

MINUTES

The Town of Manteo Planning and Zoning Board met in Regular Session on Tuesday, November 9, 2004 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 Phil Scarborough
- Member Christine Walker
- Member Bebe Woody (arrived 6pm)

The following members were absent:

Also present at the meeting:

- Fred Featherstone, Zoning Admin.
- Erin Burke, Planner
- Becky Breiholz, Town Clerk

Chairman Parker called the meeting to order at 6:00 p.m.

SUBJECT: Adoption of Agenda

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

Member Woody arrived at 6:05 pm

SUBJECT: Approval of Minutes Regular Meeting October 12, 2004

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

Steve Korsgard (?) lives at Shallowbag Bay Club and his concerns in regards to the amended site plan for Shallowbag Bay Club “that the developer is requesting the freezer placed in the common area without the owners at Shallowbag Bay Club being approached about it and specifically the owners of the two buildings adjoining the area where he believes the freezer would be placed as they have not closed on their units yet, though he understands that there are several contracts on the condos in that area and they would be the ones suffering from the view of this huge freezer, which in his personal opinion should have been planned for the restaurant and should have been inside.” “If not possible I think the developer could use one of his unsold small condos and turn that into a freezer unit so it wouldn’t obstruct the view or enjoyment of the common area.” “I don’t think anyone in the specific area has been contacted, I don’t if that would be the

Town's obligation but maybe the Town could make the developer obligated to contact those people and make sure it would not be affecting them in a negative way." "It is his understanding that the freezer will be placed near the fish cleaning station which would be in the common area," "I have no personal objection to it, but am concerned how that would be supplied power and would be metered in a way that it wouldn't be off the common area electricity." "I am asking that the Town request that these people that have contracts without being registered owners at this point should be contacted as it would affect them directly."

Chris Howell-also lives at Shallowbag Bay and " I want to reiterate what Steve said and we are concerned that things are done properly at Shallowbag Bay for the good of everyone there and the people who will be living in building 11 and have to look at this strange thing outside their door, a huge freezer that should have been inside." "I would like to ask that there be a temporary postponement to allow time to contact these people and see if the majority of them object or not."

Luther Daniels-lives on Shallowbag Bay and would like to discuss having access south of Manteo and with all the building that is going on at the north end of Roanoke Island it is soon going to be a push to widen the highway again. "That is one of the reasons the Town went on record to have the new bridge built south of us, so it would keep from having a five lane highway in Manteo." "If we want to prevent that we need to try to get other accesses and would like to ask this Board to see that it gets on the plan for another access south of Manteo."

SUBJECT: Review Amended Site Plan from Shallowbag Bay Club. This site plan has been brought to the Board because there are alterations that have been made since the original was approved, in the form of a walk-in cool/freezer. Verbal notification was given to two Board Members of the Home owners association. This notification was given prior to their October meeting. John DeLucia, Albemarle Associates and is representing Shallowbag Bay Club and they are asking for a 12 x 20 cooler near the fish cleaning station; they have determined there is a need both for the ship store for ice storage and restaurant storage. They have contacted CAMA about it to make sure permit wise it could be added to the CAMA permit, it will not increase any additional lot coverage on the site and they have tried to place it in a convenient place. He does not know if that area the homeowners are talking about is actually a part of the common area yet or whether it will be. Discussion on the appearance and style and Mr. Delucia commented that at this point they were going to use a typical metal cooler but they are open to suggestions. Discussion on the design of the cooler; whether there was high enough elevation, placement of the compressor; and who would be monitoring access to freezer. Mr. Delucia commented that it would have to meet base flood elevations and that the Ships Store would probably be monitoring it. Member Daniels suggested that it be sided or screened. Chairman Parker asked who would be responsible for the maintenance of the cooler and Mr. Delucia commented that as far as he knew it would be the responsibility of the owner of the marina and the restaurant. Mr. Delucia also stated that he is not sure it is in the common area but can get that information and supply it to the Board. Chairman Parker asked how everyone was notified and Mr. Featherstone

commented “I called one of the Board members and spoke in person with another Board member and they were having a meeting two weeks ago and we asked them if they could help them in contacting everyone affected and he believes they did a newsletter but it was difficult to notify people who have contracts and are not yet owners. Placing conditions was discussed and Member Daniels would like the 4 sides be covered with opaque wooden screen, the top cover be painted with a non glare surface and screen the compressor. Mr. Featherstone commented that if the Planning Board recommends this to the Board of Commissioners he would like John Delucia to provide the Town with the names of homeowner and potential homeowners so that notification letters can be sent before the Board of Commissioners meeting and that there is a \$10.00 charge for each of those certified letters. Chairman Parker commented that if they get the CAMA permit before the Commissioners meeting that it be supplied to them. Mr. Featherstone commented that before they CO the building they will need an elevation certificate and the CAMA permit.

MOTION: Member Daniels seconded by Member Walker to recommend to the BOC approval of the site plan modification to Shallowbag Bay Club site plan with the following conditions: the 4 sides of the cooler to be covered with opaque wooden sides and the top be painted with a non glare surface, the condensers are screened wherever they are mounted, a list of all homeowners and potential homeowners of building 11 be provided to the Town and notified before the Board of Commissioners meeting was approved by the following vote: Ayes: Members Parker, Walker, Woody Scarborough and Daniels. Noes: None. Absent: none

OLD BUSINESS

SUBJECT: The ad dispensers downtown at the waterfront were discussed and Chairman Parker asked the Board if they wanted to pursue this or rely on staff to handle the situation. Chairman Parker commented that they will rely on staff and if one is damaged to the point that stuff is falling out, there is nothing that prevents the town from picking it up and taking it to sewage plant and letting the folks know that where it is and that if they maintain them they will be acceptable.

Chairman Parker gave the members a brief update of the last BOC meeting. Installation of the new sidewalks was discussed and Member Woody commented that it is very dark on Uppowoc and it has been recommended that they put in some type of foot lights. Mr. Featherstone commented he doesn't think there is anything in the ordinance that prohibits low level lighting. Mr. Featherstone commented that street lights get put in if people request them and he will go look at the area.

SUBJECT: Review to do list-most everything has to do with the new zoning ordinance. The zoning ordinances have been compiled and are waiting on some graphics that go with it. Planner Erin Burke gave the Board a report on the planning part of the storm water grant that the Town has received.

Member Woody-Roanoke Village Park noticed the contractor is no longer running the driveways up beside the house and people are now parking on the sidewalk. Mr. Featherstone commented that some of the lots are so small they can't meet the 30% lot coverage; they can have a driveway but can't have the concrete. Mr. Featherstone asked Member Woody to give him some specifics and he will look into it.

Member Walker commented that the corner of Wingina and Devon is dangerous, people roll through the stop sign or pull out so far she has almost been hit. Member Woody suggested placing a pedestrian crosswalk. Chairman Parker will talk with the Police Chief.

MOTION: Member Daniels seconded by Member Walker to adjourn the meeting at 7:05 pm. was approved by the following vote: Ayes: Members Parker, Woody, Walker, Scarborough and Daniels. Noes: None. Absent: none

This the 9th, day of November 2004

Bill Parker, Chairman

ATTEST:

Becky Breiholz, Town Clerk