

MINUTES

The Town of Manteo Planning and Zoning Board met in Regular Session on Tuesday, August 12, 2008 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 Beth Storie
Member Bebe Woody

The following members were absent: Member Christine Walker

Also present at the meeting: Erin Trebisacci, Planner
Becky Breiholz, Town Clerk
John Boniface, Building Inspector

Chairman Parker called the meeting to order at 6:09 pm

SUBJECT: Adoption of Agenda as presented

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

SUBJECT: Approval of Minutes Regular Meeting July 8, 2008

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

PUBLIC COMMENTS- none

NEW BUSINESS

SUBJECT: Home Occupation 606 Harriot Street The applicant Glen Wiley is proposing to reside at this location, which is currently owned by Earl Meekins Enterprises Inc. The house is located in B-2 and has been rented as a residence in the past. The applicant is proposing to operate a bail bond office in the home. They do not expect to have clients at the residence on a regular basis. There is adequate parking on site and should not have any adverse affect on the surrounding area. The property owners have agreed to that use for the applicant. Staff recommends approval for the home occupation at 606 Harriot Street.

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

OLD BUSINESS

SUBJECT: Review of Site Plan for College of the Albemarle-Planner Trebisacci would like the Board to approve the master plan first; then approve the Phase I review after this. The College of the Albemarle has prepared a master plan for the old Manteo Middle School Campus. This master plan is a conceptual idea of what COA would like the campus to look like at build out. There are a number of new buildings that would hold classrooms and administration. They are also proposing the renovation of the existing gymnasium with additions on both the east and west ends of the buildings. Also included on site are numerous sidewalks and outdoor gathering areas, an outdoor classroom, and a playground. At build-out this campus will not only be an asset to Manteo but to all of Dare County. Staff recommends the following items to be added to the plan prior to the Board of Commissioners' review:

1. Zoning District B-2 shall be noted on the master plan.
2. Handicap spaces shall be identified.
3. Street address, US HWY 206 US HWY 64 shall be added.
4. Solid waste locations shall be noted and notation for screening shall be included. (Solid waste pickup is done by Dare County but the Town would still like this noted on the plan)
5. Concrete sidewalks should be reflected as exposed aggregated.

Staff has also prepared the conditional use permit that outlines each item that needs to be addressed and recommends approval in accordance with this permit. Chairman Parker would like to see more trees at the ends of the parking island bulb outs that are already on the plan. The Town Attorney will review the conditional use permit before it goes to the Board of Commissioners.

MOTION: Member Woody seconded by Member Storie to recommend approval to the BOC of the master plan with staff's recommendations above and with the addition of some more trees at the bulb outs if possible and have the Town Attorney review the conditional use permit before it goes to the BOC was approved by the following vote: Ayes: Members Parker, Storie, Woody and Scarborough. Noes: None. Absent: Walker.

SUBJECT: College of the Albemarle Phase I, The first phase of new construction at the COA campus will be a 22,612 square foot building, and associated parking, driveways, and sidewalks. The new building will be a two story structure. It will contain a carpentry/boat-building workshop, HVAC and Electrical Lab, kiln and clay studio along with classroom space and computer labs. There will be 18 new parking spaces at this building and the parking lot will connect to the existing gravel lot on the south end of the site.

Staff recommends approval with the following conditions:

1. Side walks shall be exposed aggregate concrete or brick per the Zoning Ordinance
2. Lighting plan must be resubmitted to reflect foot candles not to exceed 4 foot candles.
3. A notation shall be included concerning Solid Waste disposal, location of facilities and screening.
4. There shall be an interspersed island with a tree per CUP item 3C in place of parking space #9.
5. The east side of the project area shall be buffered per CUP item 3B.
6. The area containing the transformer, generator, propane tank, and outside kiln area shall be screened with a fence.

The applicant would like to leave the kiln area open so that it could be a show place for people walking by to see the students working and consensus of the Board was to allow for the kiln area to be open with the other items being screened. Discussion on the buffers and the applicant would like to use Maples which are not on the approved list. Consensus of the Board was to allow for the use of maples and adjust the conditional use permit to list the specific trees. Staff will work with the applicant on this.

MOTION: Member Storie seconded by Member Woody to recommend to the BOC approval of Phase I with staffs recommendations was approved by the following vote: Ayes: Members Parker, Storie, Woody and Scarborough. Noes: None. Absent: Walker

SUBJECT: Text Amendments –Chairman Parker commented that they discussed at last month’s meeting some text amendments and one of the text amendments they would like to discuss further is the setback requirements along Highway 64. Mrs. Trebisacci commented that the BOC has already set a public hearing for the setbacks. Chairman Parker commented that he spoke with Commissioner Farrow who has concerns that some of the parcels on Highway 64 are not big enough to meet the 50 foot setback and wants it to be 15 foot front yard setback like it used to be. Member Woody wanted to know if there was a way for certain parcels that are smaller to have a different setback. The Board discussed if there was a compromise that they might present to the BOC. Member Scarborough commented possibly having a 20 foot setback and no parking in the front. The Board discussed possibly having parcels that are more than 1 acre having a different setback with parking in the back. The Planning Board has concerns that a bigger property would be more noticeable with a small setback. The Board asked Member Scarborough to discuss these concerns with Commissioner Farrow.

BOARD CONCERNS:

Member Woody commented that the PARC committee meeting minutes were included in the packet with some new policies. Mrs. Trebisacci commented those new policies are

now on the web site. Member Woody commented that the sidewalk by Grizelle Fearing's on Sir Walter Raleigh is in need of repair.

Member Storie would like to make sure the sidewalk on Wingina by the high school is repaired before the children start back to school. She also spoke with one of the property owners, Paul Creef, about the maintenance of the ditch on Sir Walter Raleigh regarding easements for the ditch that goes behind those properties and he thought it was a good idea to have that fixed. The idea was to have a water garden of some type placed in that ditch but the property owners will need to give an easement to the Town. Mrs. Trebisacci commented that it would be best if all the neighbors got together and wrote a letter to the Board asking that the Town Attorney draw up easement agreements. The Board would like Mrs. Trebisacci to attend the neighborhood gathering to explain that we are not taking their property, but Mrs. Trebisacci commented she is not an Attorney and can not really answer legal questions. The Board will talk to Town Attorney Daniel Khoury about some of the legal questions that the neighborhood might have about giving an easement to the Town and to an Engineer to get a conceptual design of what they want in a water garden.

The fence between Betty Mann's property and Adams building is in need of repair and Mrs. Trebisacci commented that the Town does not have an ordinance on maintaining a fence and that she will write a letter asking that they repair the fence but the Town cannot require them to replace their fence.

Mrs. Trebisacci commented that over the next few months she will be attending a Municipal Administration course in Chapel Hill and will miss some Planning Board meetings.

MOTION: Member Woody seconded by Member Storie to adjourn at 7:25 pm was approved by the following vote: Ayes: Members Parker, Storie, Woody and Scarborough. Noes: None. Absent: Walker

This 12th day of August 2008

Bill Parker, Chairman

ATTEST:

Becky Breiholz, Town Clerk