

MINUTES

The Town of Manteo Planning and Zoning Board met in Regular Session on Tuesday, February 9, 2016 at 6:00 p.m. at the Meeting Room at the Manteo Town Hall 407 Budleigh Street, Manteo, NC

The following members were present:

- Chairman Bill Parker
- Member Phil Scarborough
- Member Hal Goodman
- Member Rodney Benson
- 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 6:03 pm

SUBJECT: Adoption of Agenda as amended or presented- the Board removed Oath of Office from the agenda as it was done last month.

MOTION: Member Goodman seconded by Member Benson to adopt the agenda as modified removing the oath of office was approved by the following vote: Ayes: Members Parker, Benson, Woody, Scarborough, Goodman Noes: None. Absent: None

SUBJECT: Approval of Minutes Regular Meeting January 9, 2016

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

PUBLIC COMMENTS- None

NEW BUSINESS

SUBJECT: Review of Subdivision Plat for Dartmoor Marshes Light

The developers at Marshes Light have requested to subdivide the area formerly identified as Condominium Buildings 15, 16, & 17. These building would have contained 8 units each, or a total of 24 units. The developer has identified that single family residential meets the needs of the current market and should allow for the completion of that section of the development. Staff has worked with the developer for the past few months to address the following concerns:

- 1) The "Pedestrian Easement" that is consists of the board walk and the adjacent land must remain open and unimpeded. According to the CUP this area must be maintained by the Developer/Homeowners.
- 2) The Drainage, Utility and Access Easements on the west side of proposed lots 25-28 shall allow for access by the town to address any water or sewer repairs.
- 3) Dartmoor Lane will need to be improved to a paved surface, the existing parking spaces are in excess of those require, if the conversion takes place.
- 4) Proposed lots 29 and 30, encompass a large about of wetlands, developers and purchasers should be aware the wetlands may not be considered as part of the land area when calculating lot coverage.
- 5) Alterations to the ADA ramp serving the Ship's Store shall be reviewed by the town prior to any construction.

Recent conversations with the developer's representative have led to a discussion of one way traffic on Dartmoor Lane and smaller drive aisles to reflect that type of traffic flow. This will allow for public on street parking and will also reduce the impermeable surface in that area .Developers will be responsible for the installation of the utilities to serve the proposed lots, as well as the completion of paving in this area. Staff recommends that the Planning Board recommend approval as presented to the Board of Commissioners

Planner Burke stated that our ordinance currently allows for subdivision of 3 lots or less to be signed off administratively and anything over 3 lots needs to go to the Planning Board and this is also a Conditional Use permit. The area was a high residential usage and they are reducing that from 24 units to 6 units. The master plans reflect the 30,000 square feet of commercial usage which is still there and does not affect the Conditional Use plan. Parking as a whole was calculated for the whole site and the gravel parking is for marina parking. The marsh being protected was discussed and Brian Rebino with Quibble commented that the wetland delineation was approved by the Army Corp of Engineers and regulated by CAMA and they are comfortable that no one will be able to get a fill permit. This is a change from multi-residential to another less intense residential use.

MOTION: Member Goodman seconded by Member Benson to recommend approval to the Board of Commissioners with the above requirements and with a

notation that there is a change from one residential use to a less intense residential use was approved by the following vote: Ayes: Members Parker, Benson, Woody, Scarborough, Goodman Noes: None. Absent: None

SUBJECT: Review of House plans for 121 Dartmoor Avenue Lot 23 Marshes Light23, 121 Dartmoor Avenue. 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." At the PARC meeting the committee discussed the windows on the front of the house. It was suggested that the window height be extended to match the height of the transom above the door, it appeared to be 8'. It was also suggested that the windows be brought down as close as possible to the counters in the kitchen. On sheet four it was suggested that the window be a full size window in the bathroom. And that the windows in sheet six match the same height as the rest of the windows on the front of the house. PARC recommends approval of the plans as presented.

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

SUBJECT: Discussion of zoning amendment to place a time limit on demolition permits. At the last Planning and Zoning Board Meeting the Board discussed the length of time allowed following the beginning of a demolition of a structure. The Board of Commissioners asked that the Planning and Zoning Board discuss and provide a recommendation to limit the amount of time that a property owner can take to demolish a structure. Staff experience reflects that 60 days from the start of demolition to completion should be adequate time for property owners. Staff has drafted the language to reflect this change below:
Sec. 3-19. - Expiration of permits.
(e) Demolition permits shall expire 60 (sixty) days from the start of demolition work.

The Board discussed allowing for an extension of 30 days in case of an extenuating circumstance such as weather of some type of abatement and that the extension may be approved administratively. They asked that it be added to the text amendment before it is given to the Commissioners for their March meeting.

MOTION: Member Goodman seconded by Member Benson to recommend to the Board of Commissioners to set a public hearing adding language to the expiration of permits text amendment that a 30 day extension will be allowed depending on extenuating circumstances to be approved administratively was approved by the following vote: Ayes: Members Parker, Benson, Woody, Scarborough, Goodman Noes: None. Absent: None

Review to Do List:

Planner Burke is still working on the setbacks; nothing new to report about the light at Twiford's. The Commissioners discussed at their last meeting more signs for the downtown area directing people to the bathrooms. They will tie the parking requirements into the setback discussion next month. The Commissioners have scheduled a public hearing for a text amendment to short term rental signs and demolition has already been discussed.

Review Violation Ordinance List

Planner Burke reported that there are still sign violations that she is working on.

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

This the 9th day of February 2016.

Bill Parker, Chairman

ATTEST:

Becky Breiholz, Town Clerk