

MINUTES

The Town of Manteo Board of Commissioners held their Joint Recessed Session July 17<sup>th</sup>, 2013 at 4:00 pm at the Outer Banks Visitor Bureau with the Town of Manteo Planning and Zoning Board.

The following Commissioners were present:

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

The following Planning Board Members present:

Chair Bill Parker  
Member Phil Scarborough  
Member Jack Gregory

The following member(s) were absent: Commissioner Hannon Fry  
Member Bebe Woody  
Member Grizelle Fearing

Mayor Daniels and Chair Parker called the recessed meeting to order at 4:11 pm.

Madeleine Henley /WALKING STICK ASSOCIATES facilitation. (Notes and Report Attached)

**MOTION:** Member Gregory seconded by Commissioner Scarborough to adjourn at 7:45 pm was approved by the following vote: Ayes: Members Parker, Scarborough and Gregory. Noes: Absent: Member Fearing and Woody

**MOTION:** Commissioner Farrow seconded by Commissioner Peele to recess until July 24, 2013 at 7:45 pm was approved by the following vote: Ayes: Commissioners Walker, Collins, Farrow, Burke and Peele Noes: Absent: Commissioner Fry.

This the 17<sup>th</sup> day July of 2013

---

Mayor Jamie Daniels

ATTEST:

---

Chairman Bill Parker

---

Town Clerk Becky Breiholz

## FACILITATION REPORT – Town of MANTEO

Joint Meeting of the Planning & Zoning Board and the Board of Commissioners  
4:00 P.M. Wednesday, July 16, 2013 Outer Banks Visitors Bureau, Conference Room

Madeleine Henley, Walking Stick Associates, Facilitator

The following Commissioners were present:

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

The following Planning Board Members present:

Chair Bill Parker	Member Jack Gregory
Member Phil Scarborough	

The following Staff were present:

Town Manager Kermit Skinner	Planner Erin Burke
-----------------------------	--------------------

MAYOR DANIELS and CHAIRMAN PARKER welcomed the group and thanked everyone for attending.

The group developed the meeting objectives, adopted the agenda, and established their meeting rules.

### **OBJECTIVES:**

- We hope to increase the effectiveness of communication between the two boards.
- We seek to better understand the roles that we each play in the relationship, including clarifying staff responsibilities.
- We hope to improve the flow of work between the boards, and increase the level of understanding and respect for the process.
- We want to create ways to increase our level of accountability to each other.
- We wish to discover techniques that promote careful consideration of decisions.
- In short, we hope to maximize the working relationship between the two boards.

## **AGENDA:**

- Define our Meeting Objectives
- Adopt our Meeting Agenda
- Establish, Post, and Commit to our Meeting Rules
- Clarify the Roles and Responsibilities of our Boards.
- Dinner break
- Process work:        APPRECIATIVE INQUIRY: Dream/Design/Deliver
- Conclusion and Closing Remarks

## **MEETING RULES:**

- Be respectful
- Listen carefully
- Do not seek to dominate the discussion
- Participate fully, and honestly

## **ROLE CLARIFICATIONS:**

MANAGER SKINNER presented a brief history of planning in the Town of Manteo.

MAYOR DANIELS led the group in a discussion of the town and how it has developed and grown over time. What it was like decades ago, the ups and downs the town has experienced, and how it has become the wonderful place that it is.

The group reviewed the roles and responsibilities of the Board of Commissioners as the Board of Commissioners themselves defined them at their retreat in April. The group then worked together to define the roles and responsibilities of the Planning and Zoning Board. Both are shown on next page.

## Board of Commissioners Roles and Responsibilities

### Representation and Leadership

- Responsible both to and for the citizens
- Liaison to other levels of government and other governmental agencies
- Provide clear and complete communications to all
- Solicit and public input
- Mission focus
- Develop and allocate resources

### Oversight and Board Effectiveness

- Legal, Planning, Financial
- Through the manager, administration and operations of the Town
- Clear decision making and follow through
- Cohesiveness and consistency
- Inclusiveness

## Planning and Zoning Board Roles and Responsibilities

### Change Management

- Keeper of the Plan
- Recognize community change as it occurs, assess the impact of it, and plan around it.
- Solicit and convey public input

### Conduct Groundwork for the BOC

- Assure Compliance with state law
- Respond to requests and inquiries
- Apply laws and ordinances to proposals
- Maintain a defensible process
- Conduct projects as requested

By comparing the roles and responsibilities of the two boards, the group discovered that there is very little overlap in the responsibilities of the boards, but there are very important linkages. For example, ordinances and land use decisions are researched by the Planning and Zoning Board, and they forward recommendations to the Board of Commissioners, while the ultimate authority for decisions rests with the Board of Commissioners.

The group went on to identify areas of potential conflict between the boards so that they could be alert for problems as they develop. We defined the characteristics that are necessary for us to practice as we are to optimize the working relationship between the boards. The results of these discussions are shown below.

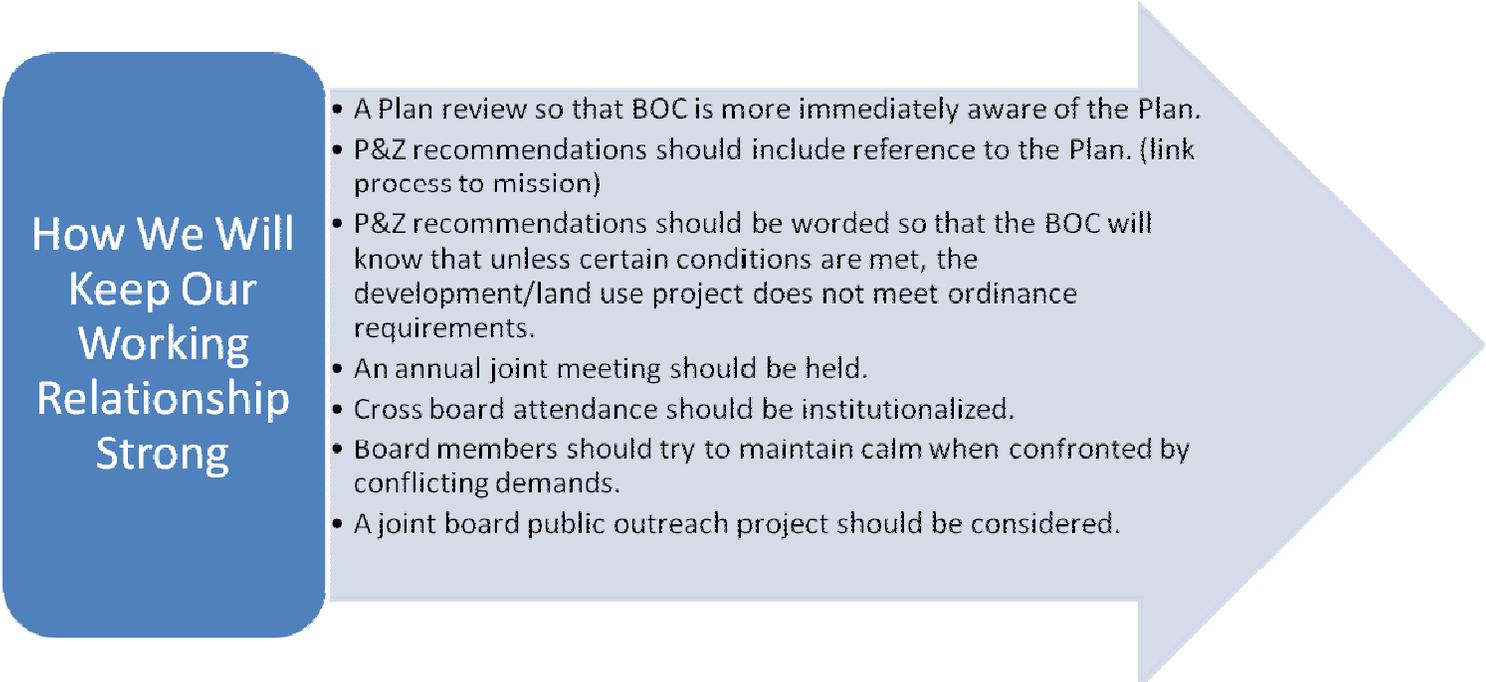
## Areas of Potential Conflict

- Maintaining a shared vision
- Reinforcing the notion of a shared constituency
- Balancing decision making authority on the one hand with trust in or respect for the work done by others on the other hand (BOC)
- The Board of Commissioners is mission focused, the Planning and Zoning Board is process focused

## Desired Characteristics of Our Working Relationship

- Effective communication in both directions
- Shared respect and knowledge of mission and process
- Accountability
- Carefully considering decisions

The group developed and committed to a list of specific tasks and activities that will keep the Boards alert for potential conflicts, and help them develop and exercise the characteristics previously identified.



## How We Will Keep Our Working Relationship Strong

- A Plan review so that BOC is more immediately aware of the Plan.
- P&Z recommendations should include reference to the Plan. (link process to mission)
- P&Z recommendations should be worded so that the BOC will know that unless certain conditions are met, the development/land use project does not meet ordinance requirements.
- An annual joint meeting should be held.
- Cross board attendance should be institutionalized.
- Board members should try to maintain calm when confronted by conflicting demands.
- A joint board public outreach project should be considered.

MADELEINE presented a summary of the meeting and thanked the Boards for the opportunity to work with them.

CHAIRMAN PARKER and MAYOR DANIELS offered closing remarks and thanked the members for their sincere efforts on behalf of their community.