

## MINUTES

The Town of Manteo Board of Commissioners held their February 4, 2014 Regular meeting session in the Manteo Town Hall meeting room at 6:30 p.m.

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

The following members were absent: Commissioner Christine Walker

Also present at the meeting were: Town Attorney Wyatt Booth  
Town Manager Kermit Skinner  
Asst. Town Mgr. /Finance Officer Shannon Twiddy  
Town Clerk Becky Breiholz  
Planner Erin Burke

Mayor Daniels called the meeting to order 6:35 pm followed by a moment of silent meditation and the Pledge of Allegiance.

**SUBJECT:** Adoption of Agenda as presented or amended- Amend agenda to remove from Mayor's agenda Planning Board appointments and HAT appointments to the mid-month meeting.

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

**SUBJECT:** Adoption of the items on the Consent Agenda as presented or amended.

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

**SUBJECT:** Approval of Minutes of Regular January 7, 2015 meeting

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

**SUBJECT:** Approval Minutes Recessed Workshop January 21, 2015

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

**SUBJECT:** Approval of Resolution 2015-02 Surplus vehicle

**MOTION:** Commissioner Burke seconded by Commissioner Peele to approve Resolution 2015-02 as presented was approved by the following vote: Ayes: Commissioners Fry, Burke, Wickre, Collins, and Peele. Noes: None. Absent: Walker

**SUBJECT:** Approval Budget Amendment #7

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

PUBLIC COMMENTS-None

#### TOWN MANAGER'S AGENDA

**SUBJECT:** Discussion of Town Hall Mold Assessment -Town Manager Kermit Skinner explained to the Board that in December, McKee Environmental did an assessment of the Town Hall. We have had a continuing problem with a leaking roof that has been repaired over the years but will now need to be replaced. He will get the Board prices for an asphalt roof. There will have to be extensive remediation. Based on their findings and samples collected, the study confirmed fungal growth (mold) throughout most of the water/humidity damaged areas. The primary study was done on the second floor (Police Department). Based on the extent of the mold growth and water damage observed, it is more likely than not that there are also hidden reservoirs of mold in most or all of the locations where the water damage occurred. It is paramount to fix the source of moisture damage mainly the roof. Most all water quality will continue to deteriorate over time if left unremediated therefore the damaged areas should be cleaned up as soon as possible. (A copy of the Executive Summary and Mold Remediation Protocol plan done by McKee Environmental will be made a part of these minutes) Mr. Skinner has no figures for the Board but staff is working on getting those figures for the Board.

#### TOWN ATTORNEY'S AGENDA

**SUBJECT:** Set Public Hearing date for zoning text amendment regulating political signs. This item was discussed at the January regular meeting. The Commissioner's asked that Town Attorney Wyatt Booth revisit the proposed text amendment and bring back to the Board. A

copy of the text amendment will be made a part of these minutes. Discussion took place on restrictions and the Town Right of Way versus NC Department of Transportation Right of Way restrictions. Any state owned road must follow the State guidelines for placing political signs in the right of way. The Board did not like the idea that we would restrict those signs on Town right of way. Mr. Booth commented that if the Board does not want to regulate them in the Town right of way they could use the State's requirements. Discussion took place on changing what Section of the Ordinance this should go under and it should be under Sec 18-11 Signs and flags. Commissioner Wickre asked to be reminded why they are doing this and Mr. Booth responded that there were many political signs out this year and the Board had asked a text amendment be done to control the placing of political signs. Commissioner Wickre commented that the round-about where most of the signs were is State maintained and not in our jurisdiction as is the corridor, but the Town is obligated to regulate the corridor. All the requirements are the same as the State except the one that prohibits them in the Town right of way. If the Board is in favor of it Mr. Booth asked that the title be amended to Section 18-11. After discussion the Board would like the Town Attorney to correct the issues brought up and bring it back for the March meeting.

**SUBJECT:** Set Public Hearing date for text amendment for Pawn Shops This item was discussed at the January regular meeting. The Commissioner's asked that Town Attorney Wyatt Booth revisit the proposed text amendment and bring back to the Board. Mr. Booth commented that he used the definition of a pawnbroker/pawnshop that is in the State statute. Discussion took place as to why this was not included in the B3 zone; Mrs. Burke commented that the intent of the B3 is geared more toward tourism. The Board would like to add B3 zone to the text amendment which is Section 9 and to schedule a public hearing

**MOTION:** Commissioner Burke seconded by Commissioner Wickre to schedule a public hearing for the text amendment for pawn shops as amended for the March 4, 2015 meeting was approved by the following vote: Ayes: Commissioners Fry, Burke, Wickre, Collins, and Peele. Noes: None. Absent: Walker

## **COMMISSIONER'S AGENDA**

**SUBJECT:** Discussion and consideration of signage. In Commissioner Wickre's email that was distributed to the Board she was contacted by Robert Sykes, co-owner of Capitol Signs and met with him to find out the details of having a billboard along Highway 64. This is not a new idea as several businesses have come to the Board in the past expressing interest in getting a billboard to promote Manteo. The billboard will be on Hwy. 64 near the Creswell exit. Commissioner Wickre commented that we could market the Town only and we do have money in the marketing budget account to cover March, April, May and June and that the cost would be spread over two (2) budget years. The contract for one year is \$550 per month with option to renew or cancel each year. Commissioner Wickre feels it is imperative that we continue to market the Town. Mayor Daniels commented he thinks it is a good idea and that Edward Green and Grizelle Fearing had come to the Town awhile back asking for help on this project

Commissioner Fry commented that he appreciates the businesses in the Town and wants them to prosper; he also thinks that when Edward Green and Grizelle Fearing came to the Board about the billboard the Board was not in favor of it. The Town is not in the advertising business. Commissioner Fry also stated that we do First Friday we do a magazine we do all that. He stated \$550 a month does not sound like a lot of money, but it starts to add up. His view is that if you have 50 businesses that is \$10 a month for each business let them do it. We are elected officials and our duty is to spend taxpayer money in the best interest of the Town; we have infrastructure that needs to be kept up. Commissioner Wickre commented that we would not be advertising for the businesses; only wants to promote the Town and our lighthouse, maritime museum, our waterfront and park areas. Commissioner Fry stated that is what the Tourist Bureau is for. Commissioner Wickre wants to make it clear that she is not advocating for the businesses. There is money budgeted for marketing. The Commissioner's discussed the marketing that has already been done; the brochures, Facebook, article in a news magazine and we just joined the Albemarle Historic Tours. Commissioner Peele commented that the Board had discussed making Manteo a destination place and that we would only be marketing the Town, not Roanoke Island.

Commissioner Fry then started discussing the Dollar store, "obviously we don't have any Manteo Way of Building there." We regulate what windows that can be put in but we have something that looks bad coming in the main entrance to the Town. He is upset about the Dollar General and the way it looks; does it follow the Manteo Way of Building; Planner Burke yes; but it is still in the construction stage and will also have a buffer.

Mayor Daniels asked about the process for the conditional use and is there a list of those conditions for the Dollar General Mrs. Burke commented that right now that is the foundation of the building but the Planning Board and the PARC committee reviewed the Dollar General and there are conditions that have been placed on the building to follow the Manteo Way of Building. Commissioner Fry asked when the Board would see those drawings and Mrs. Burke responded that the Board reviewed those at one of their meetings. Commissioner Fry would like to see those and Mrs. Burke will send them to him and also put them in the drop box. Mayor Daniels asked when this was approved. Mrs. Burke stated September or October. Mayor Daniels asked if we received elevation plans and Mrs. Burke responded yes. The Planning Board recommended to approve the site plan with conditions and the Commissioners voted to approve the plan with the recommendations of the Planning Board. Mayor Daniels asked about the conditional use process and Mrs. Burke commented that the Planning Board reviews and if there are conditions they will ask the Board to approve with those conditions. The Board then discussed the PARC committee. It was brought up that the Commissioners should make those appointments and not the planning Board. Mrs. Burke commented PARC's structure is in the codified ordinance and the Board can change them any time. Commissioner Wickre commented that PARC reviews and then the Planning Board reviews and thinks it is redundant. Mrs. Burke commented that PARC reviews all the structures in Marshes Light as that is a part of their conditional use. The Planning Board also asked that PARC review any commercial

development. PARC also reviews the residences in the historical district and they provide a recommendation but there is no requirement that the homeowner follow that; and it does not go to the Planning Board. Mrs. Burke commented that anything that is not in Marshes Light that PARC reviews are recommendations only. Commissioner Fry asked if a small map could be done showing the historical district for the public. The Board requested that they get the PARC minutes in their packet. Commissioner Fry commented that if the recommendations by PARC for the historical district do not have to be followed why make the homeowner go through the extra process Mrs. Burke is just following the ordinances that the Board has set. Mr. Booth commented that PARC makes recommendations to the Planning Board who in turn make recommendations to the Commissioners.

The Commissioner's resumed the discussion of the billboard and Commissioner Fry commented it does not matter what the budget is; it is a matter of what we spend; just because it is budgeted doesn't mean it has to be spent. The Board discussed promoting the Town and Commissioner Fry commented that Manteo has been promoted for years.

Commissioner Peele commented that now might be the time for the Board to look at the space needs plan and Capital Improvement plan that was done by Wooten Company. The Board would like a digital copy be placed in the drop box.

There being no further business to come before the Board or other persons to be heard a motion by Commissioner Burke seconded by Commissioner Peele the meeting was recessed at 7:55 pm until March 18, 2015 4 pm was approved by the following vote: Ayes: Commissioner Peele, Fry, Burke, Wickre and Collins. Noes: none. Absent: Walker

This the day of February 4, 2015

ATTEST:

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Jamie Daniels, Mayor

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Becky Breiholz, Town Clerk