

MINUTES

The Town of Manteo Board of Commissioners held their recessed February 1, 2012 meeting in the Manteo Town Hall meeting room, February 15, 2012 at 4:00 p.m.

The following members were present:

- Mayor Jamie Daniels
- Commissioner Hannon Fry
- Commissioner Nancy Peele
- Commissioner Darrell Collins
- Commissioner David Farrow
- Commissioner Richie Burke
- Commissioner Christine Walker

The following member(s) were absent:

Also present at the meeting were: Town Manager, Kermit Skinner; Assistant Town Manager/Finance Officer Shannon Twiddy; Town Clerk Becky Breiholz, Planner Erin Trebisacci, Carl Jordan, Dockmaster; James McCleave, Public Works; Nathan Pharr Water and Sewer Superintendent; Steve Jozik, IT Administrator; Derek Boutchyard, Building Inspector.

Mayor Daniels called the recessed session to order at 4:00 pm and asked to amend the agenda to add report from the Friends of Elizabeth II by Angel Khoury.

MOTION: By Commissioner Walker seconded by Commissioner Burke to amend the agenda to add after item #4 a report from the Friends of Elizabeth II was approved by the following vote: Ayes: Commissioner Walker, Burke, Peele, Fry, Farrow and Collins. Noes: None. Absent:

SUBJECT: Department Head reports- were given to the Board at their regular meeting for review and will be on file for one year. Steve Jozik went over his report and they are working on the security camera system for Cartwright Park and Marshes Light and should be finished by the end of week. Carl Jordan, Dockmaster gave a report on the progress report of the boardwalk repairs. Nathan Pharr went over his report and they are doing repairs from the smoke testing they had done and are discussing with NCDENR about the ammonia violation that they received which was over by 7/10 and there will be no money assessment. James McCleave Public Works Director went over his report and they are just getting ready for the spring. Erin Burke went over her report and informed the Board about a permit for Pirates Cove that was discussed at the Planning Board last month and not approved, the applicant has submitted all the necessary papers for a Board of Adjustment meeting February 28th. The Planning Board also discussed at their last night meeting bee keeping and she will be contacting the NC Agricultural Department and have a representative at the Planning Board March meeting and asked that the Board of Commissioner try to attend this meeting. Building

Inspector Derek Boutchyard went over his report and he did 2 new construction permits and 10 other permits; and he has also been doing fire inspections.

SUBJECT: Commissioner Burke asked that a presentation from Sharon Enoch on Manteo Weekly Festival/public restrooms be done. The purpose is to showcase the Town to visitors of the Outer Banks on a weekly basis to stimulate commerce in downtown. Schedule of events would be every Tuesday or Wednesday from 4-10 pm; and they are still brainstorming but some activities could be: wine tasting; movie in the park (after sunset at the Creef Park); Inn Walk showcasing the inns and bed and breakfast in town; re-enactment of some kind possibly pirate oriented; shops stay open lat; get non profits and community involved; seek funding for entertainment. Ms. Enoch handed out an updated sheet on some of the ideas that they have expanded on. They decided on a Tuesday because it is usually an off day for Manteo. The weekly event is to build on something that is already here; the Festival Park starts their children performance series in mid June; she has talked to the bookstore and they are willing to do a story time for kids. Other events scheduled from 1-4: kid scavenger hunt; art, antique and bling safari, water sports safari, plein air painters. She is going to try to get the rock wall to come in; the weekly wine tasting at courthouse green is willing to return. Some of the activities are already being done and it will just take getting it packaged and word out to others. Also invite community non profits: Garden Club; Fire Department; Island Farm etc. For the evening a tapas pub crawl, light entertainment thru town; weekly sail at the boathouse, a movie at the park; the summer concert series at Festival Park. She is asking for funding from the Town which would cost about \$400 or \$500 a week. She commented that Duck does a magic show that is underwritten by them and a private business. Mayor Daniels commented that we will talk about this at the budget workshop. Town property can be used if it is a not for profit activity. Seeking grant funding from the Tourist Bureau was discussed.

Ms. Enoch commented she somehow got appointed the spokesperson for the public restrooms and she commented that they are there but are not open, but there is a need for them. She commented that possibly the Town could get a grant from the Tourist Bureau to fund public restrooms.

SUBJECT: Discussion of Magnolia Market As per the Board's instructions crews from the Town's Public Works and Water and Sewer Departments are continuing to remove all the non original interior modifications in Magnolia Market, including carpet, sheet rock ceilings, plumbing, electrical, and HVAC, etc. This work should be completed by the February 15th workshop meeting. I have instructed the crews not to remove the interior walls and the plywood ceiling areas until the Board decides the future use of the property. The Town has not advertised for proposals for the reuse of the property but we have received two unsolicited requests.

One from Russell Bransford for the management of four unconditioned retail spaces and one from Pembroke Bryant for the management of an unconditioned artist's market; and will be made a part of these minutes. Both proposals would require upfront structural modifications and expenses on the part of the Town of Manteo.

Mr. Bransford's proposal would have him managing the four proposed retail stalls in exchange for 30% of all rents collected. Mr. Bransford's proposal would also require that the town repartition the space, construct walls, construct ceilings, replace the doors that Mr. Ortega removed and rewire each stall. I do not have an estimate on what the repairs and improvements may cost pending Board direction. Mr. Bryant's proposal would have him managing an artist's market on a paid contract with the Town as well as a paid assistant. His proposal also requires structural modification and repairs on the part of the Town including walls, ceilings, and doors. Again I don't have cost estimates on this proposal pending instruction from the Board. Both of these proposals have merit however they may entail significant up front expenses to the Town. The Board may want to consider offering the space to the proposal you feel is most advantageous to the Town on an "as is" basis for one year. Or the Board may want to advertise for other proposals, however given the late date it would be difficult to solicit, review, and award before this year's tourist season. Another option would be that the Town retain control of the property and use it as a covered multipurpose space. It could be used to host First Friday events, Dare Day and Fourth of July activities, concerts, art shows, family picnics, etc. It would allow these types of events to be held even in foul weather. The Town currently does not have any type of facility where these types of events can be held out of the sun and rain. The costs involved in converting the structure for this use would be minimal; the demolition work could be accomplished with Town employees and the only electrical work required would be the installation of lighting for evening use. There would be no plumbing or HVAC costs involved.

John Robbins commented that the restaurants downtown are always crowded in the summer and wants the Board to consider allowing for another restaurant. He contacted a specialist with FEMA and was told that if HVAC equipment is below base flood level it would not cause the Town to lose its CRS rating but it would increase the premiums. Mr. Skinner commented he is asking for direction from the Board, do they want him to proceed finding a tenant or continue with the demolition to return it to an open structure. The Board discussed allowing for a condition space to go in and members of the audience thought it would be a good idea for another restaurant to go in there. Mr. Skinner commented that we did not want the blue grass festival in town to compete with other businesses and now you want the Town to compete with businesses. After discussion the Board would like staff to solicit RFP's for uses of Magnolia Market for 30 days.

MOTION: By Commissioner Fry seconded by Commissioner Burke to have staff advertise for RFP's for uses of Magnolia Market was approved by the following vote: Ayes: Commissioner Walker, Burke, Peele, Fry, Farrow and Collins. Noes: None. Absent:

Lengthy discussion took place on the restrooms at Magnolia Market and who is going to maintain those. If a commercial business goes in there hopefully they would take care of them and if it is left as open air then probably the Town will take care of it. Also discussed were hiring an outside contractor to clean the public restrooms.

Commissioner Fry had to leave but before he left he wanted to speak about the boathouse and sailing program and that we need to find a way to spearhead the sailing program; he has spoken

to COA and they are willing to help and we need to find a way to fund the sailing program and paying a position and we need a business plan that will make money and not cost the taxpayers.

MOTION: By Commissioner Collins seconded by Commissioner Walker to excuse Commissioner Fry was approved by the following vote: Ayes: Commissioner Walker, Burke, Peele, Fry, Farrow and Collins. Noes: None. Absent:

SUBJECT: Report by Angel Khoury from Friends of Queen Elizabeth II. Angel Khoury gave the Board an overview of how the Roanoke Island Commission and the Friends of Elizabeth II came into being. The Friends have always supported the maritime museum downtown as it is part of their mission. The Board asked her to come to the Commissioners and offer the Town any cooperation they can give and that they can help us with operating our programs under their non for profit; it is easier for any program to operate under a non profit. She also commented that details need to be worked out but the Friends would appreciate the ability to promote membership to the Friends of Elizabeth II and be our non profit for the maritime museum.

A brief recess was taken at 5:10 pm

SUBJECT: Discussion of zoning permits Section 3-14-This was a request from Commissioner Farrow and was on the February regular agenda and tabled to the workshop meeting for discussion. He would like the Board to change the portion of the zoning ordinance now in effect that addresses review of items and issues by the Planning Board back to the ordinance that was in effect prior to approval of the current zoning ordinance. Town Attorney Wyatt Booth commented that there have been some discussion on the way the Town issues building permits; residential reviewed by the planner and issued but most other permits are reviewed by the Planning and Zoning Board. He also commented on the pending Board of Adjustment hearing by an applicant for an appeal to a decision made by the Planning Board. Mr. Booth gave the Board some history on how the Town used to be a Mayor Council form of government and is now a Council Manager form and that the Board sets the ordinance and policies and that staff administers them; and that this is likely a carryover from the old form of government. The Council Manager form of government separates politics from administration. The Board of Commissioners can delegate the amount of authority that the Planning and Zoning Board has. The way the ordinance is now written it is not clear on how an appeal can be done from a Planning and Zoning Board decision. Commissioner Farrow commented that the way before when it went to the Planning Board it then came to the Board of Commissioners and they are the elected officials and should be making the decisions. If it is a permitted use it should not have to come to either Board. Ms. Burke commented that the Planning Board also has concerns about certain items having to come to them that could be approved administratively and would like possibly having a dollar threshold put in the ordinance that would allow for permitted uses to be done administratively. It causes delays to the process when someone wants a building permit that is a permitted use and has to go to the Planning Board. Mr. Booth stated he can work with staff to make it more user friendly. Mr. Booth stated other portions of Section 3-7 (c) is not clear. Also discussed was the fact that in the ordinance it states that the Planning and Zoning Board has the power to review activity in the Town. By

consensus Mr. Booth will go through ordinances from Towns of the same size as Manteo and work with Ms. Burke and Mr. Skinner.

Project list-Mayor Daniels commented that there are no changes in any of the items.

Commissioner Farrow commented on the project list and that some of his items were missing; he was informed that was a different list and he would like to see a percentage of completion on all projects.

Commissioner Collins-gave the Board an update on the Pea Island Preservation Committee meeting and that they original Pea Island station might be available. They are in the process of raising funds and if they come up with the funds would like to know if the Board will allow for the building to be placed at Collins Park. A short discussion took place on if there was enough room on the property and they thought there was and if they can get the building they have no objection to it being moved there.

There being no further business to come before the Board or other persons to be heard a motion by Commissioner Walker seconded by Commissioner Collins the meeting was adjourned at 5:55 pm was approved by the following vote: Ayes: Commissioner Walker, Collins, Burke, Fry Peele. Noes: none. Absent: Fry

This the 15th of February 2012

Jamie Daniels, Mayor

ATTEST:

Becky Breiholz, Town Clerk

To HERMIT

RUSSELL BRANSFORD

P.O. Box 2449

MANTEO, N.C. 27954

216-6773

TRADING AS ODDS & ENDS -

PARTNERSHIP - ON INCOME	TOWN OF MANTEO	70%
	RUSSELL C. BRANSFORD	30%

EXAMPLE -

One Unit - RUSSELL BRANSFORD	333 ⁰⁰	MONTH
Two Units - PRIVATE SHOP	666 ⁰⁰	-
	999 ⁰⁰	-

TOWN WOULD RECEIVE 699³⁰

WITH 6 UNITS RENTED	333 ⁰⁰ MONTH
	x 6
	1998

TOWN WOULD RECEIVE 1998⁶⁰

RUSSELL BRANSFORD WOULD MANAGE WHICH WOULD GIVE TOWN TO LOOK AT 1 PERSON - INSTEAD OF 6

TOWN WOULD REPAIR AND MAINTAIN BLDG. COST.

I WOULD MEET WITH RENTERS ON 1ST FRIDAY - THEN MEET WITH TOWN ON CONCERNS

EACH UNIT TO HAVE OWN ELECT. METER.

EACH UNIT MUST FURNISH FIRE EXT.

EACH UNIT TO PAY TOWN LICENSE

Check about Liability Ins.

TOWN INFORMATION WOULD BE IN MY UNIT FOR VISITORS -

STRUCTURE -

BARE CONCRETE FLOOR.

WALLS IN LINE WITH ~~PIERS~~ BEARING POST -

Plywood walls & Ceilings

DOORS ON BOTH ENDS OF UNIT

4 outlets on EACH WALL -

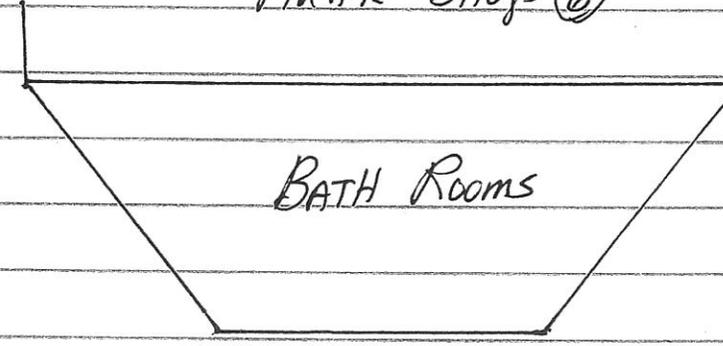
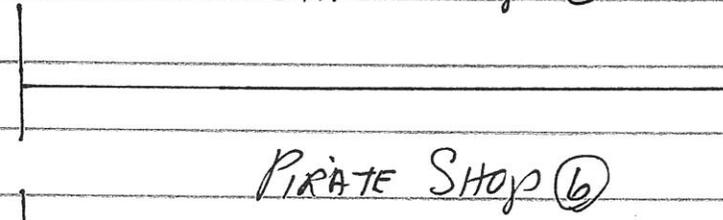
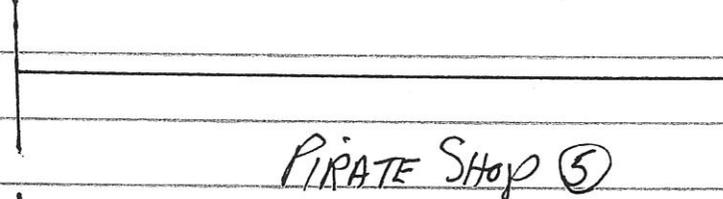
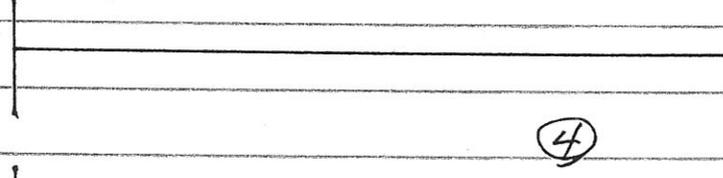
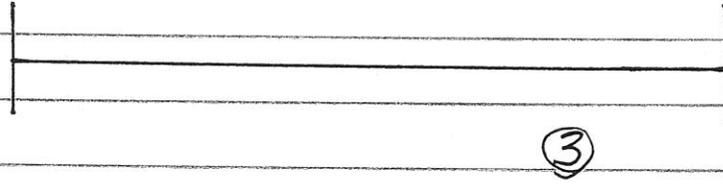
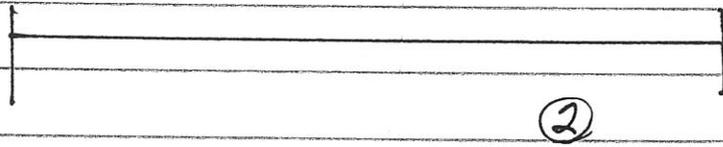
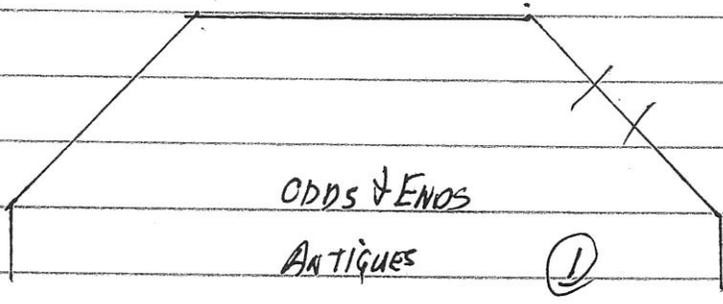
RENTER TO PAINT IF THEY WANT TO -

I USED 333⁰⁰ MONTH AS AN EXAMPLE -

I FEEL WE SHOULD HAVE A YEARLY RATE -	333	Month
SEMI - - - Plus 10%	366	-
QUARTERLY - Plus 20%	400	-

NEED TO TALK BATH ROOMS + BATH ROOM SUPPLIES





My name is Pembroke Bryant and I am writing this formal proposal in the interest of managing a working artist's market for the Town of Manteo at the location formerly known as Magnolia Grille. In what follows, it is my intention to give a synopsis of how the artist's market would be operated, what patrons will find there, and what the town can expect from it. I am a professionally trained goldsmith and business owner with a diverse background which has included managing up to 12 employees in a retail operation generating over \$1,000,000 in sales annually.

To begin, the market will be first and foremost a model of professionalism. Whether temporary or permanent, artists will be selected by a jury of their peers. Those responsible for that process will be pillars in our local artistic community. Professional jewelers will jury prospective jewelers; established painters will jury prospective painters, etc. This process will ensure that customers will always find the best of what the Outer Banks has to offer. The market will require, in a word, expertise. As an example, Randy Hodges, The Manteo Blacksmith, is exactly the type of artist the market will seek. It is my belief that his is the type of personality and quality of artist that will cause visitors to the market a return trip, and will help us to stand out, and above, the dozens of other venues for artists on the Outer Banks.

Under my management, the market will promote those artists that create with their hands and have a proficiency that embodies professional craftsmanship. The artist's market will primarily seek those whose lives have been dedicated to fine-tuning their craft, and whose work causes contemporaries to pause, reflect, and admire. While expertise in a particular craft will be paramount in the selection process, we will feature artists whose personalities stand out from the crowd, and who are not afraid to shake hands, welcome strangers, and smile when the heat is sweltering. The market will not be a place to find political opinions, and patrons will not be confronted by an endless stream of causes being promoted or requests for donations. We will celebrate working artists and their art, for the sake of art.

The title 'working artist's market' will be just that ...spaces will be set aside for the artists to not only make, but also sell their prospective wares. There will not be spacing allowed for retail only. In other words, if you're not making then you're not selling. This will accomplish several goals for everyone involved. The artist will have a space to create and build inventory during times that are slow for sales, which will attract patrons from near and far just to see 'how they do it'. Even if they are not in the market to purchase, many will be attracted to admire the work of an artist in his/her creative element, and some will surely want to return home with something that has been made in front of their eyes. It is our mission to have potters at the wheel, painters at the easel, woodworkers carving, jewelers working with torches, and blacksmiths forging ...and all of the sounds and smells that come along with it. Word will quickly spread amongst the community, as there is nothing anywhere on the Outer Banks that currently accomplishes this feat.

It is also my intention to have extended hours at the artist's market, opening early and closing late. Often times, visitors to Manteo complain that the businesses shut down too early. To be sure, the creative juices of artists almost never follow a 9 to 5 schedule. This will also allow the market to provide more opportunities for artists to participate. If, for example, there is only one space available on a given day for a potter but there are two potters who want to work, one can easily be scheduled during an 8-3 timeslot and the other from 3-9p. A liberal schedule will help in keeping both artists and customers happy. Ultimately, the Town will see more return on their investment if the market has extended hours.

Although I am proposing to manage the market on behalf of the Town, its success will be dependent on a team effort and, as such, I have secured commitments from a few like-minded individuals with the professional drive and know-how to oversee the market's management when I cannot be physically present. Some of these same individuals/artists will be included in the selection jury. It is also my goal to ultimately have grant money awarded which will allow us to pay professionals

to administrate things such as aforementioned grant-writing, scheduling spaces and times, recruiting professional and renowned teachers from near and far to hold classes, and pay for equipment which will be available to any and all who are working.

Initially, for the first season, the Town should not look to make a financial profit from the artists involved. Although there will be fees that will be required from participating artists, which will be established and agreed upon by those dignitaries on the jury, they will be nominal and will only serve to supplement monies needed to pay for incidentals that come up along the way, and to pay someone to maintain and clean the public restrooms as many as three times daily during the tourist season. For managing the artist's market, the Town should set aside monies to pay management, since managing effectively will necessarily take away from my ability to both make and sell my own wares during business hours. Dependant on what hours and days the Town would prefer the market open in-season, monies should also be set aside to allow for an assistant, or co-manager, of the facility. If the Town would like to see the artist's market open during other times of special note throughout the year (i.e. Thanksgiving and Christmas), additional monies should be set aside to manage the facility during those times. At some point between the end of the first tourist season, and before the beginning of the next, the Town should meet with responsible parties, evaluate its investment, and adjust accordingly.

To be clear, at least in the first season, the artists should establish, through the jury, whatever space rental fees to charge participating artists. Space fees would be determined whether artists were renting space by the day, week, or month. Any fees collected by participating artists would be set aside in an account and used to pay incidental operating costs for the market to include permanent artist equipment such as ceiling fans and kilns. Practical expenditure of these funds would be determined by the jury. The Town would also have the ability to audit this account both during and at season's end in order to help determine the overall worth of their investment in the artist's market.

Finally, security of the premises when the building is closed is of paramount importance to both the artists involved, and the Town of Manteo. From the standpoint of the artist, if the building were illegally accessed and items were either vandalized or stolen, even once, any and all affected artists would be set back months or years, as many of us must bankroll all of our own costs associated with our businesses. Although artists renting space on a daily basis would move in and out at the beginning and end of any particular day, artists renting space on a weekly or monthly basis would not want to have to pack and unpack all retail inventory and working equipment on a daily basis. It is imperative that the Town provide updated structural security in the accessibility, or lack there-of, of the building during hours when the market is closed. Whether or not the Town decides to move forward with a working artist's market is of little importance on this issue, as whatever use the Town would determine for the building would necessarily warrant a secure facility.

This proposal has outlined the main points of my idea for a working artist's market at the spot formerly known as the Magnolia Grille. It is my hope that the Town will see the importance for a great new venture of cooperation with many of the Outer Banks' professional artists. This will not only help bring tourists, and their money, to the downtown Manteo area, but will also serve to promote the local artist community, and the best of what the Outer banks has to offer visiting tourists.

Sec. 3-7. - Zoning permits.

- (a) A completed application form for a zoning permit shall be submitted to the zoning administrator by filing a copy of the application with the administrator.
- (b) The administrator shall issue the zoning permit or place the request for the zoning permit on the agenda of the Planning and Zoning Board, unless he finds, after reviewing the application and consulting with the applicant as provided in section 3-3 that:
 - (1) The requested permit is not within his jurisdiction;
 - (2) The application is incomplete;
 - (3) If completed as proposed in the application, the development will not comply with one or more requirements of this ordinance (not including those requirements concerning which a variance has been granted or those the applicant is not required to comply with under the circumstances specified in Article XXI, Nonconforming Situations); or
 - (4) The proposed development is not in conformity with the Manteo Town Plan Update (including future amendments and updates) and the adopted design guidelines entitled the "Manteo Way of Building."
- (c) Some uses of land are more intensive than others and have a greater impact on neighboring properties. Such uses require a zoning permit issued by the Planning and Zoning Board. The Planning and Zoning Board will use the criteria established in subsection (b) in their decision-making process.
- (d) The Planning and Zoning Board shall reserve the power of technical review of all construction in the Town of Manteo requiring a building permit.
- (e) No permit shall be issued to any person who has failed, after notice, to remedy defective work or otherwise comply with the Code of the Town of Manteo, the regulatory codes adopted herein, or the laws of the State of North Carolina.

(Ord. of 9-14-2005, § 3.7)

Sec. 3-14. - Building permits required.

- (a) No building, sign, or other structure shall be erected, moved or demolished, nor shall any existing building or structure hereafter be altered in any manner, unless a building permit including a stormwater impact statement, (if applicable, see Article XVII), or demolition permit has been approved.
- (b) *Building permits to be approved by the zoning administrator:*
 - (1) Residential new construction and additions;
 - (2) Alterations and repairs;
 - (3) Mobile homes;
 - (4) House moving;
 - (5) Signs;
 - (6) Residential—detached storage buildings, utility buildings, carports, and workshops;
 - (7) Piers, docks, jetties, walkways, and ramps;
 - (8) Demolition of non-historic structures:
 - i. A permit for demolition of an historic structure shall require a 90-day public notice and may only be approved by the Planning and Zoning Board.
 - (9) Fences and walls greater than six feet in height.
- (c) *Building permits to be approved by the Planning and Zoning Board:*
 - (1) Multifamily, hotel/motel;
 - (2) Commercial new construction and additions;
 - (3) Commercial swimming pools;
 - (4) Gas pumps; and
 - (5) Fuel tanks.
- (d) Any building permits not specifically mentioned require the approval of the Planning and Zoning Board.
- (e) Site plans to be approved by the Planning and Zoning Board will include:
 - (1) Commercial parking lots.
 - (2) Filling or removal of land up to 12 inches.
 - (3) Clear cutting of trees.
- (f) Any site plans not specifically mentioned require the approval of the Planning and Zoning Board.
- (g) The building permit shall expire by limitation, six months from date of issuance if work authorized by the permit has not commenced. If after commencement the work is discontinued for a period of six months, the permit for it shall immediately expire. No work authorized by any permit that has expired shall then be performed until a new permit has been secured.

(Ord. of 9-14-2005, § 3.14; Ord. No. 2010-7Z, 5-5-2010)

4. Uses established shall be designed and scaled to meet only the needs of residents of the development and their guests.
5. One nonilluminated sign shall be permitted per use established. Maximum sign area shall be ten square feet.
6. No commercial use, or sign established therewith, shall be visible from any street.

B. Building permits shall be issued for convenience shopping facilities only after permits have been obtained by the developer for the minimum number of dwelling units required as a prerequisite for those facilities.

C. Business licenses shall be issued for convenience shopping operations only after at least 50 percent construction has been completed on all the minimum required dwelling units.

ARTICLE IX. ADMINISTRATION AND ENFORCEMENT

Section 9.01. Reserved.

Editor's note—Ord. No. 2001-A-14, adopted July 5, 2001, deleted § 9.01, Enforcement by planning and zoning board as being inconsistent with the planning board's advisory role. See § 9.05 of this article.

Section 9.02. Composition and terms of planning and zoning board.

The planning and zoning board shall consist of five members, the chairman being a member of and appointed by the town board of commissioners. The planning and zoning board members shall be residents of the Town of Manteo and shall serve two-year terms. Terms shall be staggered with half of the members being appointed or reappointed each year. Should any planning and zoning board member fail to attend two consecutive meetings, whether or not such failure is excused, his or her appointment shall be automatically terminated.

(Ord. No. 97-A-2, 5-7-97)

Section 9.03. Building permits required.

No building, sign, or other structure shall be erected or moved, nor shall any existing building or structure hereafter be altered in any manner, unless a building permit has been approved.

Building permits to be approved by the zoning administrator:

1. Residential new construction and additions.
2. Alterations and repairs.
3. Mobile homes.
4. House moving.
5. Signs.
6. Residential - detached storage buildings, utility buildings, carports, and workshops.
7. Bulkheads, piers, docks, jetties, walkways, ramps.

Building permits to be approved by the planning and zoning board:

1. Multifamily, condominiums, hotel/motel.
2. Commercial new construction and additions greater than 2,500 square feet and all hazardous occupancies.
3. Reserved.
4. Commercial swimming pools.
5. Gas pumps.
6. Fuel tanks.

Any building permits not specifically mentioned require the approval of the planning and zoning board.

Site plans to be approved by the planning and zoning board will include:

1. Commercial parking lots.

Any site plans not specifically mentioned require the approval of the planning and zoning board.

The building permit shall expire by limitation, six months from date of issuance if work authorized by the permit has not commenced. If after commencement the work is discontinued for a period of six months, the permit for it shall immediately expire. No work authorized by any permit that has expired shall then be performed until a new permit has been secured.

The planning and zoning board shall reserve the power of technical review of all construction in the Town of Manteo requiring a building permit.

(Ord. of 5-6-93; Ord. of 1-5-2000)

Section 9.04. Application for building permit for permitted uses.

Anyone requiring a building permit must submit their plans and specifications to the zoning administrator. Those plans that require review by the planning and zoning board must be submitted 21 days prior to the regularly scheduled meeting.

Two sets of scale plans shall be submitted to include: A completed water and sewer application with all blanks filled in or not applicable noted, site plan which includes a survey showing the location of all buildings, lot elevation at building site, percentage of lot coverage, all setbacks, and parking, if applicable; floor plan, and working drawings. All site plans for non-single-family residential applications must be certified by a registered land surveyor, architect, or engineer. If review by the planning and zoning board is required, the applicant must submit 12 copies of the site plans. All non-single-family sewer design gallon per day computations shall be prepared by a N.C. licensed professional engineer and meet the North Carolina Department of Environment and Natural Resources Division of Environment and Natural Resources Division of Environmental Health Standards Table of Sewage Flow Rates must be submitted with the water and sewer application.

The site plan expiration shall expire by limitation, 12 months from the date of approval, if work authorized by the site plan approval has not commenced. If, after commencement, the work is discontinued for a period of six months, the site plan approval for the site shall immediately expire. No work authorized by any site plan that has expired shall be performed until a new site plan approval has been secured.

The building inspector shall issue building permits after: thorough review of the applicant's plans and specifications to determine conformance with structural and safety regulations included in the North Carolina State Building Code;

and, after appropriate review by the planning and zoning board or the zoning administrator, it is determined that the applicant's plans are in compliance with zoning regulations.

(Amended 1989; Ord. of 1-5-2000; Ord. No. 2000-A-27, 12-6-2000; Ord. of 6-4-2003)

Section 9.05. Duties of the building inspector, zoning administrator.

The building inspector shall issue building permits after: thorough review of the applicant's plans and specifications to determine conformance with structural and safety regulations included in the North Carolina State Building Code and, after appropriate review by the planning and zoning board or the zoning administrator, it is determined that the applicant's plans are in compliance with zoning regulations.

The building inspector alone has complete and total responsibility for inspection of construction, alteration, and repair to buildings for conformance to the state building code as amended for Dare County, flood elevation, and issuance of certificate of occupancy.

The town planner has been designated as the zoning administrator by the board of commissioners and shall enforce and administer the zoning ordinance. The building inspector may be directed to discharge the duties and obligations of the zoning administrator's office. The zoning administrator may request assistance of other persons employed by the town. The term "zoning administrator" shall include the town planner, and the building inspector when that official has been directed to perform the duties and obligations of the zoning administrator by the town planner. The zoning administrator shall have all necessary authority to interpret, administer and enforce the zoning ordinance, including the ordering of, in writing or verbally, and the remedying of, any condition found in violation of the zoning ordinance, and the bringing of legal action with prior board approval to insure compliance with the zoning ordinance, including injunction, abatement or other appropriate action or proceedings. (Ord. of 2001-A-15, 7-5-2001)

Town of Manteo
Budget Amendment No. 7
Fiscal Year 2011-2012

BE IT ORDAINED by the Governing Board of the Town of Manteo, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year beginning July 1, 2011 and ending June 30, 2012.

GENERAL FUND

The following revenues are increased in the General Fund:

10-3991-9910 Fund Balance	\$8,400
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The following appropriations are increased in the General Fund:

10-4110-2900 BOC Discretionary Fund	\$1,500
10-4110-3805 BOC Information Technology	\$ 500
10-4110-3805 BOC IT Service Fees	\$ 500
10-4120-3800 Administration IT	\$ 400
10-6100-6100 Christmas Festival	\$ 500
10-9700-1850 Unemployment Charges	\$5,000

If approved this portion of the Budget Amendment will fund overages in line items within the Board of Commissioner's, Administration, Christmas and non departmental budgets.

WATER & SEWER FUND

The following will be increased in the Water and Sewer Fund

60-3991-9910 Fund Balance Appropriated W & S Fund	\$1,350
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The following will be increased in the Water and Sewer Fund:

60-7130-3800 Water Information Technology	\$ 500
60-7140-3800 Sewer Information Technology	\$ 500
60-7140-4500 Property and Liability Insurance Premium	\$ 350

If approved this portion of the Budget Amendment will provide funding for overages in the Water and Sewer Information Technology Line items as the unexpected purchase of a computer was needed and the line item is exhausted.

This the 7th day of March, 2012

Jamie Daniels Mayor

Attest: _____
Becky Breiholz, Town Clerk

Town of Manteo
Budget Amendment No. 8
Fiscal Year 2011-2012

BE IT ORDAINED by the Governing Board of the Town of Manteo, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year beginning July 1, 2010 and ending June 30, 2011.

GENERAL FUND

The following revenues are increased in the General Fund:

10-3839-9700 Hurricane Irene Reimbursement Debris Removal	\$51,702.90
10-3839-9700 Reimbursement for Over Time	\$ 8,972.15

The following appropriations are increased in the General Fund:

10-9700-9000 Hurricane Irene Expense General Fund	\$51,702.90
10-9700-9000 Hurricane Irene Salary Expense	\$ 8,972.15

WATER AND SEWER FUND

The following appropriations are increased in the Water and Sewer Fund

60-3834-9700 Hurricane Irene Reimbursement Repairs	\$181,452.89
60-3834-9700 Reimbursement for Over Time	\$ 41,250.46

The following appropriations are increased in the Water and Sewer Fund

60-9700-9000 Hurricane Irene Expense	\$181,452.89
60-9700-9000 Hurricane Irene Salary Expense	\$ 41,250.46

DOCK FUND

The following revenues are increased in the Dock Fund:

24—3834-9700 Hurricane Irene Reimbursement Repairs	\$12,603.94
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The following will be increased in the Dock Fund

24-9700-9000 Hurricane Irene Expense	\$12,603.94
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If approved this budget amendment will record Hurricane Irene Reimbursement for expenses to the General Fund, Dock Fund and Water and Sewer Fund.

This the 7th day of March, 2012

Jamie Daniels Mayor

Attest: _____
Becky Breiholz, Town Clerk