

## MINUTES

The Town of Manteo Planning and Zoning Board met in Regular Session on Tuesday, May 8, 2012 6:00 pm. at the Manteo Town Hall, 407 Budleigh Street

The following members were present:

- Chairman Bill Parker
- Member Phil Scarborough
- Member Jack Gregory
- Member Grizelle Fearing
- Member Bebe Woody

The following members were absent:

Also present at the meeting: Erin Burke, Planner and Becky Breiholz, Town Clerk

Chair Parker called the meeting to order 6:00 pm

**SUBJECT:** Adoption of Agenda as presented or amended

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

**SUBJECT:** Approval of minute's regular meeting April 10, 2012-Amend the minutes on page 4; the motion on the B1 duplex had Chairman Parker voting no; when it should have been an aye.

**MOTION:** Member Fearing seconded by Member Gregory to approve the minutes as amended was approved by the following vote: Ayes: Member Parker, Fearing, Scarborough and Gregory. Noes: None. Absent: none

PUBLIC COMMENTS - None

**SUBJECT:** Review and consideration Porch Enclosure at 342 Fernando Street the owners of the house located at 342 Fernando Street are proposing to enclose the porch on the south side of the house make a sun room area. There is already electricity to the structure the enclosure will allow them to heat and cool the space. This home is located in the Marshes Light Development. According to item 7(a) of their Conditional Use Permit this item must be reviewed by the Planning and Zoning Board for compliance with the Manteo Way of Building prior any building permit being issued. Staff recommends approval of the building permit application in accordance with item 7(a) of the Marshes Light Conditional Use Permit

The PARC committee met and approved the porch enclosed with two recommendations: 1) add a transom over the second door to match the one shown above

on the first door; 2) new window head heights should match the height of the transom (either by raising the height of the windows that are shown or by using longer windows.

**MOTION:** Member Gregory seconded by Member Woody to approve the porch enclosure with the following conditions: 1) add a transom over the second door to match the one shown above on the first door; 2) new window head heights should match the height of the transom (either by raising the height of the windows that are shown or by using longer windows was approved by the following vote: Ayes: Member Parker, Fearing, Woody, Scarborough and Gregory. Noes: None. Absent: none

**SUBJECT:** Site Plan Review ABC Store Parking Lot and driveway The ABC Store is requesting permission to make some changes to the drive way and increase the parking associated with the retail business located at 506 S. HWY 64. The parking will add six parking spaces and a pull off area for vehicles towing trailers. Also on the site they will be widening the drive aisle adjacent to the building to allow for better access to the loading zone.

There is a new stormwater retention area on the south side of the new parking area. The lighting on the site will be relocated to accommodate the improvements. It should be noted that the drive aisle from the highway to parking lot will not be fully curbed and guttered. The engineer thinks that this will address the crowding issues in the driveway and will allow some of the stormwater that sits in this location to infiltrate in the adjacent grassed areas. The existing sidewalk will also be moved slightly north, to provide better separation between the pedestrians and the vehicular traffic. Staff notes that there is an existing non-conforming bill board that is proposed to remain on site as a result of an existing lease. Staff recommends the Planning and Zoning Board approve the requested parking lot and driveway changes in accordance with Section 8-4 Permitted Uses Approved by the Planning and Zoning Board provided that the buffer on the south side of the property include at least two trees from the recommended tree list in section 15-4 of the Zoning Ordinance and that at least one of the islands in the parking area include a tree from those listed section 15-13 of the Zoning Ordinance.

John Delucia, the engineer for the project was here to answer any questions. Discussion on the parking spaces took place; they are showing 14 spaces which is the maximum spaces allowed, plus a pull off area for oversized vehicles. Member Gregory considered this as being at least two parking spaces which would make them having more spaces than the maximum. Consensus of the Board was that they remove the two spaces in the back; designating the pull off area for oversized vehicles and marking the pull off area with white lines as one parking space for oversized vehicles. This will allow the parking area to not be over calculations or under calculations for parking.

**MOTION:** Member Scarborough seconded by Member Gregory to approve the site plan, removing two back parking spaces and designating and marking the pull off area as a parking space for oversized vehicles; two trees on south side of property from

recommended tree list 15-4 and one of the islands in the parking area include a tree from the those listed in section 15-13 was approved by the following vote: Ayes: Member Parker, Fearing, Woody, Scarborough and Gregory. Noes: None. Absent: None

**SUBJECT:** Sketch Plan review for Bartlett's Manor Annexation

The applicants are proposing annexation of a parcel on the west side of Roanoke Island. The purpose of this sketch plan review is to provide feedback on the proposal.

This parcel is currently undeveloped and located at the west end of Fernando Street. The applicants are proposing a 33 unit apartment complex managed under the auspices of the Dare County Community Development Corporation. The proposed improvements include two apartment buildings, one containing 17 units and the other containing 16 units. The applicant has proposed 68 parking spaces and other site improvements for traffic flow and stormwater treatment.

Staff reviewed the site plan and has the following notes for consideration:

1. The proposed lot coverage is being calculated for the whole site including the wetlands. In other areas in town this is not permitted. With the current configuration, removing the wetlands from the total lot size the project would have approximately 47% lot coverage.
2. The maximum spaces allowed according to the parking ordinance is 63, the project currently proposed 68. This can be easily addressed by removing certain spaces to install the required shade trees for parking lots of this size.
3. Supplemental planting would likely be required to protect neighboring residential properties.
4. Vehicular and pedestrian connectivity to adjacent properties and streets should be required.
5. There should be some unrestricted public access to the marsh area on the west side.
6. There should be some community space such as a playground or gazebo to serve the residents of this development.

The PARC Committee reviewed the sketch plan at their meeting and were anxious to know how people will qualify for the project (which is still to be determined) and how long the project will be required to remain rent-controlled (Bay Tree has recently passed the time it is required to be low income/elderly). This component is integral to the project because the density bonus is allowed only for projects that provide affordable housing. The density bonus, which is provided by the Zoning Ordinance in the R-2 zone, is the reason that R-2 is being requested rather than B-4. Members recognized that it was important to understand how the project would be rent-controlled to serve the Town's purpose of offering density bonus incentives for low/moderate income to attract teachers, policeman, and other important community residents. As a sketch plan review, no action was required.

Brant Wise who presented the sketch review plan commented they are working with the CDC, rents are controlled and based on income; they will not receive subsidies but will receive tax credits and will be for moderate income housing. The target market will be the working class; all ground units will be handicap accessible. This will be a 20 year agreement for rent control and to receive tax credits. Having open space available was discussed.

Member Fearing brought up concerns about the drainage of stormwater from adjacent properties (these properties are outside the town limits). Erin Burke explained that the town can require the developer address the stormwater on their property and require them to not increase drainage problems on adjacent properties but the Town can not require the developer to go onto private property and install stormwater improvements.

Other items discussed were the impact the development would have on school overcrowding, the impact on the water and sewer system, and impact on public works, stormwater issues, connectivity, elevation and neighboring houses. Mr. Wise commented that the property has plenty of room for stormwater retention and there will be plenty of filtration before it goes into the wetlands. Some of the parking will need to be given up for the required plantings and the lot coverage right now is high. Chairman Parker commented that this will be a lengthy process with the town Attorney involved, CDC and guidelines and requirements.

Review to do List- Ms. Burke gave the members an update on items on the to do list: Beekeeping sent to the BOC and after discussion at their meeting some comments were made by the public that the ordinance was too restrictive, staff and the Town Attorney are to work on that ordinance to make it simpler. Opening up of the ditch was discussed and Ms. Burke stated that Marshes Light, the Coastal Federation and the Town will meet to discuss this issue. She also informed the Board that we are going to map the entire stormwater system; this has not been done since 1982. Most of the pipes were put down by property owners and are on their properties and that they were going to re-route the stormwater from under Manteo Furniture. Event house ordinance was adopted by the BOC. A meeting with NCDOT about placing trees on Sir Walter Raleigh west is trying to be set up. Allowing duplexes in the B-1 district was discussed at the BOC and they are requesting more detail and the Town Attorney and the Building Inspector will work on that. Remove from the to list: beekeeping and event houses and add to the to list Windmills. Also any member interested in touring the wind will at the College of the Albemarle just needs to stop by see Joe Turner and he will be more than happy to give them a tour.

Member Gregory has concerns about internet cafes showing up in Manteo. You can buy time on the internet and gamble, there a lot of these cafes in Currituck and he would like to know what can be done to keep them out of Manteo. Ms. Burke commented that you can not prohibit them but you can severely limit them. She will do research and try

to find an ordinance to address this issue for small towns.

**MOTION:** Member Gregory seconded by Member Fearing to adjourn at 7:45 pm was approved by the following votes Ayes: Member Parker, Fearing, Woody, Scarborough and Gregory. Noes: None. Absent: None

This 8<sup>th</sup> day of May 2012

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Bill Parker, Chair

ATTEST:

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Becky Breiholz, Town Clerk