

## MINUTES

The Town of Manteo Planning and Zoning Board met in Regular Session on Tuesday, September 13, 2011 6:00 pm. at the Manteo Town Hall, 407 Budleigh Street

The following members were present:           Member Bebe Woody, Acting Chair  
  Member Phil Scarborough  
  Member Beth Storie  
  Member Grizelle Fearing

The following members were absent: Chairman Bill Parker

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

Acting Chair Woody called the meeting to order 6:00 pm

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

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

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

### PUBLIC COMMENTS -

**SUBJECT:** Dare County Arts Council Courthouse improvements- The Dare County Art's Council (DCAC) has been working with an engineer and architect to develop a plan to occupy the second floor of the Old Courthouse. Currently they use the first floor for office and gallery space. The second floor has not been open to the public as there was not a secondary means of ingress and egress. This plan proposes to renovate the interior of the second floor and add a set of exterior stairs to the south west side of the building.

The DCAC is also proposing some additional improvements to the courtyard area on the west side of the building. They propose a few sculpture displays, as well as a path way between Sir Walter Raleigh Street and Budleigh Street, along with some plantings and other improvements. This courtyard area is proposed; the DCAC would like feedback on the proposal but does not currently have the funding to do the courtyard improvement, only the stairs and the interior second floor improvements would be completed at this time. They are asking for approval of both the staircase and the courtyard. Planner Erin Trebisacci went over the PARC committee meeting that was

held earlier today. PARC members made the following recommendations:

1. The existing set of steps and the proposed steps on the west side of the building should be linked together.
2. Have a long range goal that the four pedestrian connections on the south side of the property be consolidated and comply with accessibility codes.
3. The lattice screening the HVAC units should not be diagonally oriented.
4. The brackets shown above the first floor door to be eliminated if possible or be more in keeping with the proposed stairs.
5. Provide the detail and final location of the rain barrel for review and approval prior to the installation.

The Planning Board would like to see the site plan with the corrected staircase recommended by PARC before they approve the plan. Lighting was discussed and the architect commented that they are also considering lighting the staircase area and Mrs. Trebisacci commented that the way our ordinance is crafted unless it is exempted and there is a different lighting source they will need to submit a lighting plan, but they can lay the wiring and conduit and present a lighting plan at a different time. The staircase was discussed and the architect commented that the recommendations of PARC about connecting the stairs would mean they would have to move the doors which would add a cost to the plan. The Board discussed different options of the way the stairs could be placed and the architect will work on something. This will be tabled until they can get the new plan showing the staircase and then the Planning Board will hold a special meeting to review the plan.

**MOTION:** Member Storie seconded by Member Scarborough to amend the agenda to add appointment to the PARC Committee was approved by the following vote: Ayes: Member Woody, Fearing, Scarborough, Storie. Noes: None. Absent: Parker.

Sarah Benson was nominated.

**MOTION:** Member Storie seconded by Member Scarborough to appoint Sarah Benson to the PARC committee was approved by the following vote: Ayes: Member Woody, Fearing, Scarborough, Storie. Noes: None. Absent: Parker

#### BOARD MEMBER CONCERNS:

Member Scarborough asked if there was a tide mark for the hurricanes and commented that there should be one. That in years past they had been previously shot and that at one time this was approved by the Board to continue to do this. He thinks we should hire a surveyor to shoot the tide mark for Hurricane Irene. The Board would like Ms. Trebisacci to contact a surveyor and see what they would charge.

Member Fearing commented that we should have a joint meeting with the Board of

Commissioners regarding the PARC committee.

Member Storie commented about the ditch in her yard and the flooding. Mrs. Trebisacci commented that Withers and Ravenal are working on our stormwater plan which includes that ditch and she would contact them to see where they are on that. Member Fearing also commented that the ditch behind her house also floods and stated that the Town used to clean it has not been done in years.

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

This 13<sup>th</sup> day of September 2011

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Bill Parker, Chairman

ATTEST:

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Becky Breiholz, Town Clerk