

MINUTES

The Town of Manteo Planning and Zoning Board met in Regular Session on Tuesday, June 14, 2016 at 6:00 p.m. at the Meeting Room at the Manteo Town Hall 407 Budleigh Street, Manteo, NC

The following members were present: Member Bebe Woody (Vice-Chair) (late)
Member Hal Goodman
Member Rodney Benson
Member Fields Scarborough

The following members were absent: Chairman Bill Parker

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

Acting Chair Hall Goodman called the meeting to order at 6:05 pm and

SUBJECT: Adoption of Agenda as amended or presented-

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

SUBJECT: Approval of Minutes Regular Meeting April 2, 2016

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

PUBLIC COMMENTS- None

Vice Chair Bebe Woody arrived at 6:10pm and finished leading the meeting.

NEW BUSINESS

SUBJECT: Change of Use request for 128 Grenville. St. The applicant, the North Carolina Coastal Federation, has requested a change of use from office to mixed use, residential in the living space upstairs living area with a water sports

rental business in the unconditioned enclosure downstairs (208 square feet). The property is zoned B-2. There are five parking spaces on site including one handicap space. The ordinance requires one and one-half spaces for each dwelling unit and one per 500 square feet of office and/or commercial space.

The provided sewer calculation indicates a change in sewer allocation from 105 GPD to 400 GPD. A fee of \$2360.00 will be due to the town for this change.

Per section 12-10 (d) (1) Change of Use not requiring a site plan staff recommends approval.

MOTION: Member Goodman seconded by Member Benson to approve the Change of Use as presented was approved by the following vote: Ayes: Members Scarborough, Goodman, Woody and Benson Noes: None. Absent: Parker

SUBJECT: Review of House Plans for Marshes Light, Lot 20 109 Dartmoor Avenue According to the Conditional Use Permit for the Marshes Light "Prior to the issuance of any building permit, a complete design for each building, including all elevations, shall be reviewed by the Planning Board for compliance with "The Manteo Way of Building," PARC Committee met and made a motion

This is the second review of plans for this home. The committee discussed the porch front porch roof and agreed that all the porch roofs should be hip roofs and as the suggestion from the builder Mr. Roger Schwartz make the shed roof material metal standing seam. Next the committee discussed the dormers and suggested there be a third dormer on the front elevation. Lastly the committee discussed the doors. They agreed that the front door should be in keeping with the farm house style and suggested a half light door with a solid bottom. A transom window should be narrower than it is tall and be a simpler design. Porch door may also be a half light, however the committee was amenable to a Dutch door, if the applicant and builder find one with which they are satisfied.

The owner and builder were in agreement with the suggested changes and expressed their appreciation to the committee for walking them through the review process. Staff recommends approval.

MOTION: Member Goodman seconded by Member Benson to approve the house plans as presented with PARC's recommendations was approved by the following vote: Ayes: Members Scarborough, Goodman, Woody and Benson Noes: None. Absent: Parker

Review to Do List:

The Board reviewed the “to do” list - Planner Erin Burke updated the Members on the items on the list: CRS we are waiting on the final results; Twiford parking lights, Mrs. Burke contacted Dominion Power but does not know if anything has been done. She will contact Grizelle Fearing to check the status. Wayfinding signs – Mrs. Burke put out RFQ’s and received information from several companies for a plan for a wayfinding solution. The Commissioners had asked Mrs. Burke to get cost estimates from Alta Planning and Design who are working with NCDOT locally and come highly recommended.

BOARD CONCERNS COMMENTS:

Member Benson commented that he received an inquiry from a homeowner in Marshes Light Development concerning the placement of a mail box at their house. Mrs. Burke stated that she checked with the post office and they have a new policy not to do anymore house to house services on any new developments. She also stated that the Town does not regulate mail boxes and that is Federal jurisdiction. Mr. Benson will forward the email to Mrs. Burke and she will answer the inquiry.

Member Goodman-commented that the air boat is still running and unloading and loading people in areas that they are not supposed to and being very noisy. Mrs. Burke commented that unfortunately nothing can be done unless they can be caught and she will get the phone number of Fish and Wildlife to Member Goodman who can contact them directly when he sees them doing a violation.

MOTION: Member Goodman seconded by Member Benson to adjourn at 6:38 pm was approved by the following vote: Ayes: Members Parker, Scarborough, Benson, Woody and Goodman. Noes: None. Absent:

This 14th day of June 2016.

Bebe Woody, Vice Chair

ATTEST:

Becky Breiholz, Town Clerk