

## MINUTES

The Town of Manteo Planning and Zoning Board met in Regular Session on Tuesday, February 11, 2003 at 6:30 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

The following members were absent: Member Christine Walker

Also present at the meeting: Fred Featherstone, Planner  
Becky Breiholz, Town Clerk

Chairman Parker called the meeting to order at 6:30 p.m.

**SUBJECT:** Adoption of Agenda-

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

**SUBJECT:** Approval of Minutes Regular Meeting January 14, 2003

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

**SUBJECT:** Approval of Minutes Recessed Meeting January 21, 2003

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

### PUBLIC COMMENTS-

Steve Howell a resident of 121 Gilbert Street. Mr. Howell stated that he received information that at the end of Gilbert Street the possibility of a boat building business may tried to be there. The property they are talking about is owned by Billy Maxwell. Mr. Howell does not feel like it is in the best interest for him, the neighbors or the Town of Manteo. Gilbert Street is very narrow, the pavement is in bad shape and there is no where for them to turn around. Excess traffic will be a nightmare. He knows it is zoned commercial and that the zoning was done in the spirit of placing crab shedders on the lots

which he has no problem with, but a boat building business there would be a big mistake. Mr. Howell also discussed the hazardous problems of chemicals associated with the boat building and that to him it is industrial not commercial. Member Scarborough commented that it was B2 when the property was bought and he has no problem with it. Chairman Parker asked if the property owners would be interested in rezoning from commercial to residential and Mr. Howell commented he was not sure. Mr. Featherstone gave the board a history of what Billy Maxwell had wanted to do: saying his first plan was to build a building on it to build a boat in his part time. Mr. Featherstone stated that Mr. Maxwell would have to follow the Town of Manteo guidelines and ordinances but nothing has been received officially. The Board discussed buffering and accessory buildings and parking could be a problem and some of the options that could happen if the property was rezoned. Chairman Parker thanked Mr. Howell for his comments which they would keep in mind and would let him know if and when something does come to the Board.

Mr. Featherstone commented that he knows Mr. Maxwell is working with Carl Worsley on this and he will call him and reinforce that if Mr. Maxwell wants to recombine that an accessory dwelling will have to be an accessory use to residential and not commercial.

#### NEW BUSINESS

The Board discussed a letter received from Ralph Calfee about Cypress Cove Campground property he is thinking of developing and asking what he can and cannot put there. Mr. Featherstone said Mr. Calfee had a concept when we had B2 regulations which have now been changed to B3, and has no idea what he plans to do. The property will also need to be annexed. Discussion took place on residential above commercial and Member Woody commented that we need a definition of affordable housing. Chairman Parker is planning on meeting with Shannon Twiddy, Acting Town Manager and Fred Featherstone, Planner to discuss this and to get more information. B3 requirements were discussed and the Board all agreed that the intent of what is written needs to be followed.

#### OLD BUSINESS

**SUBJECT:** Policy Statement for Zoning Permit change of use application. The Board discussed zoning permit policy the following is the changes made: 1. Zoning Permit Application shall require approval by Zoning Administrator for change of use when new use is in the same permitted use category prior to issuance of a privilege license. 2. Zoning permit application shall require approval by the Planning Board for a change of use when new use is in a different permitted use category prior to issuance of a privilege license. A site plan shall also be required. 3. Zoning Permit application shall require approval by the Planning Board when change of use is a conditional use prior to issuance of a privilege license. 4. Zoning permit application is not required to renew an existing privilege license.

**MOTION:** Member Daniels seconded by Member Woody to adopt the zoning permit policy as corrected was approved by the following vote: Ayes: Members Parker, Woody, Scarborough and Daniels. Noes: None. Absent: Walker

**SUBJECT:** Review to do list

Daniels talked with Mr. Benewitz and he has started part of the plan but has some problems with CAMA and is also waiting to hear from Mr. Meekins from Seaboard Survey. The Board discussed going to look at the property.  
NC Students working on commercial waterfront dock uses.

**BOARD CONCERNS**

Chairman Parker commented that the NC College of Design students will be meeting on February 14 and 15<sup>th</sup> and would like to encourage people to go by. The building where the School of Design was being housed had damage done to their work by frozen pipes and the ceilings being torn out.

Member Woody commented on the report from NCDOT about the traffic study, and it supports what has been previously said. Town Clerk Becky Breiholz informed the Board that the BOC was going to make a formal request to the NCDOT asking them to come and explain the traffic study. Consensus of the P&Z Board is to set aside some time at the next meeting to discuss this report and make a list of questions.

Fred Featherstone-commented that we are looking at a system to pump water south end of 264 to the sewer plant and a piece of property that is by the old landfill and put manufactured wetlands on to take our storm water out and storm water separators around the waterfront areas at those outfall areas. Mr. Featherstone is also working on estimates to refurbish the boat house.

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

This the 11th day of February 2003.

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Bill Parker, Chairman

ATTEST:

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Becky Breiholz, Town Clerk