

## MINUTES

The Town of Manteo Board of Commissioners and the Planning and Zoning Board held a Joint Workshop session in the Manteo Town Hall meeting room on Tuesday, February 12, 2002 at 6:00 p.m.

The following members from the Board of Commissioners were present: Mayor Lee Tugwell, Commissioner Curtis Creech, Commissioner Dellerva Collins, Commissioner David Farrow, and Commissioner H.A. Creef, Jr. The following members from the Planning and Zoning Board were present: Chairman Bill Parker, Member Jamie Daniels, Member Bebe Woody, Member Christine Walker, and Member Phil Scarborough.

The following member(s) were absent: Commissioner Stuart Wescott and Commissioner Etheridge.

Also present at the meeting were: Town Manager-Kermit Skinner, Jr., Assistant Town Manager/Planner- Shannon Twiddy, Building Inspector Fred Featherstone and Recording Secretary Evelyn Rollason.

Mayor Tugwell called the joint workshop meeting to order at 6:07 p.m. for the purpose of informal discussion. Mayor Tugwell stated that at the last BOC workshop, the Commissioners discussed concerns about encouraging family and residential development but were also receiving pressures to reduce lot coverage. The Town is in the process of negotiations with the School of Design to start another plan for development of the Town of Manteo and stated staff has sent out RFP's for other proposals as directed by the BOC at their January meeting. It was remarked that the Planning and Zoning Board tends to look at things from an aesthetic view, while the BOC often looks at aesthetics and other things such as economic impacts. An example given was limiting height restrictions or lot coverage, it was an aesthetic concern but also everyone has to realize that the value of each property is compromised by limiting its potential for development and whoever does our study will probably take into consideration economic development. Mayor Tugwell commented the Board has a new policy that all text amendments to be reviewed by council. He also stated that Commissioner Creech will be chairing a new Planning and Economic Development Committee. Commissioner Creech will appoint his own members as is done with all Board Chairman on other committees. This committee will take into consideration of economic development concerns while reviewing plans for proposed projects and draft text amendments presented for consideration. Mayor Tugwell also stated that the N.C. State budget problems could result in approximately \$87,000 for the Town of Manteo and will probably have to be made up in other areas such as taxes. The incorporation of Duck will also have an affect on the Towns' finances and the Mayor would like the Planning and Zoning Board to consider the economic impact of development and the aesthetic concerns and decide and whether we will have to trade one for another or can the issues work together.

Commissioner Farrow remarked that the Planning and Zoning Board works under the Board of Commissioners in an advisory capacity and if the BOC requests something from

the Planning Board, it is not up to the Planning Board to not respond for several months, or decide to not do it at all. He commented that requests from the BOC should be given priority and should be responded to in a timely fashion.

Commissioner Collins-Would like to focus on the Town of Manteo as being a family oriented community and consider reducing lot size and thought the Planning and Zoning Board should focus more on residential projects and adding more residential zoning districts. Commissioner Collins thought that annexation should not be considered unless a specific use and site plan is presented.

Commissioner Creech-would like to address short and long term residential planning; everything that has been annexed lately has been commercial. He stated the trend in development has been to buy property outside Town, apply for annexation and develop commercially and questioned can't areas need to be set aside for residential development? He stated that the needs are there for residential development, available property is scarce and expensive. He also has concerns about the loss of revenues from Duck's incorporation and the loss of state shared revenue payments and asked the Planning Board and BOC to address plans for 5 years, 10 years and 15 years for residential zones and residential growth. He also commented that with re-location of offices associated with the court house this situation could create vacant business space downtown. He gave an example that by possibly pre-zoning areas to possibly limit the locations of professional offices in the midway area; this could be an avenue to encourage businesses to stay in town while providing space for residential development.

Member Phil Scarborough commented that someone has to have a lot of money now to buy a home but will have to have two pockets in the next several years due to rising costs and values.

The Planning & Economic Committee was discussed further and will be chaired by Commissioner Creech with members from citizens and business owners and others to include those with interests even if they don't live in Town but own property. Potential names need to be submitted to Commissioner Creech and he will compile a list. Members will need to have flexible schedules since there will probably be a lot of meetings and the purpose will be to get a broader range of perspectives on development. Bill Parker asked the BOC what types of tools, measures and changes the BOC may be willing to entertain? Commissioner Creech responded to work as a study group/planning group and look beyond being reactive and look long term. Mayor Tugwell suggested that the Planning and Economic Committee be broad based to include residents, business owners, non-resident business owners, professionals such as appraisers and real estate agents. Mayor Tugwell also explained that the study group should be utilized on how things impact economics.

Commissioner Creech- Commented that on the Planning and Economic Committee that Kermit Skinner who has a Bachelor of Science degree in planning be placed on the committee as well as the 3 or 4 people who worked on the study 20 years ago. He also asked how much property the Town has left to sell to finance town expenses. He stated

the Planning and Zoning Board should have the ability to be creative and explore all ideas. Commissioner Creef commented that the Town does not have to annex, involuntary, voluntary and satellite, saying the cost of annexation does not break even with costs involved and has concerns about sewage capacity and the possibility of escrowing sewage for undeveloped lots already in Town and that in 20 years it will be too late to look back at the Town's mistakes. He urged that the NC State School of design be allowed to update the 20 year plan. Commissioner Creef said he did not want the Planning and Zoning Board members to discuss proposed projects with the media until the BOC has reviewed the projects.

Commissioner Creech commented when he spoke with Ms. White of the School of Design and the 20 year plan that was done was strictly a revitalization of the downtown area, when he explained to her the Town's current problems he was told that this would be different because you would have to involve the Army Corp of Engineers, CAMA, economic aspects, environment and much broader aspects and she would like to have a committee to involve all kinds of people with different perspectives.

Discussion took place on getting RFP's from others to compare with the NC School of Design price quote realizing the prices may not be given for the same final document but comparisons should be made.

Chairman Parker stated that his main goal is to have professionals, the N.C. State College of Design come to update the 20 year plan and have goals of all citizens identified. Chairman Parker stated the ordinance has worked well but is designed to regulate what was already in Town and needs to be amended to reflect new situations, new areas and new uses and recommends caution while reviewing development until the study is completed. He also stated that Planning and Zoning Boards job should be to come up with an ordinance that can be applied anywhere. Chairman Parker introduced the idea of an information kiosk to the Board of Commissioner which would require an ordinance change to allow the town to put up a map that have the locations of public boat ramps, restrooms, various municipal and county facility, parking areas and other useful information

Member Jamie Daniels would like to annex property into the Town to have zoned residential.

Member Bebe Woody had concerns regarding development until the study up date has been completed. She also requested the BOC to give the Planning and Zoning Board Chair direction so they will know what they want. Mayor Tugwell commented that our zoning ordinances have served us well and stated that we should be looking down the road and thinking in terms of future growth. There are very limited parcels that can be developed in our current town limits and if our current ordinance does not meet our needs at this time we should consider amending what we have now and not rely on a study that may take up to two years to complete and stated if we are afraid of what our ordinance allows, it should be changed.

Commissioner Creech asked if the Planning Board was going to address the square footage issue or is the Board of Commissioners expected to continue the moratorium for 4 or 5 more years. The Commissioners requested that the Planning and Zoning Board submit more than one proposed zoning ordinance at a time. Chairman Parker commented that some of them just die at the BOC workshop. The Mayor would like to see from a procedural standpoint, text amendments are sent to the BOC on a quarterly basis and possibly dedicate a workshop session just to planning and zoning issues on a regular schedule where proposed text amendments and other issues can be discussed.

MOTION: By Commissioner Creech seconded by Commissioner Farrow to adjourn

MOTION: By Member Daniels seconded by Member Scarborough to adjourn.

Approved by the following vote: Ayes: Commissioner Creech, Farrow, Collins, Creef, Members Parker, Daniels, Woody, Scarborough and Walker. Noes: None. Absent: Commissioner Wescott and Etheridge.

This the 12<sup>th</sup> day of February 2002.