

MINUTES

The Town of Manteo Board of Commissioners and the Planning Board held a joint Recessed Session March 11, 2009 at 4:00 pm at the Manteo Town Hall meeting room.

The following BOC were present:

- Mayor Jamie Daniels
- Commissioner H.A. Creef, Jr.
- Commissioner David Farrow
- Commissioner Hannon Fry
- Commissioner Christine Walker
- Commissioner Richie Burke
- Commissioner Darrell Collins

The following BOC were absent:

The following P&Z were present

- Member Bebe Woody
- Member Beth Storie
- Member Phil Scarborough

The following P&Z were absent:

- Chairman Bill Parker, Member Grizelle Fearing

Also present at the meeting were: Town Manager Kermit Skinner; Town Clerk-Becky Breiholz; Planner Erin Trebisacci; Finance Officer Shannon Twiddy.

Mayor Daniels called the recessed meeting to order at 4:01 pm

SUBJECT: Discussion of Manteo Way of Building.

Planner Erin Trebisacci went over the Manteo Way of Building "Guide for Development" with the Boards. She gave the background: the document was adopted unanimously in January 2004; referenced numerous times throughout the Zoning Ordinance and the 2007 CAMA Land Use Plan; the Historic Preservation and Architectural Review Committee Ordinance adopted on September 12, 2007. She went over the current application: Marshes Light; System built homes; properties requiring a building permit in the historic district. She then went over the process: Properties Requiring a building permit in the historic district but not requiring additional review-submit plans to the building inspector, the building inspector informs the planner, Planner places item on the next PARC agenda, PARC reviews item and provides recommendations to staff and staff passes along recommendations and issues permit. Properties requiring a building permit in the historic district and requiring additional review by the Planning Board-submit copies to the Planner, Planner places item on the next PARC agenda, PARC reviews and provides recommendations to staff, staff provides recommendations to the Planning Board, Planning Board makes final decision. Properties requiring a building permit in the historic district and requiring additional review by the Board of Commissioners-submit copies to the Planner, Planner places item on the next PARC agenda, PARC reviews and provides recommendation to staff, staff provides recommendations to the Planning Board, Planning Board makes recommendations to the Board of Commissioners, Board of Commissioners conducts review, places conditions (if any) and makes final decision. Both Boards asked questions on each of these procedures and Mrs. Trebisacci commented that it is meant to provide a recommendation

of elements of the houses in Manteo to homeowners. Building in different zones were discussed and Mrs. Trebisacci will give the Board a map showing the historic district.

MOTION: Commissioner Farrow seconded by Commissioner Creef to recess the BOC meeting at 5:15pm until March 18, 2009 at 4:00 pm was approved by the following vote: Ayes: Commissioners Collins, Burke, Fry, Farrow, Walker, and Creef Noes: None. Absent: none.

MOTION: Commissioner Woody seconded by Commissioner Storie to adjourn the P&Z meeting at 5:15pm was approved by the following vote: Ayes: Members Storie, Scarborough and Woody Noes: None. Absent: Chairman Parker and Member Fearing.

This the 11th day of March 2009

Mayor Jamie Daniels

Chairman Parker

ATTEST:

Town Clerk Becky Breiholz