



a house about \$150,000.00. Mr. Itell also mentioned the CDC website, [www.obx-cdc.org](http://www.obx-cdc.org), where he said there are links to the upcoming affordable housing conferences. Mr. Itell then discussed the different tools available to provide affordable housing. They include: Inclusionary Housing Ordinances, Land Trusts, Low Income Tax Credit Programs, Low Cost Money for lending purposes, Providing credits to brokers for loaning money at a lower rate. Also mentioned were the use of the first time homebuyer products, Housing center, sponsored by the CDC, and a Housing Counseling Program.

**SUBJECT:** Preliminary site plan review and annexation petition for Cedar Bay- Chairman Parker commented that this Board has previously done a courtesy review on this property. Mr. Ray Meekins presented the subdivision to the Board. He requested that the Town consider the maintenance of public boardwalks. Planner Erin Burke stated that the zoning for this annexation would actually be two different districts. Everything west of the new road would be B-4 and everything to the east would be in R-2. She then read from the Zoning Ordinance Requirements of B-4 section 10.1(c)

In addition to the above mentioned guidelines, the Town shall place the following requirements on all properties to be annexed into the Town of Manteo:

- (1) The applicant must agree to and abide by the adopted master plan, build and furnish a 12 foot-wide boardwalk (consistent with other town boardwalks) on the border of the marsh and highland. There shall be a deed of easement from the property owner to the Town of Manteo for public use in perpetuity and also stipulating that the boardwalk shall be maintained by the developer, assigns or successors.
- (2) The applicant must provide a deed of easement for the 50 foot-wide public park immediately adjacent to the boardwalk for public use in perpetuity; and
- (3) Provide a 36 foot right-of-way for the extension of Viccars Lane in accordance with the Westside Plan.

There was discussion of the engineer reviewing the plans for the water and sewer, Chairman Parker suggested that all the engineering be reviewed before the Board of Commissioners was asked to look at the plans; suggesting that they might not annex it until there was a response from the Town's Engineer about the placement of the proposed lines. It was also noted that the sidewalks, streets, and boardwalks shall require a deed of easement to the public in perpetuity.

**MOTION:** Member Daniels seconded by Member Walker to recommend the BOC approve the annexation of the Bowser property and the subdivision known as Cedar Bay on the condition that the town planner is satisfied with all calculations and she prepare the recommendations for the conditional use permit and that it is in compliance of the B4 and R2 zone and is in agreement with the Westside master plan was approved by the following vote: Ayes: Members Parker, Walker Scarborough and Daniels. Noes: none. Absent: Member Woody

**SUBJECT:** Land Use Plan-Marcia McNally introduced herself and walked through the proposed process for the Land Use Plan Update. This plan will reflect all the requirements of CAMA, and will be very useful for the Town. The Funding cycle was discussed, and Marcia stressed the importance of GIS in this project. Member Daniels had two questions, first he wanted to know what is GIS. Marcia said that GIS stood for Geographic Information Systems. It allows for data to be spatially analyzed. Second

Member Daniels asked how this plan is different from the plan that was completed recently. Marcia explained that the biggest difference in the two plans is that the plan that we are getting ready to start is mandated by the state

**SUBJECT:** Sketch plan review for the Island Center. John Robbins came forward to present The Island Center project. He began his review of the project by stating that he wanted this to act as a Billboard into the Town. He read excerpts from the Land Use Plan completed by the NC State Students. He noted that the citizens said a food store was a high priority in the survey that was conducted. Then he noted how difficult the Town has made it to get this project going and commented about the two projects that are exempt from the moratorium on annexation and wanted to discuss those issues. Chairman Parker commented that CDC has met with the BOC and staff for nearly two years and the Town wants affordable housing, it is a goal with a very high priority in the Town's Plan; the Bowser property was submitted before his plan and already had a courtesy review and it seems that his plans were rushed and incomplete. Chairman Bill Parker stated that this board will be more than happy to discuss the sketch plan that is on the agenda, but that this was not the time, nor the place to discuss anything else. John Robbins described his project. He provided some photo enlargements for board to see the type the structures that would be located on the property. Member Daniels had some questions about how density and lot coverage is calculated. Chairman Parker also had some concerns about moving the Everyday Town Center to the Midway intersection. Member Scarborough stated that he liked this project, but thought that the residences would need designated parking.

Break at 7:45 p.m.

#### OLD BUSINESS

To do list-Planner Erin Burke will speak with the Town Attorney regarding the legality of billboards; Ms. Burke is still creating a list on zoning amendments; the increase of the Planning and Zoning Members from 5 to 7, Chairman Parker commented that maybe have a 5 person committee that can do an architectural overlook and recommend to the Planning Board, consensus of the Board present that they would like to keep the Planning Board size at 5 members. It has been discussed possibly having a resident of Pirates Cove on the Planning Board and Member Phil Scarborough suggested that one of our Board members attend the Pirates Cove Homeowners Association meetings and bring their concerns back to the Planning Board. Ms. Burke also provided the Board with a subdivision checklist which they had requested. Ms. Burke informed them that the Commissioner's consulted the attorney about the moratorium on annexation and he informed them that a moratorium was not necessary because the property is not located in the Town and the Commissioners can just choose by a vote to not accept any further annexations which they did at their last Board meeting.

#### BOARD MEMBERS CONCERNS

Chairman Parker commented that it looks like the middle school will open on schedule; a letter was received from an owner at the Shallowbag Bay club and it was his

understanding that the restaurant was going to have valet parking. No one on the Board remembers anything about valet parking.

Member Scarborough-concerns about Highway 64 and reduction of the 50 foot setback in the zoning ordinance. The Board will try to have draft amendments for the March meeting.

Member Daniels-concerns about the elementary school and the student capacity is for 650 students and Mr. Winebarger had told him they have around 580 now and to him there is not a whole lot of room for expansion. He also asked about the lighting that was brought up by Mr. Robbins at the beginning of the meeting. Ms. Burke commented that whatever is out there now is fine but if they replace a fixture it will have to meet the new code.

**MOTION:** Member Daniels seconded by Member Walkers to adjourn the meeting at 7:55 pm. was approved by the following vote: Ayes: Members Parker, Scarborough, Walker, and Daniels. Noes: None. Absent: Member Woody

This the 10<sup>th</sup> day of January 2006

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Bill Parker, Chairman

ATTEST:

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Becky Breiholz, Town Clerk