

MINUTES

The Town of Manteo Planning and Zoning Board met in Regular Session on Tuesday, April 8, 2014 at 6:00 p.m. at the Manteo Town Hall, 407 Budleigh Street

The following members were present: Member Bebe Woody (Acting Chair)
Member Phil Scarborough
Member Grizelle Fearing
Member Hal Goodman

The following members were absent: Chairman Bill Parker

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

Acting Chair Bebe Woody called the meeting to order at 6:00 pm

SUBJECT: Adoption of Agenda-

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

SUBJECT: Approval of Minutes Regular Meeting January 14, 2014

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

PUBLIC COMMENTS- None

SUBJECT: Site Plan Review of Dollar General- In Planner Burke's narrative to the Board she stated that the retailer Dollar General is proposing to develop the parking lot parcel on the west side of US HWY 64 across from the Christmas Shop. This project will include the construction of a 9,026 SF building, associated parking and loading areas as well as a storm water infiltration area. The building will have mechanical units placed on the south side and will have required screening. The dumpster location is situated so that the applicant will have to provide private solid waste removal.

The architectural design of the building has been reviewed and approved by PARC. They were very pleased at Dollar General's willingness to work with the architectural standards provided by the Manteo Way of Building and Sketches and Photographs book.

A lighting plan was submitted however it did not meet the lighting standards outlined in the Zoning Ordinance. The plans were returned to the applicant, but staff has not received an updated version. Staff is also waiting for a signed sealed GPD sewer calculation. Both of these items were addressed in an email dated March 25th.

The planning board could choose to table this item as these two issues are requirements of the Site Plan Checklist and have been brought to the applicant's attention at the beginning of the design process and again two weeks prior to the meeting. Secondly, the planning board could approve the plan pending the receipt of an acceptable lighting plan and GPD sewer calculation prior to a Board of Commissioners review at the May 7th meeting.

Mrs. Burke commented that since the narrative was written she received the GPD sewer calculations and a lighting plan. The lighting plan was received today and she has been unable to review it. Matt Lowder, the engineer with Triangle Site Designs spoke to the Board that they are close to what the ordinance requests and will continue to work with staff to find a balance. The Board discussed the grading plan. Consensus of the Members was to table this. So that the project may move forward, Mr. Lowder asked that the Board consider approving the plan contingent upon the lighting requirement be met and allow staff to approve it. The Board shies away from doing that because in the past applicants have stated they would do something and then they did not. If the applicant can get the required information to them before the Board of Commissioner's meet on May 7th, they will hold a special meeting to be able to make recommendations to the Commissioners.

MOTION: Member Goodman seconded by Member Scarborough to table and when the corrected lighting plan was submitted hold a special meeting was approved by the following vote: Ayes: Members Scarborough, Woody, Goodman and Fearing. Noes: None. Absent: Parker

SUBJECT: Discussion of FEMA Flood Ordinance the Flood Ordinance currently used in the Town of Manteo does not include a freeboard requirement. Freeboard is an additional height requirement above the base flood elevation (BFE) that provides a margin of safety against extraordinary or unknown risks. As flood insurance requirements and maps change this provision can help protect homeowners.

The State of North Carolina Building Code has had a one foot freeboard requirement in place for the past few years. If that provision is removed the Town of Manteo stands the possibility of losing CRS (Community Rating System) credits. These credits allow the town to provide those with flood insurance a discount on their premium. Staff would like to know if the board would like to pursue drafting an amendment to the Flood Damage Prevention Ordinance to include a freeboard requirement.

MOTION: Member Scarborough seconded by Member Goodman for staff to write a freeboard ordinance for their review at the May meeting was approved by the following vote: Ayes: Members Scarborough, Woody, Goodman and Fearing. Noes: None. Absent: Parker

SUBJECT: Discussion of Waterfront Boardwalk Bridge- Acting Chair Bebe Woody commented that this was being removed from the agenda due to legal issues that needed to be addressed by the Town Attorney. John Robbins asked if he speak on this item anyway and the Board allowed him. Mr. Robbins stated that it makes sense to have a bridge and is beneficial to the Town economically. He had no problems navigating the area when he walked it. It will be very expensive to have a draw bridge engineered and built but will be an asset to the Town. Mr. Robbins also spoke on the freeboard issue and when they do a building they always maintain a one foot freeboard.

SUBJECT: Discussion of Pawn Shop Ordinance- As requested by the Board of Commissioners and the Planning Board, staff requested copies of Pawn Shop Ordinances from other communities in North Carolina. Mrs. Burke gave the members handouts of ordinances from other Towns and asked them to please review these and they will discuss this at their May regular meeting.

SUBJECT: Review Code Violation list- Mrs. Burke commented that since she was out of the office for a month due to medical reasons she has been unable to update the list but will do so and they can review this at their May meeting.

SUBJECT: Review to do list-. Mrs. Burke gave the Board an update of the items on the to do list. The plan for the trees on Sir Walter Raleigh have been submitted to NCDOT for their approval. On the concerns about the drainage at the marshes the Commissioners discussed this at their retreat. Coastal Studies Institute is putting together a program to monitor wetlands both man-made and natural ones. The Board would like to add to the To Do List Pawn Shop Ordinance and Freeboard Ordinance.

Board Member Concerns:

Member Fearing would like to discuss the public restrooms downtown. The ones at the Magnolia Market are never open and the ones at the boathouse are only open during operating hours. This is a disgrace to the Town of Manteo and they need to be opened for use by the public. She would like Mrs. Burke to relay this message to the Town Manager and Commissioners.

Acting Chair Woody stated she would like Mrs. Burke to find out if what she heard was true about the Town's sailing program was being moved to the water access on Airport Road.

MOTION: Member Fearing seconded by Member Goodman to approve a motion to adjourn at 7:00 pm was approved by the following vote: Ayes: Members Scarborough, Fearing, Goodman and Woody. Noes: None. Absent: Parker

This 8th day of April 2014

Bebe Woody, Acting Chairman

ATTEST:

Becky Breiholz, Town Clerk