

## MINUTES

The Town of Manteo Planning and Zoning Board met in Regular Session on Tuesday, September 14, 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 Phil Scarborough  
Member Christine Walker

The following members were absent: Member Bebe Woody

Also present at the meeting: Fred Featherstone, Zoning Admin.  
Erin Burke, Planner  
Becky Breiholz, Town Clerk

Chairman Parker called the meeting to order at 6:00 p.m.

**SUBJECT:** Adoption of Agenda

**MOTION:** Member Daniels seconded by Member Walker to approve 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 August 10, 2004

**MOTION:** Member Walker seconded by Member Scarborough 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-None

### INTRODUCTION

Chairman Parker introduced Erin Burke as the new Planner that was hired for the Town of Manteo.

**SUBJECT:** Review Site Plan Manteo Elementary School-John Delucia gave the Board members an overview of the project and is representing the Board of Education. The plan is for the new building to go behind the existing building and occupy the existing school while the new school is being built and then move from the old building to the new building with demolition of the old school to begin in the summertime. Currently there are driveways on US 64 and traffic will be routed into Barlow Street as the drop off and pickup area and only one driveway will be left open on US64 for buses only. They will provide a fire lane behind the building. Fuel tank, generators and

dumpsters will be screened. They have put the buffers on the outside of the setback lines and have worked with Festival Park on the landscaping. They are incorporating some of the old Kelloggs property and the back fence has been moved. They plan on preserve all the vegetation that is in front of the building, but not sure of some that sits very close to the building during demolition. The school is being designed for 600 students as is the current school. The modulars will be located temporarily in front but once they start demolition modulars will be removed. Mr. Delucia also talked about parking and the current school has 98 parking spaces and based on the ordinance they are only allowed to have 83 parking spaces and he is concerned that it may not be enough especially for special activities. They would like to ask for 103 more parking spaces and they could still meet the shading and landscaping ordinances. Chairman Parker commented that he thinks that would be pushing it in the front. Mr. Delucia explained to the Board the stacking pattern. Storm water was discussed; they are going to meet the state requirements of retention on site and on the plan they have established some catch basins and they will actually be collecting the water in water basins and a wetland area with underground collection. Mr. Delucia explained the meaning of basins and wetland areas to the Board. The landscape plan was discussed and they plan to use the same detail used at Festival Park. The building siding was discussed and it will be pretty much the way it is drawn, the one thing different from the original is that they were to use simulated shake siding but the company has discontinued its warranty for this wind zone so they are looking at doing a lap siding to the majority of the building. They are scheduled to start construction 2005 and finish June 2006 with demolition to be done the summer of 2006. Fred Featherstone commented that this is B2 and is a conditional use and the recommendations made tonight will go to the BOC for their vote. Mr. Featherstone had a question about the parking lot and is not aware of anyway staff can make a recommendation to change the parking that does not fit our ordinance; there are other avenues such as the Board of Adjustment or changing our ordinance.

Erin Burke, Planner had these recommendations for conditions based on the Town ordinance for the B2 zone in which the new school will be built. 1) In order for the rear elevation to be permitted the façade can not be visible from a right of way. The opaque buffer on the rear side of the school shall be planted and maintained, so as the school can not be seen from Wingina Avenue. 2) There must be live oaks or maples as interspersed plantings in the parking lots so that the parking lots are in compliance with the zoning ordinance pertaining to interspersed islands. The plantings at the pedestrian entrance off of Highway 64/264 and the plantings at the vehicular entrance off of Barlow Street shall be live oaks. 3) Storm water runoff is an important issue and the Town recognizes the efforts put forth by the Board of Education to mitigate that problem through the three basins on site. The future of storm water management employs the concepts of “retention, collection, treatment, reuse, and discharge.” The Town wants to apply these principals by having any easement granted by the Board of Education to the Town of Manteo for the storm water overflow filtration area and the infiltration basin. This will allow the Town to mitigate this area through bio-engineering of plant life to reduce the amount of runoff and pollution directly to the sound. 4) The Town is in the process of adopting a new zoning ordinance which will limit pole height in vehicular areas to 25 feet and to prohibit the use of sodium vapor lighting. Therefore it is required that the light poles within the

parking lots shall not exceed more than 25 feet in height. All light fixtures must be cut off and contain no sodium vapor; 5) The modular classrooms on site must be removed from the premises before the Certificate of Occupancy will be issued and they will not be allowed on the site in the future. 6) The Midgett Family cemetery and the historic oaks shall be perpetually preserved and maintained by the Board of Education. 7) The maple trees that were along Highway 64-264 which were destroyed during Hurricane Isabel shall be replaced.

**MOTION:** Member Daniels seconded by Member Walker to recommend to the BOC approval of the site plan with the above 7 recommended conditions with changing of the word infiltration in item #3 to Barlow Street Basin) was approved by the following vote: Ayes: Members Parker, Walker, Scarborough and Daniels. Noes: None. Absent: Member Woody

Chairman Parker gave the Board members an update of the BOC last meeting. Also Chairman Parker commented that the Board agreed at the last meeting about establishing a policy that property north or south of town asking for annexation is zoned B-3.

**MOTION:** Member Parker seconded by Member Daniels to add to the P&Z policy that all property requesting annexation north or south of Town will be zoned B3 was approved by the following vote: Ayes: Members Parker, Walker, Scarborough and Daniels. Noes: None. Absent: Member Woody

**SUBJECT:** Review to do list

Sidewalk issue on corner of Queen Elizabeth and Fernando Street was discussed and how to cause this to happen and Mr. Featherstone asked what material he should get prices on brick pavers or aggregate concrete and consensus was aggregate concrete.

**MOTION:** Member Walker seconded by Member Daniels to have staff investigate and provide a proposal to have a sidewalk established and realigning the curb on Fernando Street for the BOC consideration was approved by the following vote: Ayes: Members Parker, Walker, Scarborough and Daniels. Noes: None. Absent: Member Woody

Chairman Parker- gave an update on the new Zoning Ordinance.

## BOARD CONCERNS

Member Scarborough commented about the tree on the Hyde property that is on the southwest corner of Uppowoc and Sir Walter Raleigh and the vision danger it is causing. Staff was directed to write a letter.

Member Daniels-asked what was going on with the canopy at the 7-11 and Mr. Featherstone commented that there had been some damage and they are taking steps to shore it up and repair it.

Mr. Featherstone commented about the parking lot at Weeping Radish and a letter he received from Mr. Bennewitz stating that he will supply the Town an updated site plan and then he will go ahead and complete the paving and marking. The Board will be reviewing a site plan next month from Haven Creek Church and discussed commercial uses in residential areas.

**MOTION:** Member Daniels seconded by Member Walker to adjourn the meeting at 7:35 p.m. was approved by the following vote: Ayes: Members Parker, Walker, Scarborough and Daniels. Noes: None. Absent: Member Woody

This the 14th day of September 2004

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Bill Parker, Chairman

ATTEST:

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Becky Breiholz, Town Clerk