

MINUTES

The Town of Manteo Planning and Zoning Board met in Regular Session on Tuesday, December 13th, at 6:00 p.m. at the Manteo Town Hall, 407 Budleigh Street

The following members were present:

- Chairman Bill Parker
- Member Phil Scarborough
- Member Jamie Daniels (Vice Chair)
- Member Bebe Woody
- Member Christine Walker

The following members were absent:

Also present at the meeting:

- Erin Burke, Planner
- Becky Breiholz, Town Clerk
- Johnny Boniface-Building Inspector

Chairman Parker called the meeting to order at 6:05 pm

SUBJECT: Adoption of Agenda as presented or amended.

MOTION: Member Woody seconded by Member Scarborough to adopt the agenda as was approved by the following vote: Ayes: Members Parker, Daniels, Woody, Walker and Scarborough. Noes: none. Absent: none

SUBJECT: Approval of Minutes Regular meeting November 8, 2005

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

PUBLIC COMMENTS-Chairman Parker asked if anyone who wishes to speak to please come forward. None

SUBJECT: Sketch plan review for Cedar Bay-Planner Erin Burke read her narrative that this is a proposed subdivision on the west side of Roanoke Island. This subdivision would require annexation, and will be coming before this Board at their regular January meeting, for an annexation recommendation and a preliminary subdivision approval. Staff has reviewed the projects and comments are as follows: The property is located at 123 California Lane and is approximately 10.11 total acres with 9.72 buildable acres. The project actually crosses California Lane and reflects connectivity for a west side connector road. Sidewalks and required street plantings are reflected on the submitted documents. Staff does have the following items for discussion with results to offer recommendations to the developer: 1) the affordable housing calculations that are given offer 42 total units this plan only reflects 41 units; 2) the affordable housing calculations are incomplete and require more information; 3) the east parcel offer connectivity to the south, is this location the most suitable; 4)the required boardwalk on the east parcel sits as an easement, would the dedication of the wetlands, boardwalk and the part to the

Town be possible thus reducing the size of lots 30-33; 5) lot 39 is made up of nearly all wetlands is this lot usable? Ray Meekins with Seaboard Survey commented that the property is currently owned by the Bowser's of Dare County and would like any comments the Board has let him know so that they can work them into the plans. The current plan is submitted from input of the buyer of the property and they meet with Planning Staff to get their input and tried to address the issues. They have future connectivity to be built into the west side, and a walkway through adjoining properties. Chair Bill Parker commented that the parcel to the south and the willingness of Jennifer Frost who owns the adjoining property to connect her property. Ms. Burke went over her above listed questions with Mr. Meekins. Mr. Meekins commented that lot 39 would be brought up to standard for building. Curb and guttering and swales were discussed and some of the state requirements that they will need to do if they have curb and guttering. Parking and sidewalks were discussed and concerns that people would park in the swales or on the sidewalk. Mr. Meekins commented that the line of trees is on the backside of the swales and there will be 2 parking spaces designated for each house and also a designated parallel parking area on each street. Street names were discussed, and Ms. Burke read the ordinance about naming of streets. A public sidewalk was discussed connecting to Baytree and Ms. Burke will work with Mr. Meekins on finding a suitable location. Boardwalks and conservation and the protection of the wetlands were discussed.

OLD BUSINESS

Review to do list-Reminder to do a letter to the Weeping Radish parking lot.

Chairman Parker commented about the concerns the Board had about the capacity of the water and sewer and Member Woody would like a definite answer in writing. Chairman Parker informed the Board that Utilities Superintendent Butch Luke has resigned. The Board discussed a moratorium on accepting annexations until we can find out how much capacity we have left. Member Woody would like to know what our options are when we reach the 80% and we need a planning document.

MOTION: Member Daniels seconded by Member Woody to recommend to the BOC a moratorium on accepting annexations petitions for 90 days so that we can find out our capacity and **MOTION AMENDED** by Member Daniels seconded by Member Woody to exempt plans that have been under review by this Board was approved by the following vote: Ayes: Members Parker, Scarborough, Walker, Woody, and Daniels. Noes: None. Absent: none

MOTION: Member Daniels seconded by Member Woody to recommend to the BOC to request from the engineer answers the following questions: what is the actual usage in use of the sewer plant; what is the maximum usage when all properties are developed in the town, what is the expansion cost vs. the increase in capacity and what are the options the Town has for expansion of the sewer plant was approved by the following vote: Ayes: Members Parker, Daniels, Woody, Walker and Scarborough. Noes: none. Absent: none

Chairman Parker informed the members that the BOC has made new appointments to the cemetery board. Member Woody commented that there are a lot of new planning documents coming up, transportation, historic Manteo, storm water, land use and a lot of projects coming to the Town a suggestion was made that we might want to consider expanding the Planning Board by two positions one member being from Pirates Cove. Ms. Burke will research and find out how many members sit on Planning Boards in other Towns and the Board will think about this and discuss later.

The Board discussed different parts of the new zoning ordinance and some changes they would like the BOC to amend. Member Daniels commented that the Board should discuss problems and complaints received from citizens about the new zoning. Planner Burke would like all amendments be grouped together so we can do them in a combined Public Hearing. The Board will get their suggestions to Ms. Burke so that she can come up with suggested amendments. Member Daniels commented that Jeff Itell is coming to the Board to talk about affordable housing in January. Ms. Burke commented that Hobbs Upchurch will present to the BOC a storm water plan at the BOC mid month meeting tomorrow. Chairman Parker asked that Ms. Burke provide them with a checklist for subdivision. Billboards were discussed and the fact that Stripers now has a billboard where the Christmas Shop billboard was. The Board would like the Planner to ask the Town Attorney about the legality.

MOTION: Member Woody seconded by Member Walker to adjourn the meeting at 8:35 pm. was approved by the following vote: Ayes: Members Parker, Scarborough, Walker, Woody, and Daniels. Noes: None. Absent: none

This the 13th day of December 2005

Bill Parker, Chairman

ATTEST:

Becky Breiholz, Town Clerk