

## MINUTES

The Town of Manteo Planning and Zoning Board met in Regular Session on Tuesday, April 11, 2006 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 6:00 pm

**SUBJECT:** Adoption of Agenda as presented or amended.

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

**SUBJECT:** Approval of Minutes Regular meeting March 14, 2006

**MOTION:** Member Daniels seconded by Member Walker 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.

**SUBJECT:** Review for Home Occupation Martha Jane Worrell-Ms Worrell approached staff last month concerning the possibility of operating a salon as a home occupation. She must leave her current location and after seeking available space in Manteo has chosen to operate her business from her house. She will have to apply for a sign permit from the building inspector. Staff recommends approval.

**MOTION:** Member Daniels seconded by Member Woody to approve the Home Occupation of Ms. Worrell was approved by the following vote: Ayes: Members Parker, Walker Woody, Scarborough and Daniels. Noes: none. Absent: none

**SUBJECT:** Review for Home Occupation George Cheeseman- Mr. Cheeseman contact staff this past month because he was interested in operating a painting studio as a home occupation. He currently sells his art in local galleries but would like to also be able to offer sales from his home. Staff recommends approval.

**MOTION:** Member Daniels seconded by Member Woody to approve the Home Occupation of Mr. Cheeseman was approved by the following vote: Ayes: Members Parker, Walker Woody, Scarborough and Daniels. Noes: none. Absent: none

**SUBJECT:** Sketch Plan review for Salt Meadow Landing The following points are a result of Planning Staff Review and Department Head Review of the Salt Meadow Landing Project. Please keep in mind this is a sketch plan review and there are items missing that would ordinarily appear on a site plan submission. Also the proposed road would require the agreement between the two property owners before approval can be granted. Ms. Burke went over the various departments concerns. There were concerns about the restaurant, location and parking. There were concerns about COA students using the intersections for a shortcut to the college. Curb and guttering were discussed along Hwy. 64 and the entrances for the development and this will have to be approved by the NCDOT and Member Woody has a real concern about the traffic. Member Daniels asked about Storm water plan and we have not received that and he would like them to consider the new storm water guidelines that the state is developing and he would like a bigger map to view the roadway and he would like to see crosswalks included in the parking lots. The inclusionary was discussed they are meeting the 4 required in the ordinance and they are opting to put 4 more affordable and opt for a bonus of 4 at market rate and it meets the zoning ordinance. This project is a mixed use with residential above and commercial below. Once they have they issues discussed resolved they can submit a formal site plan.

Planning Department:

- Please note the width of sidewalks adjacent to the proposed road.
- Between Spaces 101 and 114 there shall be a planted island.
- The on street parking layout should be the same on both sides of the street. Also there shall be for every thirty feet of street frontage at least one deciduous tree that has or will have when fully mature a trunk of at least 12 inches in diameter. (§15.12(a))
- Storm water note number 16 to specify that the first 1.5” of rain shall be retained on site.
- Make sure that there is a minimum 20’ separation on all the buildings.
- Restaurant parking concerns.
- Location of ADA accesses.
- Intersections at Russell Twiford and US HWY 64.
- Boat slips must be declared transient if there is no parking associated with that use.
- Easement for the proposed road must be in place for approval.
- Parking lot at the north end has a 90° turn. Make sure the radius allows for two vehicles to pass in the turn.

Public Works:

- Need to allow for at least 18’ between the curb and the pad where the truck would have to back in (at the north site) and to allow for at least 12’

between the curb and the pad where the truck would be pulling in ( at the south site)

- There will need to be at least two more dumpsters on the site to accommodate the proposed uses. These additional sites may be avoided if there is one dumpster specifically for the disposal of cardboard.

Finance:

- This property was annexed into the Town with out any water and sewer allocation. The Utility Extension Agreement was filed at the Courthouse on November 14, 1997 and requires the developer to pay \$16.00 per gallon prior to development. At 17,584 gallons per day, the total sewer fee will be \$281,344.00.

Water and Sewer:

- As early as possible in the planning process please provide 2 copies of the utility plans to the Town and provide plans to the Town's Engineer.

Police Department:

- Need to see a detailed lighting plan.

**MOTION:** Member Woody seconded by Member Walker to excuse Jamie at 7:41 pm was approved by the following vote: Ayes: Members Parker, Walker Woody, Scarborough and Daniels. Noes: none. Absent: none

OLD BUSINESS

Chairman Parker gave the Board an update from the Board of Commissioner's Regular April meeting.

Review to do list- Weeping Radish parking lot, Ms. Burke is to send another letter.

Board Member concerns

The Board discussed Preserve America grant monies available and Member Woody, Chairman Bill Parker and Planner Erin Burke will get together to start filling out the grant applications.

The Board discussed a cap on affordable housing since it could bump up the density really high and they would like to do it in a percentage.

**MOTION:** Member Woody seconded by Member Walker to adjourn the meeting at 6:55 pm was approved by the following vote: Ayes: Members Parker, Scarborough, Walker, Woody, Noes: None. Absent: Member Daniels

This the 11<sup>th</sup> day of April 2006

---

Bill Parker, Chairman

ATTEST:

---

Becky Breiholz, Town Clerk