

MINUTES

The Town of Manteo Board of Commissioners held their Regular session in the Manteo Town Hall meeting room, March 2, 2016 at 6:30 p.m.

The following members were present: Mayor Jamie Daniels
Commissioner Darrell Collins
Commissioner Christine Walker
Commissioner Nancy Peele
Commissioner Martha Wickre
Commissioner Richie Burke

The following member(s) were absent: Commissioner Hannon Fry

Also present at the meeting were: Town Manger Kermit Skinner
Finance Officer Shannon Twiddy
Town Attorney Wyatt Booth
Planner Erin Burke

Mayor Daniels called the Regular meeting to order at 6:40 pm with a moment of silence followed by the Pledge of Allegiance.

SUBJECT: Adoption of Agenda as presented

MOTION: Commissioner Walker seconded by Commissioner Wickre to approve the agenda as presented was approved by the following vote: Ayes: Commissioners Peele, Burke, Walker, Wickre and Collins. Noes: None. Absent: Fry

SUBJECT: Approval of the items on the Consent Agenda: Regular Meeting Minutes February 3, 2016 Regular and closed session; Approval of Recessed workshop February 17, 2016 minutes and Budget Amendment #12

MOTION: Commissioner Collins seconded by Commissioner Walker to approve the consent agenda as presented was approved by the following vote: Ayes: Commissioners Peele, Burke, Walker, Wickre and Collins. Noes: None. Absent: Fry

PUBLIC HEARING –to receive comments on text amendment for short term rental signs Section 18-7 and Section 18-8 Signs permitted

MOTION: Commissioner Wickre seconded by Commissioner Peele to enter into a public hearing was approved by the following vote: Ayes: Commissioners Peele, Burke, Walker, Wickre and Collins. Noes: None. Absent: Fry

None

MOTION: Commissioner Collins seconded by Commissioner Walker to exit the public hearing was approved by the following vote: Ayes: Commissioners Peele, Burke, Walker, Wickre and Collins. Noes: None. Absent: Fry

PUBLIC COMMENTS –Mayor Daniels stated that **Members** of the public are invited to address the Board of Commissioners on any topic. Please come forward to the podium and identify yourself so that your statements can be taped (3 minutes per person; 5 minutes per group) If anyone wishes to speak later in the meeting on a listed agenda item, please state your name and the agenda item and you will be recognized at that time. Action on items brought up during the Public Comment period will be at the discretion of the Board. Public Comment is not intended to require the Board to answer any impromptu questions. Speakers will address all the comments to the Board as a whole and not one individual Commissioner. Discussions between speakers and members of the audience will not be allowed.

Breanne Bailey-Jones Circle outside Town limits. Wanted to talk to the Board about her concerns at the crosswalk at the elementary school. She thanked the Police Department for what they are doing to catch violators but thinks more can be done. She also had concerns that people are not stopping for stopped buses and with the increase in visitor’s activity something needed to be done on this to. She asked as a community what can be done.

MAYOR’S AGENDA

SUBJECT: Discussion and consideration of text amendment to Section 50-40 the Water and Sewer Rates for multiple connections. Town Attorney Wyatt Booth informed the Board that he prepared two amendments (which will be made a part of these minutes). The shorter of the two amendments for multiple residential or commercial users served by a single or master water meter shall be charged as individual users relative to the size of the service lines serving individual premises. The longer of the text amendments besides being charged the same; also water usage shall be prorated among the users served by the master meter and charged as individual users at the applicable prorated rate. Finance Officer Shannon Twiddy stated that she has reviewed both text amendments. She had also sent out an email with this information and she

wanted to remind everyone that our software does not have the ability to pro rate bills based on total number of gallons used on an average to individual customers when they are served by a master meter. She also asked everyone to keep in mind that if the second text amendment is taken into consideration it was estimated by Wooten that an increase of \$2.18 cents be added to the current minimum rate for all customer classifications to make up the expected shortfall in revenue of approximately \$45,569.00. If the inclining block rate method we currently use changes to include base rates as the old structure did we would need to contract with Wooten to revise our current rate schedule to allow for all classifications to include a minimum number of gallons with the current base rate. If this change is made the minimum rate charges will need to be increased more than the \$2.18 or the cost per 1,000 gallons will need to be calculated and increased or a combination of the two increases would be needed to generate the same amount of current revenue. She asks that the Board implement the new rates to be start on April 15 or July 15 as we will need to make sure the monthly customers and the quarterly customers affected within the same billing cycles are fair.

MOTION: Commissioner Collins seconded by Commissioner Burke to approve the shorter of the two text amendments with **NO** prorating was approved by the following vote: Ayes: Commissioners Peele, Burke, Walker, Wickre and Collins. Noes: None. Absent: Fry

MOTION: Commissioner Collins seconded by Commissioner Walker to approve the amending the fee schedule to add \$2.18 for monthly users to the base minimum rate and for quarterly users add a minimum of \$6.54 to the base rate for all water classifications and was approved by the following vote: Ayes: Commissioners Peele, Burke, Walker, Wickre and Collins. Noes: None. Absent: Fry

COMMISSIONERS AGENDA/CONCERNS/COMMENTS

SUBJECT: Discussion and consideration of 2016-17 Government Access Channel Budget. This is done every year and funds are provided by the State. We are allowed to apply for a \$10,000 grant every year.

MOTION: Commissioner Wickre seconded by Commissioner Walker to approve Government Access Channel budget as presented was approved by the following vote: Ayes: Commissioners Peele, Burke, Walker, Wickre and Collins. Noes: None. Absent: Fry

PLANNER'S AGENDA

SUBJECT: Review of Subdivision plat for Dartmoor Roanoke Marshes Light development The developers at Marshes Light have requested to subdivide the area formerly identified as Condominium Buildings 15, 16, & 17. These building would have contained 8 units each, or a total of 24 units. The developer has identified that single family residential is meets the needs of the current market and should allow for the completion of that section of the development.

Staff has worked with the developer for the past few months to address the following concerns:

- 1) The "Pedestrian Easement" that is consists of the board walk and the adjacent land must remain open and unimpeded. According to the CUP this area must be maintained by the Developer/Homeowners.
- 2) The Drainage, Utility and Access Easements on the west side of proposed lots 25-28 shall allow for access by the town to address any water or sewer repairs.
- 3) Dartmoor Lane will need to be improved to a paved surface, the existing parking spaces are in excess of those require, if the conversion takes place.
- 4) Proposed lots 29 and 30, encompass a large about of wetlands, developers and purchasers should be aware the wetlands may not be considered as part of the land area when calculating lot coverage.
- 5) Alterations to the ADA ramp serving the Ship's Store shall be reviewed by the town prior to any construction.

Recent conversations with the developer's representative have led to a discussion of one way traffic on Dartmoor Lane and smaller drive aisles to reflect that type of traffic flow. This will allow for public on street parking and will also reduce the impermeable surface in that area.

Developers will be responsible for the installation of the utilities to serve the proposed lots, as well as the completion of paving in this area.

The Planning Board recommends approval as presented to the Board of Commissioners and wanted to note that they favored this since it was a change for a less intense use.

MOTION: Commissioner Walker seconded by Commissioner Burke to approve the subdivision changes as presented was approved by the following vote: Ayes: Commissioners Peele, Burke, Walker, Wickre and Collins. Noes: None. Absent: Fry

SUBJECT: Schedule a public hearing for text amendment placing a time limit on demolition permits. At the last Planning and Zoning Board Meeting there was a discussion concerning the length of time allowed following the beginning of a demolition of a structure. The Board of Commissioners asked that the Planning and Zoning Board discuss and provide a recommendation to limit the amount of time that a property owner can take to demolish a structure.

Staff experience reflects that 60 days from the start of demolition to completion should be adequate time for property owners. After discussion at the Planning and Zoning Board, the felt that an additional 30days could be added to a lot for extenuating circumstances at the discretion of the Zoning Administrator. As a result of this discussion the following language is proposed:

Sec. 3-19. - Expiration of permits.

(e) Demolition permits shall expire 60 (sixty) days from the start of demolition work. An extension of 30 (thirty) days may be allotted at the discretion of the Zoning Administrator.

The Planning and Zoning Board recommend the above language to the Board of Commissioners for a public hearing and adoption.

MOTION: Commissioner Walker seconded by Commissioner Peele to schedule a public hearing for April 6, 2016 was approved by the following vote: Ayes: Commissioners Peele, Burke, Walker, Wickre and Collins. Noes: None. Absent: Fry

SUBJECT: Discussion and consideration of zoning text amendment to allow short term rental signs Section 18-7 and 18-8 Signs permitted. At December's meeting the board discussed the addition of short term rental sign regulations to the sign ordinance. Staff had completed some research on similar regulations in adjacent beach communities. The Planning and Zoning Board recommends the following language for adoption.

Sec. 18-7. - Signs permitted in R-2, R-2M and R-5 districts.

(h) One sign advertising the rental of a residential structure shall be allowed. Such sign shall be affixed to only the building and not the porch of the residence and shall not exceed two square feet in area.

Sec. 18-8. - Signs permitted in B-1 district.

- a. (10) One sign advertising the rental of a residential structure shall be allowed. Such sign shall be affixed to only the building and not the porch of the residence and shall not exceed two square feet in area.

MOTION: Commissioner Walker seconded by Commissioner Peele to approve the text amendment as presented was approved by the following vote: Ayes: Commissioners Peele, Burke, Walker, Wickre and Collins. Noes: None. Absent: Fry

FINANCE OFFICER'S AGENDA

SUBJECT: Budget Amendment #13 for the Cemetery gazebo-This was discussed at a previous meeting. The Town received a grant from the Meekins Trust grant fund for \$35,000 and the payout will take place over three budget cycles. Staff was to get a proposal on the cost. We received a proposal from Renovations for \$78,475.77 and it is \$8,475.77 higher than Staff's estimate. The \$10,000 will come from the General Fund. The Board discussed the cost and the brick is the most expensive of the project. Also discussed was taking the funds out of the General fund or Cemetery fund and consensus was for the funds to come from the cemetery fund.

MOTION: Commissioner Walker seconded by Commissioner Wickre to approve budget amendment #13 with taking the funds from the cemetery fund was approved by the following vote: Ayes: Commissioners Peele, Burke, Walker, Wickre and Collins. Noes: None. Absent: Fry

Board Concerns:

Commissioner Peele asked for an update on the Stormwater Phase III project and Planner Erin Burke stated it will be completed soon and that they have almost finished Sir Walter Raleigh. They did run in to an unanticipated problem behind the courthouse. There was a large thick concrete pad which has to be removed which will delay the project some. They indicated that they would be at Budleigh Street next week and Dominion Power will be in to lower the lines. They will close off all parking on Budleigh but allow for traffic to go through. Commissioner Peele also asked for an update on NCDOT installation of handicap curbs and the NCDOT paving project downtown and was told they are almost finished with the curb cuts but they ran into an unanticipated problem of some old stormwater pipe that needs to be replaced, which should help our stormwater project; and we do not know when the paving will take place but will do our best to keep everyone informed. Commissioner Peele would like them to also pave the y portion at the end of Ananias Dare going to Festival Park.

Commissioner Walker asked about the 1587 sidewalk and Mr. Skinner stated that we would be doing that in house but James has been busy and not able to start yet. She also asked about the cleaning bathroom ad and informed that ad has been placed and that staff should have a cost estimate on construction of a new bathroom.

Mayor Daniels asked that the Board start thinking about Phase 4 of the Stormwater projects and that the entrance of Roanoke Village floods and that should be looked at. He also asked that cameras be placed at the new chapel in the cemetery and Mrs. Twiddy commented that there is no electric out there but she will ask about getting power there. She also stated that even if we had a camera we are still unable to identify the vandals because of the quality.

Mayor Daniels reminded the Board of the retreat on April 8th and that the Board start thinking about projects they might want to add. He would like to add more money to the boat show; better cameras and exhibits at the Maritime Museum.

Commissioner Wickre would like to discuss directional signs downtown at March workshop.

There being no further business to come before the Board or other persons to be heard a motion by Commissioner Wickre seconded by Commissioner Walker the meeting was recessed at 8:00 pm until 4:00 pm Wednesday March 16, 2016 was approved by the following vote: Ayes: Commissioner Burke, Peele, Walker, Collins and Wickre. Noes: none. Absent: Fry

This the 2nd day of March 2016

Jamie Daniels, Mayor

ATTEST:

Becky Breiholz, Town Clerk