

MINUTES

The Town of Manteo Planning and Zoning Board met in Regular Session on Tuesday, November 9, 6:00 pm. at the Manteo Town Hall, 407 Budleigh Street

The following members were present: Chairman Bill Parker
Member Phil Scarborough
Member Bebe Woody
Member Beth Storie

The following members were absent: Member Grizelle Fearing

Also present at the meeting: Erin Trebisacci, Planner
Becky Breiholz, Town Clerk
Audrey Whetten, Intern

Chairman Parker called the meeting to order 6:00 pm

SUBJECT: Adoption of Agenda as presented or amended; amend the agenda to reverse items 5 B and 5 C

MOTION: Member Storie seconded by Member Woody to adopt the agenda as amended was approved by the following vote: Ayes: Member Parker, Storie, Woody, and Scarborough. Noes: None. Absent: Fearing

SUBJECT: Approval of Minutes regular meeting October 12, 2010

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

PUBLIC COMMENTS- none

SUBJECT: House plan approval Marshes Light Ron and Connie Burke have worked with the PARC to submit plans for a home in Marshes Light. Per the Conditional Use Permit, all structures requiring a building permit must receive approval from the Planning and Zoning Board for compliance with the Manteo Way of Building. The PARC committee have reviewed these plans at several meetings; the last meeting was November 8, 2010 and

PARC recommends approval with the changes required and recommended at their November 8, 2010 meeting. Those requirements and recommendations are as follows:

- 1) The shutters shall be removed from the triple window
- 2) The notes concerning the siding shall be consistent throughout the site plan
- 3) The back porch steps shall be equal width of the porch post, railings should die at the center of the columns and there shall be porch posts
- 4) The house shall be built as close to the ground as code allows
- 5) Dormers shall show corner boards and the front right hand projection
- 6) Porch railings shall be shown on the west back porch elevation.

Further no building permit shall be issued without an approved site plan and a corrected set of house plans.

MOTION: Member Woody seconded by Member Storie to approve the house plans with the above recommendations from PARC was approved by the following vote: Ayes: Members Parker, Woody, Storie and Scarborough. Noes: None. Absent: Fearing

SUBJECT: Review Pirates Cove Fuel Storage required work-this was added to the agenda by the BOC at their November meeting. John Robbins here tonight with Jim Tobin who is the owner of Pirates Cove Marina to speak on the fuel tanks. They received an inspection in late August and then a few weeks later they received a notice of violation and this work needs to be done to avoid fines and penalties. In 1988 Pirates Cove Yacht Club installed underground storage tanks. These tanks are all plastics reinforced fiberglass. Since the installation the State of NC has recently adopted more stringent regulations governing UST's within 500' of SA waters. The new rules apply to all UST's installed prior to 2007. Pirates Cove is proposing to remove the existing UST's and install one above ground storage tank. The proposed AST will be installed beside the existing AST. AST's are governed by different regulations than those governing UST's. The AST proposed is 20,000 gallons and will be situated beside the existing AST that is the same size. Pirates Cove is requesting that the Town of Manteo assist Pirates Cove Marina allowing the marina to expeditiously comply with the new regulations. It will take at least 8 weeks to get the tank made. The required work will be in accordance with the existing regulating permitting agencies and the local fire marshal. This work cannot be completed during Pirates Cove Marina's busier seasons and must be completed in the winter; the parking lot will need to be excavated and the underground tanks will need to be removed. The proposed above ground storage tank will be buffered with an existing opaque vegetative buffer and this buffer will be enhanced. Also the tank will be situated to adjacent existing tank and behind the existing fish cleaning building to minimize any visual impacts. Mrs. Trebisacci gave the Board an overview of how we arrived at this point and that she was contacted after the 21 day deadline to be placed on the agenda and the BOC at their regular meeting placed this on the Planning Board agenda. Mrs. Trebisacci commented that she has not really been able to review the plan adequately and she will be willing to write a letter to the State that they are reviewing the plans; there will be other agencies that they will need to go through before they can actually start the work. Chair Parker commented that ordinarily they would have a site plan. The building inspector will also need to review the site plan to make sure that it meets the setbacks and is placed where it is supposed to. Consensus of the Board is for them to provide a site plan to Mrs. Trebisacci for her and Building Inspector Ralph Allen to review and if they see no problem, then they can send it on to the BOC. Consensus of the Board to allow them two weeks to get a site plan to staff.

MOTION: Member Scarborough seconded by Member Woody to approve the plan subject to a site plan being provided within two weeks showing setbacks, elevation and other required information was approved by the following vote: Ayes: Members Parker, Woody, Storie and Scarborough. Noes: None. Absent: Fearing

SUBJECT: Presentation of Development Evaluation tool-draft written by Audrey Whetten who is our intern and working with the Planning Department. The report will be made a part of these minutes. The Board reviewed this at their October meeting and made several changes and asked that it be rewritten. Ms. Whetten commented that this can be a tool to be used as a guideline for future developments that want to come to the Town. The Board discussed the criteria listed for different developments and made several suggestions.

Included in the Board packets was a portion of the zoning map that allows mobile homes on Sir Walter Raleigh west-side. The Board discussed an ordinance that would prohibit them and everything already there would be grand fathered, but new ones would be prohibited. This was brought up by a Commissioner and the consensus by the Board that it be something that is wanted by the people in the neighborhood. Beautification of the area was discussed and Mrs. Trebisacci commented about finding some light fixtures like those at Festival Park that could be placed at that neighborhood and also at Cartwright Park, but they are expensive about \$4,000.

The sandwich board sign ordinance was discussed and Mrs. Trebisacci commented that the BOC have sent it back to the Planning Board for clarification since it did not include B3. The reason it was not added was because of pedestrian concern but the Board has not objection to adding B3 to it.

MOTION: Member Woody seconded by Member Storie to adjourn at 7:45 pm was approved by the following vote: Ayes: Members Parker, Fearing, Woody, Storie and Scarborough. Noes: None. Absent:

This 9th day of November 2010

Bill Parker, Chairman

ATTEST:

Becky Breiholz, Town Clerk