

## MINUTES

The Town of Manteo Board of Commissioners held their Regular session in the Manteo Town Hall meeting room Wednesday, January 2<sup>nd</sup>, 2002

The following members were present:

- Mayor Lee Tugwell
- Commissioner Curtis Creech
- Commissioner Dellerva Collins
- Commissioner David Farrow
- Commissioner H. A. Creef, Jr.
- Commissioner Stuart Wescott
- Commissioner Edward Etheridge

The following member(s) were absent: None

Also present at the meeting were:

- Town Manager-Kermit Skinner, Jr.
- Assistant Town Manager/Planner- Shannon Twiddy
- Town Clerk-Becky Breiholz
- Finance Officer-Sally DeFosse
- Town Attorney-Wendy Rose (for Dan Merrell)
- Police Chief-F. T. D'Ambra

Mayor Tugwell called the Regular meeting to order at 7:35 p.m. followed by a moment of silent meditation and the Pledge of Allegiance.

**MOTION:** To amend the Consent agenda to add/delete. Remove Item #12 Attorney's Agenda and Item #9 #2 Commissioner Creech has not received the proposal from the North Carolina State Design School.

**MOTION:** Commissioner Creef seconded by Commissioner Collins to approve the agenda as amended was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Collins, Creech, Wescott, and Creef. Noes: None. Absent: None

**SUBJECT:** Approval of Minutes Regular Session December 5, 2001

**MOTION:** Commissioner Creech seconded by Commissioner Wescott to approve the minutes of December 5<sup>th</sup> 2001 was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Collins, Creech, Wescott, and Creef. Noes: None. Absent: None

**SUBJECT:** Approval of Minutes workshop Session December 19, 2001. Commissioner Creef requested that on page 4 of the December 19<sup>th</sup> minutes the portion of the sentence be removed where it states he spoke to David Lawrence and David Owens of the IOG, he did not actually speak with them.

**MOTION:** Commissioner Collins seconded by Commissioner Creech to approve the minutes of December 19<sup>th</sup> 2001 as corrected was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Collins, Creech, Wescott, and Creef. Noes: None. Absent: None

(PUBLIC COMMENT)-None

PUBLIC HEARING-To hear and receive comments on text amendment to Article VI Section 6.01B.1 Off Street Parking Requirements

**MOTION:** Commissioner Creech seconded by Commissioner Wescott to enter into a Public Hearing was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Collins, Creech, Wescott, and Creef. Noes: None. Absent: None.

No Comments.

**MOTION:** Commissioner Creech seconded by Commissioner Collins to exit the Public Hearing was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Collins, Creech, Wescott, and Creef. Noes: None. Absent: None

(FINANCE OFFICER'S AGENDA)

**SUBJECT:** Discussion and consideration of Project Ordinance for Roanoke Island Marshes Light House, closing out of Town Hall Project Fund and Budget Amendment #9. Sally DeFosse Finance Officer presented to the Board per their request a project ordinance and budget amendments required to establish a capital project fund for the construction of the Roanoke Marshes Lighthouse. The Project Ordinance establishes the budget for the Roanoke Marshes Lighthouse project, the Project Ordinance for the Town Hall Renovations amendment appropriates the transfer of \$37,752 to the Roanoke Marshes Lighthouse Capital Project Fund and closes out the Town Hall project fund, and Budget Amendment #9 appropriates the transfer of \$24,648 from the General Fund to the Roanoke Marshes Lighthouse Capital Projects Fund. The Board voted on each item separately. Commissioner Farrow asked why we couldn't put the \$6,715 into the Roanoke Island Marshes Lighthouse fund and Ms. DeFosse explained that the \$6,715 was the money left in the escrow account for the Town Hall renovations and the bank took that amount and applied to the principle of the loan so Ms. DeFosse needed to transfer that amount back to the general fund.

**MOTION:** Commissioner Creech seconded by Commissioner Etheridge to approve the Project Ordinance for Roanoke Island Marshes Lighthouse was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Collins, Creech, Wescott. Noes: Commissioner Creef. Absent: None

**MOTION:** Commissioner Creech seconded by Commissioner Etheridge to close out the Town Hall Project Fund was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Collins, Creech, Wescott. Noes: Commissioner Creef. Absent: None

**MOTION:** Commissioner Creech seconded by Commissioner Etheridge to approve Budget Amendment #9 was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Collins, Creech, Wescott. Noes: Commissioner Creef. Absent: None

**SUBJECT:** Discussion and consideration of appointments to the Planning and Zoning Board for three expired terms (two years) and one unexpired term for one year and appointment of Planning Board Chairman. Mayor Tugwell opened the floor for nominations: Christine Walker, and Jack Gregory were nominated by Commissioner Creech, Melvin Jackson was nominated by Commissioner Wescott, Bill Parker, Jamie Daniels and Melodie Leckie were nominated by Commissioner Collins, and Phil Scarborough was nominated by Commissioner Creef.

**MOTION:** Commissioner Wescott seconded by Commissioner Etheridge to accept nominations for the Planning and Zoning Board was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Collins, Creech, Wescott, and Creef. Noes: None. Absent: None.

The voting was done by a ballot form and these ballot vote forms will be made a part of these minutes. Votes received for the two year term are as follows: Christine Walker-2; Melvin Jackson-1; Bill Parker-4; Phil Scarborough-3; Jamie Daniels- 5; Melody Leckie-2; Jack Gregory-1. Votes received for the one year unexpired term was: Christine Walker-2; Melvin Jackson-1; Melody Leckie-2; Jack Gregory-1. Votes received for the Chairperson-Bill Parker-4; Jamie Daniels-2. There was a tie for the one year term and the Mayor broke the tie by voting for Christine Walker. The following were appointed to serve on the Planning and Zoning Board:

Bill Parker-two year term and Chairman-2004  
Phil Scarborough-two year term-2004  
Jamie Daniels-two year term-2004  
Christine Walker-one year unexpired term-2003

**MOTION:** Commissioner Etheridge seconded by Commissioner Creech to accept the votes from the ballot procedure for the Planning and Zoning Board appointments was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Collins, Creech, Wescott, and Creef. Noes: None. Absent: None.

(COMMISSIONER'S AGENDA)

**SUBJECT:** Discussion and consideration of Resolution 2002-1-This item was moved up while the clerk counted the ballots. Commissioner Collins is requesting help from Dare County to build a Community/Senior Citizens Center on Roanoke Island. Consensus of the Board was to have Commissioner Collins present this resolution to the Dare County Board in person.

**MOTION:** Commissioner Creech seconded by Commissioner Farrow to accept Resolution 2002-1 requesting help from Dare County to build a Community/Senior Citizens Center on Roanoke Island was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Collins, Creech, Wescott, and Creef. Noes: None. Absent: None

**SUBJECT:** Discussion and consideration of appointments to the Board of Adjustment for two expired terms for three years. This item was tabled until the February 6<sup>th</sup> 2002 meeting.

**MOTION:** Commissioner Collins seconded by Commissioner Creech to table the appointments for the Board of Adjustment until the February 6<sup>th</sup>, 2002 meeting was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Collins, Creech, Wescott, and Gates. Noes: None. Absent: None.

**SUBJECT:** Discussion and consideration of appointments to Police Advisory Board, Special Events, and other various boards of the town. Commissioner Etheridge no longer wishes to sit on the Police Advisory Board. Mayor Tugwell asked Commissioner Creech and Commissioner Farrow if they would like to sit on this board and since they stated no after a brief silence, Commissioner Curtis Creech volunteered to serve on this board. Commissioner Collins will still serve on the Special Events Committee and she would like to add Gina Owens as a member. Commissioner Farrow will stay on the Cemetery Board as well as Roy Riddick and Betty Mann. The Mayor would like to create the Planning and Developing Committee to work with NC School of Design and since Commissioner Creech is already involved he will chair this committee. Mayor Tugwell will leave it at the discretion of himself and the chairs of the various committees to appoint committee members. He asked that recommendations and an updated list be brought back at the next meeting of those members they would like added to their respective committees. Commissioner Creech asked that the Planning and Zoning Board be involved in the organization of the School of Design Committee. Discussion took place on the outside boards that the Commissioner's serve on and Commissioner Creech will continue on the Dare County Tourist Bureau for the second year of his two year term. Mayor Tugwell remarked that since we have two commissioners' who are already active members of the Roanoke Island Business Association there is no need to have a representative so this board will be suspended, unless the R.I.B.A. asks for a representative from the Board. Commissioner Collins will still represent the Town on the First Flight Centennial Committee. Mayor Tugwell also stated that we have the Board of Education Investigative Committee that was chaired by Commissioner Gates when we were considering the conditional use permits for the modular classrooms; this board appointment will be suspended until the Board of Commissioners see fit to reinstate it. Commissioner Creech stated he has been asked by a group of citizens who are with the Fix Our Schools Group to attend their meetings and he has been attending their organizational meetings held at the middle school and elementary school and he will keep the board informed of what is being done until we reinstate the Investigative Committee. Mayor requested that the Board members bring back to the next meeting a list of names of current members and a list of names they wish to add to these committees. Commissioner Creech would like to submit a new committee for consideration, and that would be a committee to raise private funds to support the Roanoke Island Marshes Lighthouse facility. Commissioner Farrow remarked that we should ask Dr. Bloom if he would be interested in chairing that committee since he has been a strong supporter. Commissioner Farrow will organize this committee and Commissioner Collins volunteered to help Commissioner Farrow. Commissioner Creech remarked that Melodie Leckie would like to serve on the Lighthouse committee and would like to submit her name as a member.

**SUBJECT:** Discussion and consideration of establishing a policy for closed session minutes. This policy allows all minutes and general accounts of all Closed Sessions held during its meetings be sealed until the Town Attorney and Town Clerk review and determine that the minutes and general accounts should be unsealed.

**MOTION:** Commissioner Creech seconded by Commissioner Collins to establish a policy for sealing closed session minutes was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Collins, Creech, Wescott, and Creef. Noes: None. Absent: None

**SUBJECT:** Discussion and consideration of proposal from the NC State Design Students to formulate and update the Town's guide for redevelopment completed more than 20 years ago. Commissioner Creech. This item was postponed since Commissioner Creech has not yet heard from the School of Design.

(TOWN MANAGER'S AGENDA)

**SUBJECT:** Town Manager Report and department head reports which will be made a part of these minutes. Mayor Tugwell remarked the Water and Sewer Department report was missing and Town Manager Kermit Skinner stated that he would make sure it was delivered by fax to the Board tomorrow.

(PLANNER'S AGENDA)

**SUBJECT:** Discussion and approval of proposed text amendment to Article VI Section B.1 Provisions Off Street parking requirements. Text amendment to change text in Article VI Section 6.01 B.1 General Provisions Off street parking requirements.(changes made are underlined and bold)B. Requirements for parking lots. Where parking space for five or more cars is permitted or required, the following provisions shall be complied with:

1. Parking area. No parking lot shall be located closer than five feet to a public right-of-way, sidewalk or **property line**. The area between the parking lot and street right-of-way shall be planted and maintained with vegetation at least five feet wide, at least three feet high after two years, and with trees of at least three-inch caliper every 15 feet unless otherwise approved by the planning and zoning board. Commissioner Farrow remarked if we are going to change one thing we should change some of the others things that the five feet to a public right of way and trees of at least three inch caliper be changed and send this back to the planning board. Commissioner Farrow stated he does not feel we should have these trees between a parking area since they affect concrete and asphalt. Mayor Tugwell stated that the only thing that can be considered tonight is what had been advertised and that he asks the Planning and Zoning Board to look into these changes. Commissioner Creech asked the status on some of the amendments that were sent back to the planning and zoning board for more work and was informed that the Planning and Zoning board is still working on those.

**MOTION:** Commissioner Creech seconded by Commissioner Etheridge to approve the proposed text amendment to Article VI, Section b.1 was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Collins, Creech, Wescott, and Creef. Noes: None. Absent: None

(TOWN ATTORNEY'S AGENDA)

**SUBJECT:** Report regarding actual police training costs. This item was removed from the agenda.

There being no further business to come before the Board or other persons to be heard a motion by Commissioner Creech seconded by Commissioner Collins meeting was adjourned at 8:30 p.m.

This the 2<sup>nd</sup> day of January, 2002

\_\_\_\_\_  
Mayor Lee Tugwell

ATTEST:

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Town Clerk Becky Breiholz