

## CHAPTER 3

### **THE MANTEO HISTORIC DISTRICT AND THE MANTEO HISTORIC PRESERVATION AND ARCHITECTURAL REVIEW COMMITTEE**

#### **Sec. 3-1. Purpose.**

The purpose of this chapter is to promote the public health, safety and welfare by preserving and protecting the historic structures and historic neighborhoods in the Town of Manteo in furtherance of the Town's stated goal of protecting a small-town atmosphere, and consistent with the Town's major industries of tourism and heritage tourism.

The purpose of the District is to preserve that designated area of the Town which embodies important elements of the Town's historical, cultural, and architectural assets. Structures located within the boundaries of the District, when taken individually or as a whole, possess integrity of design, setting, materials, feeling and association that must be preserved to maintain the overall historic character of the Town. Conservation of the District is intended to provide for the education, pleasure and enrichment of residents of the Town and the State of North Carolina. Designation of the District reflects the Town Board's desire to safeguard Manteo's heritage, protect its small-town atmosphere, promote its main industry of tourism, and enhance the environmental quality of neighborhoods while improving property values and fostering economic development. The purpose of the Committee is to act in an advisory capacity to the Planning and Zoning Board. All recommendations of the Committee shall be referred to the Planning Board for its review, comment and appropriate action. The Committee or a subcommittee of the Committee shall be available to meet with persons involved in planned or pending applications in order to advise them informally at an early stage in the development process. Advice or opinions given by the Committee, a sub-committee or any member of the Committee shall not be considered official

or binding since the work of the Committee is advisory to the Planning and Zoning Board. Another purpose of the Committee is to provide advisory architectural review for any and all proposed buildings within the planning jurisdiction that are required to be reviewed for compliance with The Manteo Way of Building by other ordinances or documents of the Comprehensive Development Codes of the Town of Manteo. If Historic Preservation Review or Architectural Review for compliance with the Manteo Way of Building is required, but action by the Planning and Zoning Board is not required, the advisory recommendations of the Committee shall be made to the Town Planner prior to the issuance of any Town permit.

#### **Sec. 3-2. The Manteo Historic District.**

The Manteo Historic District is hereby created, bound by the original 1899 corporate limits of the Town, together with all lots fronting on Sir Walter Raleigh Street west of Highway 64 up to and including Cartwright Memorial Park and Collins Park.

### **Sec. 3-3. Committee Membership and Terms.**

The Committee shall consist of at least three members and not more than five members appointed by the Town of Manteo Planning and Zoning Board. In addition the Chair of the Planning Board, or designee chosen from the membership of the Planning Board, shall sit ex-officio on the Committee. And the Chair of Manteo Preservation Trust, or designee chosen from its membership, shall sit ex-officio on the Committee. All members appointed by the Planning Board shall reside within the Zoning jurisdiction of the Town. A majority of the members of the Committee shall have demonstrated special interest, experience, or education in history, architecture, preservation, or related fields. Members of the Committee shall serve terms of four years. Terms shall be staggered. Members of the

Committee shall select a Chair from among its membership annually during their January meeting.

The Town Manager shall assign Town staff to be present at meetings of the Committee whose responsibility it shall be to keep official records, prepare minutes of the meetings and provide notification of meetings.

The Committee shall meet at least quarterly and as often as necessary to insure that its recommendations are available to the Planning Board prior to the meeting in which the applicant is placed on the agenda.

### **Sec. 3-4. Advisory Responsibilities of the Committee.**

The Committee has the responsibility to:

1. Undertake an inventory of properties of historical, architectural or cultural significance.
2. Maintain and keep on file with the Town Clerk the list of historic structures designated by the Town Board of Commissioners.
3. Recommend to the Manteo Board of Commissioners areas to be designated by ordinance as Historic Districts.
4. Recommend to the Manteo Board of Commissioners areas within the Historic District that should be removed for cause.
5. Review and make recommendations to the Planning and Zoning Board, or, when Planning Board action is not required, review and make recommendations to the Town Planner, for structural additions, alterations, demolition, reconstruction, restoration or new construction within the Historic District. The recommendations of the Committee shall be made to the Planning Board or to the Town Planner prior to the issuance of any permit by the Town for any structure within the District.
6. Recommend to the Board of Commissioners buildings within the Town's Zoning jurisdiction that should be designated and listed as historic structure.
7. Recommend to the Board of Commissioners buildings on the list of historic structures that should be removed for cause.

### **Sec. 3-5. Review Criteria.**

It is the intent of this ordinance to insure insofar as possible that construction, reconstruction, structural alteration, restoration, moving or demolition of buildings or other significant features in the District shall be congruous with the special historical character of the District.

Criteria for review shall be the Comprehensive Development Codes adopted by the Town Board of Commissioners together with the Secretary of Interior's "Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings" and the Secretary's Standards for Historic Preservation, copies of which are available at the Manteo Town Hall or online.

### **Sec. 3-6. Actions NOT Prohibited.**

Nothing in this ordinance shall be construed to prevent ordinary maintenance or repair of any exterior architectural feature in the Historic District that does not involve a structural change.