilson, IV

Town Clerk Becky Breiholz