

## MINUTES

The Town of Manteo Planning and Zoning Board met in Regular Session on Tuesday, July 14, 2015 at 6:00 p.m. at the Manteo Town Hall, 407 Budleigh Street

The following members were present:

	Chairman Bill Parker
	Member Grizelle Fearing
	Member Phil Scarborough
	Member Hal Goodman
	Member Bebe Woody

The following members were absent:

Also present at the meeting:

	Erin Burke, Planner
	Becky Breiholz, Town Clerk

Chairman Parker called the meeting to order at 6:05 pm

OATH OF OFFICE was given to member Bebe Woody-Member Woody was re-appointed by the Commissioners.

**SUBJECT:** Adoption of Agenda

**MOTION:** Member Fearing seconded by Member Goodman to adopt the agenda as presented was approved by the following vote: Ayes: Members Parker, Woody, Fearing, Scarborough, Goodman Noes: None. Absent: none

**SUBJECT:** Approval of Minutes Regular Meeting June 9, 2015 –

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

PUBLIC COMMENTS-none

NEW BUSINESS-none

OLD BUSINESS

**SUBJECT:** Hotel zoning regulations- At the July 1, 2015 Commissioner Meeting, Mayor Jamie Daniels asked Planner Burke that the Planning Board do some more research on hotels and would like to have some clarification about zoning regulations.

Below are the issues he wanted clarification on.

1. Review existing zoning regulations for hotel development within the Town (identify zoning impediments)

2. Identify potential sites (both inside and outside Town) and what it would do for our tax base.
3. Address water and sewer capacity for this type of development
4. Obtain specifications from hotels built within other historic towns to see how they are working with these towns to meet special architectural zoning requirements; i.e. height and square footage
5. Doing a density overlay

In response to the above questions Chairman Parker presented a document to the Board and will be made a part of these minutes.

Planner Erin Burke started the discussion with the water and sewer capacity. The State looks at the average annual flow and does not take into consideration the fact that in the summer months we are pushing our limit. She also stated that it is not healthy for the plant with up and down spikes. In 2007 the average annual was 30,000 more gallons but the Water and Sewer Department have taken steps to reduce the I & I which was what was the major problem with our usage flow and have done a wonderful job keeping the plant well maintained. There are a number of parcels in the Town that are suited for hotels; we could end up with 10 smaller boutique hotels that can use just as much volume as a bigger hotel. Member Fearing asked if that less flows could mean less use and Mrs. Burke responded she does not think so because we have houses and businesses to our system since then. Mrs. Burke also commented that we still have a lot of build out in town and that Marshes Light has barely started and they have also been permitted for a hotel; the Flats is 75% built out; Cypress Cove 60%; Cedar Bay 35%; and Pirates Cove still have more condos that they are allowed. All these things need to be taken into consideration since they have already been given water and sewer and will add to the flow when they are completed; plus there are still vacant parcels in Town that need to be allocated water and sewer.

Member Woody commented that we need to increase our tax base without raising taxes and Mrs. Burke commented that Finance Officer Shannon Twiddy has done a rough estimate on what the tax base could increase to if a hotel was in Town; for a three million dollar hotel it would be \$11,100 and a six million hotel would be \$22,200 based on the current tax rate.

Member Goodman stated that he discussed the hotel issue with someone he knows that owns a hotel and that they stated that the optimum for a hotel would be 50-60 rooms and that you don't need a big building. A 50-60 room hotel could be done on parcels already in Town.

Other issues discussed was the fact that some of the properties that could have a hotel on it are outside the Town limits. Member Woody stated that we should try to work with the county on architecture guidelines. Other locations inside the Town were

discussed and that if someone bought the Weeping Radish property and the Christmas Shop and combined those that a huge hotel could be put there.

A lengthy discussion took place on setbacks and the parking for a hotel; the fact that it is only 15 feet from property line on US Hwy 64 is too close to the road for a big hotel. The Board members would like to review the setback ordinances. Mrs. Burke commented that the ordinance could have section for uses provisions that would allow them to regulate certain uses in certain areas. They also need to make sure that when a person buys a residential lot that they are not going to put in a 30 bedroom house as a single family home like on the beach. Mrs. Burke commented that our parking ordinance is that there must be a minimum of 2 for 4 bedrooms and one space for every bedroom after.

Also discussed was how others define hotels and Mrs. Burke will work on that and Member Woody commented that the Lodging and Restaurant Association could be contacted to get some statistics from them.

Mrs. Burke will get some definitions for hotels, boutique hotels, cottages, air B&B and other types of accommodations for the Board to discuss. They will also talk about setbacks and other regulations. They would also like a list of properties that can be used for a hotel as well as parking requirements for hotels. The Board would also like a map of the County and Manteo of parcels that are eligible. This can be done from the GIS map of the County. Members will also be looking at what other towns are doing.

Definitions accommodations and uses will be added to the "to do list," as well as all setbacks collectively and parking requirements.

### **Review to Do List-**

Update on CRS program-Mrs. Burke and Member Goodman did a film for the Government Access TV channel about things that can be done before a flooding event. Mrs. Burke showed the Board the film. The Members would like businesses to be notified about picking up their outside items before a storm hits and Mrs. Burke will put together something to give to the Businesses and also put on our Facebook page. Also discussed were the boxes downtown with the free magazines in them and would like for them to be picked up before a storm comes. Mrs. Burke commented that this issue was pursued by the Commissioners and were told that it infringes on their right to advertise so we have to leave the boxes alone.

Wayfinding-Mrs. Burke and Member Woody went to Elizabeth City and Edenton to see how there wayfinding signs were done. Elizabeth City has established a wayfinding policy that was approved by NCDOT. Their signs are blue and white and they also have a historic district; this was done through a non-profit organization for their downtown. They will find out what the cost was and who they went through. They also have met

with NCDOT and they are just waiting for the Town to put a plan together. Edenton put up two different types of signs and asked the citizens for their feedback to determine which sign to use.

Review Code Violation list –

While they have been focused on Pugh’s buffer in the back it has been brought to Mrs. Burke’s attention that the side yard buffer next to a residential property is missing. She will need to go to the Town Hall vault and retrieve the plan. She will also send this issue to our attorney to handle.

The La Dolce Vita sign which she thought was resolved is now again blinking and the sandwich board is back. There is a sign on US 64 were the dry cleaners/Clockmans are located and they are applying for a new free standing sign and will address that issue with them.

The buffer at Charter Cable plants need to be taken care of.

#### MEMBERS CONCERNS/COMMENTS

Member Goodman wanted to know what the status of the air boat was – it is noisy and splashing around and going through the marsh very fast. The owner lives at the Peninsula but operates out of Nags Head. The Town of Nags Head allowed the use on trial basis. Chairman Parker commented that it is limited what can be done because it is in public trust waters but if it ever comes up at the Commissioner meeting let them know that the planning board has issues with it. It was suggested contacting the Town of Nags Head to complain and Mrs. Burke will contact their planner and let them know. Consensus of the Members was if they needed something in writing for Mrs. Burke to write the letter.

**MOTION:** Member Fearing seconded by Member Scarborough to adjourn at 7:55 pm was approved by the following vote: Ayes: Members Parker, Woody, Fearing, Scarborough and Goodman. Noes: None. Absent: none

This the 14<sup>th</sup> day of July 2015

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Bill Parker, Chairman

ATTEST:

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Becky Breiholz, Town Clerk