

## MINUTES

The Town of Manteo Planning and Zoning Board met in Regular Session on Tuesday, June 9, 2015 at 6:00 p.m. at the Manteo Town Hall, 407 Budleigh Street

The following members were present:

	Chairman Bill Parker
	Member Grizelle Fearing
	Member Phil Scarborough
	Member Hal Goodman
	Member Bebe Woody

The following members were absent:

Also present at the meeting:

	Erin Burke, Planner
	Becky Breiholz, Town Clerk

Chairman Parker called the meeting to order at 6:01 pm

**SUBJECT:** Adoption of Agenda

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

**SUBJECT:** Approval of Minutes Regular Meeting April 14, 2015 –

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

PUBLIC COMMENTS-none

### OLD BUSINESS

Planner Erin Burke gave the Board members seer reports. The PARC meeting schedule was discussed. It had been brought up at another meeting that they review the items the day before the Planning Board meets and that doesn't give the Planning Board much time to review. Mrs. Burke commented that most items to come to the PARC committee do not go to the Planning Board. PARC members are willing to call a special meeting when something does have to come to the Planning Board to give them plenty of time to review items.

Mrs. Burke informed the Board that there have been a lot of sign violations especially sandwich boards and she is addressing those as they come up. She might put something

on Facebook to let businesses know our regulations for sandwich boards which is they can have one as long it is within the footprint of their building.

Mrs. Burke also reported that an advertisement about Pirates Cove fishing tournament talked about the open pavilion is going to be air conditioned. When they came to the Town for approval of an open air building for tournaments they asked if they could have knee walls and a concrete floor which we allowed. The minutes were very specific about it being an open building and that any other changes would need to come back for review. It seems over time, shutters and garage doors have been installed. Besides zoning issues there is also fire code issues. Mrs. Burke and Steve Kovacs, the Fire Marshall are going to check it out and she will have a report for them. Member Woody commented that if it is not an issue or detrimental just let it stay but if it is then it needs to be changed.

Another issue Mrs. Burke reported on is a commercial business created a residential apartment in their building and a change of use or permit were never issued. The building is the bail bonds building and staff found out when the water was cut off for nonpayment and the tenant came in Town Hall to complain about no water. Mrs. Burke will send a notice of violation to the property owner.

Chairman Bill Parker asked if anything was done about the air boat business and Mrs. Burke commented that he came to the Commissioners and did a presentation but the Board did not approve or disapprove. Also the town boat ramp was discussed and the fact that kayakers and commercial businesses are using it and blocking up the recreational boating activities. The Commissioners passed an ordinance not allowing commercial businesses and also had a sign placed encouraging kayakers to launch at Festival Park.

### **Review to Do List-**

Remove from the list; the trees on Sir Walter Raleigh; pawn shop ordinance and political signs as being completed. Mrs. Burke gave the Board an update on the CRS-Program of Public Information plan which was approved by the Commissioners it will help give the Town points that can in turn lessen the cost of flood insurance. The murals on the dive shop have been addressed and Mrs. Burke also reported that the Source Church has some issues that need to be addressed after the Fire Marshall did his inspection. The Board asked murals be removed from the list. A request has been put in with the power company about the light at Twiford's funeral home but she hasn't heard anything. Mrs. Burke and Member Woody will be going to Edenton and Elizabeth City to see how those towns have addressed way finding signs.

Chairman Parker commented that the Board talked about hotels at their last meeting per the request of the Commissioners. After some discussion on that issue the Board realized the property they were talking about was outside the town limits therefore we have no jurisdiction. An item that came up during that discussion was the sewer allocation and the Planning Board would like to go over the amount of sewer allocation left. Mrs. Burke

commented that she had compiled a list some time ago but will update it and give to the Board for their review.

Review Code Violation list – the list has not been updated but Mrs. Burke commented that flashing signs are still an issue at some of the businesses. She stated that the employees don't realize that there is an ordinance against them and that they have to turn the switch to steady instead of blinking. She addresses those as they are found and that the businesses are being very cooperative. She will also update the violation list and give to the Board for their review.

**MOTION:** Member Fearing seconded by Member Goodman to adjourn at 6:45 pm was approved by the following vote: Ayes: Members Parker, Woody, Fearing, Scarborough and Goodman. Noes: None. Absent: none

This the 9<sup>th</sup> day of June 2015

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Bill Parker, Chairman

ATTEST:

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Becky Breiholz, Town Clerk