

MINUTES

The Town of Manteo Planning and Zoning Board met in Regular Session on Tuesday, December 9th, 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 Bebe Woody
- Member Phil Scarborough
- Member Christine Walker

The following members were absent:

Also present at the meeting: Fred Featherstone, Planner

Town Clerk Becky Breiholz was unable to attend the meeting due to sickness.

Chairman Parker called the meeting to order at 6: 10 p.m.

SUBJECT: Adoption of Agenda

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

SUBJECT: Approval of Minutes Regular Meeting November 11, 2003-Chairman Parker commented that under members present it had Jamie Daniels and under absent also Jamie Daniels who was actually absent from that meeting.

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

PUBLIC COMMENT: none

Member Daniels arrived at 6:15 p.m.

SUBJECT: Review of the Salty Dawg Plan. This is a complimentary site plan review by the Planning Board. Chairman Parker made a few notes and went through them for the Board. This project has been followed by the Planning Board Members as they worked on it with the North Carolina State University College of Design students for almost a year. Last week when Chairman Parker gave the students the sketch plan he had the opportunity to hear their reactions to the site plan and it was noted how many elements of the NCSU Town master plan had been incorporated into what will be reviewed. Chairman Parker commented that this is a process with a lot of players; the developers, the town, the citizens, the County will be involved, the College of the Albemarle, the

Board of Education, the Department of Transportation, so because there are so many participants this process is likely to result in a memorandum of agreement between the developer and the Town, rather than just the usual site and building plan approval, just because of the large scale of the project. Chairman Parker stated that it is unlikely that the developer will have all the architectural plans and elevations of all the buildings ready before they need some preliminary site approvals, so Chairman Parker thinks the memorandum of agreement will need to be written that provides final approval will be predicated upon a written agreement among all the parties that are involved, plus conditions that the Board of Commissioners might decide to put on this group development. Steve Daniels, one of the developers introduced Bobby Howser who is a representative of Kitty Hawk Land Company and working with them on this project. Mr. Howser gave the P&Z a brief presentation stating basically the piece of property is about 14 acres, and used the plans the NCSU students worked on and started from there and put together the building blocks they came up with, one of the key elements transitioning from the houses down Fernando Street back over to the project, the project to not to be different. There will be 7 to 9 houses along Fernando Street to make that transition, there will really be 22 single family lots; the whole length of the road that borders the school property is 4 rows of houses making 22 lots, they are served by alleys, the front part of the lot will have a paver strip with parallel parking. They plan to have a semi detached garage with an apartment over top. Coming from the waterfront there are 4 squares which will be set up to be a ground floor retail and have apartments over top of the retail, behind that on the waterfront there will be a 60 room inn with restaurant, the side coming off the hotel most likely will be retail cottages on the first floor and apartment on top and will be offered for sale to individuals who will buy the whole thing and can be used for more retail or living area and if the owner wants it can be put in the program with the hotel and rented out. Following around they have the basin front condominiums which there are 24 of those, parking underneath. On one corner which they call town homes there are six town homes with single car garage served by the alley. They plan on putting a boardwalk all the way around the marina. There was a discussion on many factors of the project: the boardwalk; the wetlands; elevations; traffic congestion and access; Fernando Street; Uppowoc Street; the possibility of having Fernando two way; pedestrian walkway, the size of the docks; the buffers between the marsh and leaving it natural; the possibility of putting swimming pools; parking; storm water; dredging; boat slips. The developer was given the draft of the Manteo Way of Building which the BOC has yet to adopt. Chairman Parker had a list of comments made by others which was given to the developer which will be included in these minutes. The developer commented that they plan on submitting next month.

A 5 minute break was taken at 7:10 p.m.

SUBJECT: Review of Board of Commissioners and NC State School of Design Meeting on November 19th, 2003. Chairman Parker gave the Planning Board Members a report of the meeting and that the 20 year Manteo Update will be in place soon and that the Board of Commissioners also have received the draft from Randy Hester on the Manteo Way of Building.

SUBJECT: Discussion and recommendations of zoning for property at Midway. Chairman Parker commented that some of the property in that area is still zoned B-2 and when some of those properties that were annexed; there was one parcel, the Animal Hospital no zoning was designated. To protect everyone the General Statute says that residential zoning applies, so the P&Z Board needs to recommend to the BOC that it be zoned B-3. Mr. Featherstone commented that the portion that belongs to Russell Twiford, was annexed as B2 without any use on it, without any vested site plan. The intent was to have all the property from the Christmas Shop to Pirates Cove zoned B-3. The Planning Board is recommending that the BOC hold a Public Hearing and make sure it is all zoned B-3 to be consistent with the rest. The intention is to include the Russell Twiford property which was annexed in 1997 as well as those properties that were annexed as described in the minutes of the BOC meeting of November 2002 to make them all zoned B-3. Chairman Parker commented that we should let Town Attorney, Daniel Khoury write the Public Hearing notification. Mr. Featherstone commented that about a year or so ago he received a letter from Mr. Twiford requesting a letter stating that he was zoned B-2. Mr. Featherstone stated that he discussed this with Mr. Khoury who researched the minutes and in fact did agree that it was B2. Mr. Featherstone commented he does not know the legalities.

MOTION: By Member Daniels seconded by Member Woody to recommend to the Board of Commissioners that a Public Hearing be held to re-zone previously annexed properties at the Midway intersection to make them all B-3 so that the zoning will be consistent was approved by the following vote: Ayes: Members Parker, Daniel, Woody, Walker, Scarborough and Daniels. Noes: None. Absent: none

SUBJECT: Review to do list. Chairman Parker commented that he and Fred will meet with Town Attorney Daniel Khoury regarding the conditional use forms that are to be implemented. The Weeping Radish-will be mentioned to Mr. Khoury, as will the need for the wording on the Public Hearing for rezoning the midway section. Political signs-Chairman Parker understands the Town Managers are trying to work on this. Parking lot, storm water that the School of Design has worked on has been passed to Lee Padrick who is working on rewriting the Town Zoning Ordinance. Member Woody commented that Roanoke Village is still up in arms about the storm water problem there. Chairman Parker-the Grenville/Gilbert survey should be turned over to Mr. Padrick who might be able to incorporate that into the zoning ordinance. Chairman Parker commented that on the town trees he hopes to come up with an overall plan for all the trees.

BOARD CONCERNS

Member Walker-asked about the condition of the roads, Devon is bad. Chairman Parker commented that there has been water infiltration on a lot of the streets and that the Town has Mr. Makinson repairing manholes. Mr. Featherstone commented that the Town has received a grant to realign the pipes and basically over the years they have just been patching but they are trying to correct them as quickly as they can.

Chairman Parker commented about the Pizza Hut buffer and Mr. Featherstone will remind them. Chairman Parker asked about the NCDOT lighting at the Visitor Center and Mr. Featherstone commented that Pablo is out and it is now being handled by Roadside Maintenance they have ordered the parts for the sidewalk lighting and they did not fit poles and they are now making new collars, but he was assured by NCDOT that it would be done as soon as possible. Member Walker asked how the Duck –Thru convenience store (the old Quick Snack) is coming and Mr. Featherstone commented that he met with them and they seem very receptive and interested in working with the Town on the buffers. Mr. Featherstone commented that he talked with Ron Mills about the buffers at the County Building and he said County Manager Terry Wheeler asked if it would be acceptable to leave a small portion out for a walkway and the Board commented that it would be a good idea. The Board asked Mr. Featherstone to find out what the County was doing about the back space behind the courthouse.

MOTION: Member Woody seconded by Member Walker to adjourn at 8:00 p.m. was approved by the following vote: Ayes: Members Parker, Woody, Walker, Scarborough and Daniels. Noes: None. Absent: none.

This 9th day of December 2003.

Bill Parker, Chairman

ATTEST:

Becky Breiholz, Town Clerk