

MINUTES

The Town of Manteo Planning and Zoning Board met in Regular Session on Tuesday, February 12, 2013 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 Bebe Woody  
Member Grizelle Fearing

The following members were absent: None

Also present at the meeting: Erin Burke, Planner and Susan Ditta

Chairman Bill Parker called the meeting to order at 6:00 pm

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

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

**SUBJECT:** Approval of minute's regular meeting December 12, 2012-

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

**The Board canceled January meeting so there were no minutes to approve.**

PUBLIC COMMENTS – None

**SUBJECT:** Discussion and consideration of College of the Albemarle Roanoke Island Campus Parking lot Improvements College of the Albemarle (COA) is requesting permission to improve the parking lot on the south end of the Roanoke Island Campus, the former Manteo Middle School site. The parking lot, which is currently gravel will be paved and marked to allow for 61 parking spaces. They will also be installing a dumpster pad with screening and providing some stormwater improvements.

There is an existing row of shrubs to the south of the parking lot that will need to be supplemented with trees. Also the parking lot will need to be buffered on the east, north, and west sides in accordance with section 15-4 (1). There also need to be

additional trees in the parking lot in accordance with section 15-13. Staff recommends that all trees be 2" caliper Live Oaks (*Quercus Virginiana*) for this project. Lastly, staff recommends that there be a sidewalk placed along the property line from the intersection of Grenville/Uppowoc and US HWY 64 around to the driveway for the arts building, running east and then north along Uppowoc Ext/Grenville Street in accordance with section 13-9.

**Requested Action:**

Staff requests that the Planning and Zoning Board approve this site plan in accordance with Section 3-14 (e) with the following conditions:

1. The required parking lot buffers shall be installed on the east, north and west sides and the existing buffer to the south be supplemented.
2. There shall be at least three additional trees planted in the "islands" of the parking lot.
3. All additional trees shall be Live Oaks (*Quercus Virginiana*).
4. The applicant shall install a sidewalk from the intersection of Grenville/Uppowoc and US HWY 64 around to the driveway for the arts building, running east and then north along Uppowoc Ext/Grenville Street.

After discussion the Planning Board would like the County to fund the required sidewalk as part of the COA Capital Improvements and requesting staff send a letter to the County Board of Commissioners supporting and funding this request.

The Planning Board will table this item pending the following information be included on the site plan: number and location of handicap parking; lighting measurements be provided on east side of proposed parking lot; buffer specifications and locations; location of interspersed trees in the parking lot; location of required sidewalk.

**MOTION:** Member Fearing seconded by Member Woody to send a letter to the County Commissioner's supporting and funding the required sidewalks was approved by the following vote: Ayes: Member Parker, Scarborough, Woody and Fearing. Noes: Gregory. Absent: None

**MOTION:** Member Woody seconded by Member Gregory to table the COA parking lot improvements until they submit a site plan to include the following: number and location of handicap parking; lighting measurements be provided on east side of proposed parking lot; buffer specifications and locations; location of interspersed trees in the parking lot; location of required sidewalk.  
was approved by the following vote: Ayes: Member Parker, Gregory, Scarborough, Woody and Fearing. Noes: None. Absent: None

**SUBJECT:** Discussion and consideration of College of the Albemarle Dare County Campus Lighting plan College of the Albemarle (COA) is requesting permission to

install three new light fixtures at their Dare County Campus, near CVS. The plan reflects three fixtures to be placed on the south side of the building. The fixtures are proposed to be 20' tall with "cut off" lighting heads. The maximum foot candles allowed in a parking lot according to the Zoning Ordinance is four. The plan does not reflect any readings above four.

**Requested Action:**

Staff recommends the Planning and Zoning Board approve the proposed plan in accordance with Zoning Ordinance Section 3-14 (f) "Any site plans not specifically mentioned require the approval of the Planning and Zoning Board."

**MOTION:** Member Gregory seconded by Member Woody to approve the COA Lighting plan as presented was approved by the following vote: Ayes: Member Parker, Scarborough, Woody, Fearing and Gregory. Noes: None. Absent: None

**OLD BUSINESS**

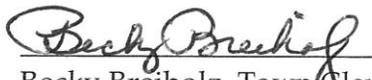
**SUBJECT:** Review to do list-Remove from the to do list the duplex and windmill ordinance.

**MOTION:** Member Gregory seconded by Member Fearing to adjourn at 7:40 pm was approved by the following vote: Ayes: Member Parker, Woody, Fearing Scarborough and Gregory. Noes: None. Absent: None

This 12<sup>th</sup> of February 2013

  
Bill Parker, Chairman

ATTEST:

  
Becky Breiholz, Town Clerk



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