

MINUTES

The Town of Manteo Planning and Zoning Board met in Regular Session on Tuesday, October 14, 2014 at 6:00 p.m. at the Manteo Town Hall, 407 Budleigh Street

The following members were present: Chairman Bill Parker
Member Phil Scarborough
Member Hal Goodman
Member Bebe Woody

The following members were absent: Member Grizelle Fearing

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

Chairman Parker called the meeting to order at 6:05 pm

SUBJECT: Adoption of Agenda

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

SUBJECT: Approval of Minutes Regular Meeting September 9, 2014

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

PUBLIC COMMENTS-none

NEW BUSINESS

SUBJECT: Review of application for Change of Use for 110S. US HWY 64 Ms. Artie Ange, owner of the above mentioned property has asked for permission to change the use of this property from retail to office. She has a prospective tenant and they are looking for office space. This property received a change of use in June of this year to go from office to retail for a prospective tenant that wanted to open a retail seafood location. That tenant did not move forward with his plans. Per section 12-10 (d) (1) Change of Use not requiring a site plan staff recommends approval.

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

OLD BUSINESS

SUBJECT: Review of House Plan for Marshes Light, Lot 17 204 Compton Street According to the Conditional Use Permit for the Marshes Light “Prior to the issuance of any building permit, a complete design for each building, including all elevations, shall be reviewed by the Planning Board for compliance with “The Manteo Way of Building.” The PARC Committee reviewed the plans on Monday, October 13, 2014 and the Committee was pleased with the changes that were made since the initial review of this house in August. They noted the following requirements.

- 1) The windows in the second story rear elevation should be spaced and be equidistant from the corners of the bedroom 3. The committee acknowledge the egress requirements and felt this change would address the width issues with this set of windows.
- 2) The windows throughout the house should 3 over one as originally shown
- 3) The door in this house should be a craftsman style door as originally shown.

MOTION: Member Woody seconded by Member Goodman to approve the house plans with PARC’S recommendations was approved by the following vote: Ayes: Members Parker, Woody, Scarborough, Goodman Noes: None. Absent: Fearing

Review to Do List-

Town Planner Erin Burke commented that the bulbs out have been put in on Sir Walter Raleigh and that the plantings have been ordered.

Review Violation Ordinance List-

The Planning Board members went over the Ordinance violation list; Mrs. Burke commented that she had to remove Blue Grass Festival signs that were in the corridor; there were also some cars in the corridor at R.D. Sawyers and that she notified them and will follow up on that. The Board members discussed the signs that were in the corridor and the difficulty staff has enforcing our section when the County does not enforce their section and suggested that Mrs. Burke try to coordinate with Dare County Planner and hopefully they will enforce their section of the corridor. Mrs. Burke also said that she will carbon copy all violation letters she sends to the Dare County Planner. Mrs. Burke also stated that she has received several complaints about the political signs that are in the corridor. She informed the members that there is an ordinance the corridor requirements which states that political signs cannot be put out until 2 weeks before the election which is clearly being ignored. The Board of Elections hands out all the Towns sign requirements to the candidates but others that are helping are probably not aware of it. The members discussed possibly having a Town zoning ordinance on political signs requirements. Mrs. Burke commented that Nags Head, Kitty Hawk and Duck all have such an ordinance and she will get copies of theirs and try to come up with an ordinance for them to review at their November meeting.

Update of the Hazard Mitigation Plan and the Community Rating System for flood insurance. The flood insurance and hazard mitigation plan was discussed and Mrs. Burke stated that she is working with the County to help establish the program that the Town will be included in. FEMA and the Community Rating System will be changing how they handle issuing of flood elevation certificates. Mrs. Burke informed them that FEMA has now lumped together everyone into Regions and that we have been included in a region with 8 other counties and some of those counties hazards are not the same as those on the coast. A consultant has been hired to help coordinate all the hazards for all the counties and that the CRS needs to be addressed as only Dare County and Currituck County need CRS for flood insurance. Flood elevation certificates was discussed and Mrs. Burke stated that the Community Rating System will change in how points are given for reductions in the cost of flood insurance. They are working on a new manual to be effective 2015 with the guidelines for flood elevation certificates new system.

BOARD MEMBER CONCERNS

Member Scarborough stated that they have taken down the sign that identifies the courthouse as Dare County Court House 1904 and replaced it with Dare County Arts Council and thinks that the Courthouse sign needs to go back as it really is the courthouse.

Member Goodman commented about the CRS and said that when owners receive their elevation certificate they sometimes go back and enclose that space that is not allowed to be enclosed and that will affect our rating and insurance cost. Mrs. Burke stated that there is a State procedure that can be followed after they have been notified and do nothing about the illegal enclosure. She said the State will remove them from the Insurance program and they will be unable to get flood insurance.

Member Woody asked about the distillery and Mrs. Burke thinks it will be open within the month.

MOTION: Member Woody seconded by Member Goodman to adjourn at 7:00 pm was approved by the following vote: Ayes: Members Parker, Woody, Goodman and Scarborough Noes: None. Absent: Fearing

This the 14th day of October 2014

Bill Parker, Chairman

ATTEST:

Becky Breiholz, Town Clerk

