

MINUTES

The Town of Manteo Planning and Zoning Board met in Regular Session on Tuesday, September 12th, 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 Bebe Woody
 Member Christine Walker
 Member Jamie Daniels (Vice-Chair)

The following members were absent:

Also present at the meeting: Erin Trebisacci, Planner
 Becky Breiholz, Town Clerk

Chairman Parker called the meeting to order at 6:10 pm

SUBJECT: Adoption of Agenda as presented or amended.

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

SUBJECT: Approval of Minutes Regular meeting August 8th, 2006

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

PUBLIC COMMENTS- none

SUBJECT: Establishing a committee to help the Planning Board Members review site plans. With the increased number of projects submitted to the Town and the increased site work of each project the Planning and Zoning Board desires assistance in the review process. The intent is to establish a committee that will review submitted projects by applying the Manteo Way of Building standards and make recommendations to the Planning and Zoning Board. The following would be the requirements to establish this committee; which shall consist of five members the chairman being a member of the Committee. Members shall be residents of the Town of Manteo and shall be appointed by the Planning and Zoning Board to serve two-year terms. Terms shall be staggered with approximately half the members being appointed or reappointed each year. The chairman shall be named by the Planning and Zoning Board annually. Members of the Planning and Zoning Board may serve on the Committee. The Manteo Way of Building Committee shall meet regularly before the Planning and Zoning Board meets and shall

review site plans, elevations and necessary documents for projects listed on the agenda to insure their compliance with the Manteo Way of Building. Recommendations shall be made by motion to the Planning and Zoning Board. Member Woody has worked to help establish this committee and talked with several residents who are willing to serve on this committee. Town Clerk Becky Breiholz commented that she thought the Planning Board needed to get the Board of Commissioners permission; although the ordinance allows for the Planning Board to establish a committee for special projects; a long term regularly meeting board would probably require permission from the Board of Commissioners. Member Scarborough also had reservations and thought the Planning Board was well qualified to review plans. Chairman Parker commented that if the committee works out well then they can seek permission from the Commissioners to establish the committee permanently.

MOTION: Member Woody seconded by Member Daniels to designate a special committee that will focus on the review process using the Manteo Way of Building standards was approved by the following vote: Ayes: Members Parker, Walker Woody, Scarborough and Daniels. Noes: none. Absent: none.

SUBJECT: Manteo Way of Building Committee. Member Woody has worked to establish this committee and talked with residents who would be interested in serving on this committee and she would like to recommend Debbie Montgomery; Beth Storey; Larry Belli; Michael Yelle; and herself (Bebe Woody) would serve as Chair. Chairman Parker has agreed to work with the Board. The first meeting will be October 10th during the day, same day as the Planning Board. All their meetings will have the same schedule as the Planning Board but they will meet during the day at 3:30. Member Woody commented that Mayor Wilson will come to their first meeting to talk with them and Planner Trebisacci will make copies of the ABC store before and after the review process as an example to give to the new committee.

MOTION: By Member Woody seconded by Member Daniels to appoint the following as members to the new committee: Debbie Montgomery; Beth Storey; Larry Belli; Michael Yelle; and Bebe Woody as Chair. was approved by the following vote: Ayes: Members Parker, Walker Woody, Scarborough and Daniels. Noes: none. Absent: none.

SUBJECT: Member Woody made mention of the Town doing a newsletter and would like it be recommended to the BOC that they undertake publishing a periodic newsletter to be sent to the citizens of Manteo and all water utility billing customers. The Planning members would like the newsletter to include information about what is going on in the Town, new signage, special events, and eventually this newsletter would be emailed out. Member Woody commented it is another way to contact the citizens and let them know what is going on in the Town.

MOTION: By Member Woody seconded by Member Daniels to recommend to the BOC that they publish a town newsletter was approved by the following vote: Ayes: Members Parker, Walker Woody, Scarborough and Daniels. Noes: none. Absent: none.

Review to do list

The Board reviewed the to do list.

Planner Trebisacci commented that she has sent a letter to the owners of Weeping Radish. Banners discussed at Pirates Cove and Planner Trebisacci it is sticky situation and she has written Pirates Cove and commented that if they sent violation letters to them she would also need to send them to the downtown waterfront merchants who have banners on the railing. Planting season is coming up and those who needs tree replacement need to be notified. We have applied for the designation of a Preserve America Town and once we have been designated we can apply for the grant. Items that can be marked resolved on the list: Increase PZ members; Zoning Ordinance Amendments; Affordable Housing cap; subdivisions; establishing new committee; Sidewalks discussed and Sir Walter Raleigh Street is a concern as was the one by the Elementary School that stops at Dr. Farrow's office and Planner Trebisacci would like them to give her a list of priorities to take to the BOC. Planner Trebisacci commented on the item about enough electricity and that Town Manager Kermit Skinner contacted Bryan Brooks with the Power Company who was not sure what the Board was looking for and stated that as long as the demand capacity will be found but the Board members would still like a presentation from the power company. Planner Trebisacci will ask the Town Manager for more signs identifying the public restrooms at the condos and at the Maritime History Museum and she will also write a letter to the condo owners.

BOARD MEMBER CONCERNS

Member Daniels told the Board about the Global Warming that was discussed at the last BOC meeting and there is such a thing and the climate is changing.

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

This the 12th day of September, 2006

Bill Parker, Chairman

ATTEST:

Becky Breiholz, Town Clerk

