

MINUTES  
TOWN OF PITTSBORO  
BOARD OF COMMISSIONERS  
JUNE 10, 2002  
7:00 P.M.

Mayor Nancy R. May called the meeting to order and gave invocation.

ATTENDANCE

Members present: Mayor Nancy R. May, Commissioner Chris Walker, Burnice Griffin, Jr., Max G. Cotten, Clinton E. Bryan, Jr. and Gene T. Brooks.

Others present: Manager Hugh Montgomery, Clerk Alice F. Lloyd and Attorney Paul S. Messick, Jr.

Request by Commissioner Brooks for consideration of action taken at the May 28, 2002 meeting regarding Amendments to the Zoning Ordinances.

Commissioner Walker read a prepared statement:

To: Mayor May, Board of Commissioners and Town Manager

At the May 28, 2002, meeting I seconded and subsequently voted for a motion by Commissioner Max Cotten, concerning Watershed Protection and the 10/70 Development Plan. Since that point in time I have continued my research and have met with a group of concerned businessmen regarding the 10/70. I have found there are several issues I feel have not been addressed and several other questions that I would like to see answered before we adopt this plan or any future version.

One of my concerns is that we have not studied economic impacts caused by adoption of the 10/70. With only a small portion of our property that has been developed could the 10/70 stunt or reduce growth causing future generations to suffer the consequences. Could the 10/70 potentially devalue property owned by our citizens? In the past week I have learned that "ponds" can be used as part of the 10/70. I have also found that 70% is the maximum amount of impervious surface under this plan. However, I did not know that we could have selected 60% impervious surface. It has been brought to my attention that adopting the 10/70 may, I repeat may, make the Land Use Plan a "binding" document. I like the Land Use Plan, but we all, Town Board and Planning Board alike, approved the Land Use Plan as a guide not a binding document. I have wondered if the Town Board, myself included, has a solid vision of how the adopted plan should be used to our advantage to promote growth and preserve water quality.

All of this being said, I am asking the Board to reconsider the adoption of the 10/70. I have enough concerns and questions, that I am not comfortable with my vote. I will also add that I am still not in favor of the ponds nor the liability they bring our town, tax payers, and citizens. I do believe we should table the 10/70 until additional research can be done.

I apologize to the Town Board, Planning Board, Dave Lentzer and the Town Manager and any others that may be angered by my actions. The decision we have made may be everlasting and I want to know for sure that I made the right decision. Today, I am not.

Motion made by Commissioner Walker to rescind the previous voted on the 10/70 seconded by Commissioner Brooks.

Commissioner Cotten stated that according to the “Suggested Rules and Procedure for a City Council” by Fleming Bell there are two things that have to be met: 1) A person who voted for the motion must bring it back up and 2) It must be done at the meeting where the vote is taken.

Attorney Messick stated that is true, but to his knowledge the Board has never adopted the “Suggested Rules and Procedure for a City Council”.

Commissioner Cotten stated he would vote for the motion if “contingent upon establishing a public hearing on the potential adoption of 10/70.

Commissioner Walker agreed to amend his motion and Commissioner Brooks agreed to amend his second.

Motion made by Commissioner Walker seconded by Commissioner Brooks to rescind the previous voted on the 10/70 and to establish a public hearing on the potential adoption of the 10/70-development option for June 24, 2002 at 7:00 p.m.

Vote Aye-5 Nay-0

#### DISPOSITION OF MINUTES

Motion made by Commissioner Cotten seconded by Commissioner Griffin to approve the minutes of the May 28, 2002 meeting.

Vote Aye-5 Nay-0

## PUBLIC HEARING

Motion made by Commissioner Brooks seconded by Commissioner Walker to go into a public hearing for input on the FY 2002-03 budget.

Vote Aye-5 Nay-0

## PUBLIC COMMENTS:

None

Motion made by Commissioner Brooks seconded by Commissioner Bryan to go out of public hearing.

Vote Aye-3 Nay-0

## CITIZENS MATTERS

Jenny Megginson was present to give an update on the Playground Project. They have collected \$1200 since the last meeting and United Way will be contributing \$4500. She will be back before the Board on June 24, 2002 for another commitment from the Town, she request that recreation fee funds be used for this.

The \$8,500 grant they received from CP&L expires on June 30, 2002.

Billy Hughes stated he had some questions he would like for the board to answer and that they did not have to answer them tonight – he gave them a prepared statement, which reads:

As a former Planning Board member and a current landowner in Pittsboro, I would like the following questions answered:

- 1) Have you hired a Zoning compliance officer to over see new construction and to enforce existing ordinances? (We currently have a part-time person doing this)
- 2) Have you appointed some one other than the Town Manager to look for and apply for any available grants or low interest money?
- 3) What is your future plans for sewer expansion in Pittsboro. (Depends on the outcome of the Roberson Creek Study)
- 4) Is the new sewer facility for Cary, Apex, Holly Springs and Morrisville, which may be built in Chatham County an option for expansion? If no, then why not?
- 5) What was the outcome of the study being done on our existing sewer system? (Will not be available in 2003)-----

- 6) What was the outcome of the study being done on Roberson Creek? (not complete)
- 7) We are members of Triangle J Council of Governments, and I want buffer areas, but why are other towns buffer rules different from ours? Also is everybody's sewer system monitored as ours is? After all Jordan Lake is the same for Pittsboro as it is for Durham.

If you would please take the time to answer these questions and fax it to me at 919-387-0616. Or you can e-mail me at [Neodak@aol.com](mailto:Neodak@aol.com) or respond to the above address.

Keep up the good work.

Billy Hughes

#### SUP – O. A. KELLER

Request from O. A. Keller to operate a Day Care Center in the R-10 zoning District.

Motion made by Commissioner Brooks seconded by Commissioner Bryan to approve the SUP for Mr. O. A. Keller to operate a Day Care Center in the R-10 zoning district with the recommendation from the Planning Board.

Vote Aye-5 Nay-0

#### Recommendation from Planning Board

At their June 3, 2002 meeting the Planning Board reviewed the site plan as required in Section 15 of the Zoning Ordinance, copy enclosed. The following items were discussed: Screening from the property in residential use; circulation within the property and traffic patterns on public streets. A motion was made by Mr. Richardson and seconded by Mr. Hoyle to make a favorable recommendation to the Town Board of Commissioners with these considerations:

- 1) Suitable surety to ensure that Type B screening required to buffer the residential land uses be posted;
- 2) Remove connection of employee parking lot located on the south side of the facility to the proposed driveway to be constructed from JA Farrell Street;
- 3) Reverse the flow of internal circulation;
- 4) Pave the driveway located on the West Side of the facility which will be used by the after school program.

Check List for Site Plan

Beginning on Page 128 of the Zoning Ordinance

Is Plan required? Yes, Non-residential structure more than 3,000 sq. feet 15.2.B

Has plan been completed by surveyor, engineer or architect. 15.3- Yes

15.3 Preparation of Plans

A. Site Plan submitted with the following items

I. General Development

a. Boundary of property by courses and distances, area, a present zoning indicated? Yes

b. Angle of departure of adjoining property, street? Yes

c. Adjacent Property uses and ownership? Yes

d. Widths and names of abutting streets and alleys? Yes

e. All dimensions, of locating boundaries? Yes

f. Date, North point and scale @ 1" - 50' Yes

g. Name, address of owners of record - On SUP Application

h. Setbacks, easement, etc. - N/A

i. Topo at 1 foot contours - No

j. Flood zone boundaries - N/A

k. Name of professional submitting design - Yes

B. Existing Improvements

a. Sidewalks, streets, etc. – Yes

b. Building and structures – Yes

c. Driveways, entrances, etc. - Yes

d. Sanitary Sewer System - Yes

e. Water mains and hydrants – Yes

f. Gas, power and phone lines – Yes

g. Recreation & Open space - N/A

g. Storm Drainage systems -*The renovation will take place entirely within the existing structure save for parking, driveway improvements and solid waste facility*

C. Proposed Improvements

a. Any public use roads *NI A*

- b. Building and Structures:
  - 1.Distance between buildings - Yes
  - 2.Number of stories 1 story -Yes
  - 3.Number of Units- 1 building and enclosed outdoor storage
  - 4.Structures above building height N/A
  - 5. Total amount of area proposed to be built upon and % impervious surface *All existing impervious surfaces are exempt from the Watershed Overlay Districts per Sec. 5.5.7*
- c. Driveways, parking and loading spaces Yes Parking per Section 7.2.1 + I for loading per 7.3.B. – Yes
- d. Sanitary sewer -
  - 1. Has "Industrial User Survey been Completed - N/A
  - 2. *Will Grease trap be required - N/A*
- e. *Water services – Yes*
- f. *Gas, electric power and phone –Yes*
- g. *Grading Plans -lot is currently cleared and graded – Yes and less than one acre*
- h. Recreation, open space - Yes, as required to obtain a NC State License to operate.
- i. Storm water management Plans N/A
- j. Finish grades -N/A

#### Required Improvements

1. In order to insure public safety, general welfare, and convenience, town agencies and officials are charged with the responsibility for review and recommendation of approval of site plans shall require such of the following improvements :
  - a. Designation of Pedestrian Walkways -
  - b. Connection of walkways, driveways with similar Facilities *Plans consider the proposed sidewalk on Thompson Street.*
  - c. Screening, fences, walls and curb and gutter as required By Town or NC DOT - N/A
  - d.Easements -to be publicly maintained - N/A
  - e. Extension of service road per NC DOT - N/A
  - f. Landscape plan - N/A
    - 1. show new planting - *Along residential property on Thompson Street.*
    - 2. show existing vegetation - *Several Trees are shown along parking lot*
    - 3. show any disturbance of existing vegetation - N/A

NOTE: Property to the south is Zoned C-2 requiring no buffering or screening. Residentially zoned property, R-10, R-12 and R-12M show installation of Type B Screen. The "trailer" will be moved. We have previously discussed posting of letters of credit to insure screening requirements are met but have not imposed this surety as of this date.

### REZONING REQUEST – BETTY JEAN WHITT

Request by Ms. Betty Jean Whitt to rezone approximately one acre from RA to RA-10.

Motion made by Commissioner Brooks seconded by Commissioner Griffin to approve the request to rezone approximately one acre of property owned by Ms. Betty Jean Whitt from RA to RA-10.

Vote Aye-5 Nay-0

### CHATHAM HABITAT

Ms. Amy Powell was present to request refund of \$9990.00 for water and sewer access fees paid on three units within the Town of Pittsboro.

Ms. Powell read over a prepared statement, which read as follows:

TO: Pittsboro Town Council

FROM: Amy Powell, Executive Director

SUBJECT: Request for reimbursement of water and sewer access fees DATE: 6/5/02

Chatham Habitat for Humanity works with the people of Chatham County to construct and renovate houses with the goal of eliminating substandard housing. At Chatham Habitat for Humanity the process and product of bringing people together from all walks of life to hammer nails is just as vital to community building as the affordable homes we build. Chatham Habitat is working hard to continue to produce 6 to 7 houses each year that will be sold at 0% interest to Habitat partners who need affordable housing and who complete the requirements of our program including 300 hours of sweat equity.

As we build more houses each year and as the cost of construction increases, our budget grows. While our Home Store continues to support the construction of 2 houses each year, CHFH must fund raise far and above this amount to produce 6 or 7 houses annually. To pay for the work we're doing in this community, we will rely on the continued success of the Home Store, on resources offered by affordable housing programs, and *most* importantly on support from individuals, businesses, churches, civic groups, and local government in our community.

To date, Chatham Habitat for Humanity has built 32 affordable houses in Chatham County, with 4 more currently under construction. Nineteen houses for homeownership for very low-income households have been built in Pittsboro, NC. On the three most recent houses built in Pittsboro, Chatham Habitat for Humanity paid a total of \$9432 dollars to the Town of Pittsboro for water and sewer access fees. From 1998 well into 2000, Chatham Habitat for Humanity did not have to pay the access fees because it was building along Anthony Street where each lot had been occupied by a unit already accessing water and sewer service.

The average \$3,142 access fee paid for each of the last three houses represents 6% of our construction costs per unit. *Chatham Habitat is preparing to construct 4 more houses in the Eastwood Subdivision in Pittsboro in between July 2002 and June 2003, and is respectfully requesting that the Pittsboro Town Council reimburse the fee that will be paid for water and sewer access on three of these units.* (The fourth unit will involve the demolition of an existing unit already accessing the water and sewer systems. ) The actual in-kind contribution of the Town of Pittsboro for this request would be for \$9990 for three units.

Proposed reimbursement process:

- > Access fee paid to the Town of Pittsboro by Chatham Habitat
- > Within 15 days, CHFH must apply for reimbursement including: description of beneficiary, construction budget, estimated completion date, house selling price, evidence of access fee payment, and property description.
- > Recapture provisions in Exhibit A of General Warranty Deed from Chatham Habitat to Partner Family: In the event the property is sold on or before 10 years from the date of reimbursement, Grantor shall be paid the sum of [the reimbursed access fee] from the sale proceeds, unless the Purchaser has an income which is 80% or less than the Area Median Income for the Raleigh-Durham-Chapel Hill, North Carolina Metropolitan Statistical Area published by HOD.

Please see attached copy of Chatham County's "Impact Fee Reimbursement Policy Concerning Affordable Housing for Low Income Individuals." This outlines in detail the educational impact fee provision the County has made for developers of affordable housing, and is an example of how this type of arrangement can work.

Local government support is vital to our organization, but not only as a source of funding. As Chatham Habitat for Humanity applies to other sources for funding, it is important to be able to document local government funds leveraged for our projects. The Town of Pittsboro's in-kind contribution of property tax exemption and this proposed access fee reimbursement acknowledges the need for more affordable housing, conveys the Town's support for work being done in this area, and validates affordable housing as an issue of concern in Pittsboro.

Pittsboro's support for Chatham Habitat for Humanity strengthens Pittsboro. The Chatham County 2002 property tax base attributable to Chatham Habitat for Humanity homeowners is estimated at \$1,150,772, resulting in \$5,000 paid annually to Pittsboro by Chatham Habitat for Humanity homeowners.

Chatham Habitat will receive over \$60,000 next year in mortgage payments from Habitat homeowners. This forms Chatham Habitat's Fund for Humanity, which is used for construction of houses each year. Each mortgage payment is an investment by that family in its future and in the future of its community as the value of homeownership reaches from one generation to the next offering stability and hope to those who are touched by it. Keeping our construction costs low will enable more very low income households in need of affordable housing to become homeowners through Chatham Habitat for Humanity.

Thank you for your thoughtful consideration of this request for access fee reimbursement.

Commissioner Cotten stated he has not found in our ordinances where this can be done. He supports the activities of Habitat therefore he would recommend this item be tabled until the next meeting, seconded by Commissioner Brooks.

Commissioner Walker questioned the third item under "Proposed reimbursement process", and asked if that meant the fees would be paid to Habitat.

Attorney Messick said yes.

Vote Aye-5 Nay-0

#### SUP – MR. CURTIS ALSTON

Motion made by Commissioner Bryan seconded by Commissioner Brooks to establish a public hearing on the SUP Request from Mr. Curtis Alston to place an Accessory Building in Front Yard, Section 5.3.3.1 for June 24, 2002 at 7:00 p.m.

Vote Aye-5 Nay-0

#### WILLOW SPRINGS – PHASE III

Bob Hartford stated that utilities has been installed in Willow Springs Subdivision including street lighting.

Manager Montgomery stated a final inspection has been done and that he and Mr. Hartford agreed \$14,000.00 would be an adequate bond to insure streets, utility lines and storm water facility are in good order one year from this date.

Mr. Hartford further stated that the NC DOT has Bond monies for the turn lane.

Motion made by Commissioner Cotten seconded by Commissioner Brooks to approve the Final Plat for Phase III of Willow Springs with Planning Board recommendations; and approving a Resolution accepting the public utility and street improvements in Willow Springs Phase III; and to establish a public hearing on speed zones and traffic control within the subdivision for June 24, 2002 at 7:00 p.m.

Vote Aye-5 Nay-0

May 20, 2002

Planning Board Recommendation.

The proposed final Plat for Phase III was reviewed by Mr. Messick and the Zoning Administrator and found to be in order.

Mr. Hartford, Developer, will post a warranty bond in the amount of \$14,000 to insure water, wastewater and street improvements in this phase which includes 1,375' of streets, 1,230' water distribution lines, 710' of wastewater collection lines and 794' stormwater collection lines. Total acreage in Phase III is 9.841 acres. A motion was made Mr. Hoyle and seconded by Ms. Marsh to recommend approval of Phase III. All yes.

Capital Recovery Fees have been Paid.

Fees for Inspection services are as follows: 1,375' of Streets @ \$1.50/foot = \$2,062.50

1,230' of water lines @ \$1.50/foot = \$1,845.00

710' of wastewater lines @ \$1.50 = \$1,065.00

9.841 acre Stormwater review @ \$50.00/acre = \$ 492.05

\$5,464.55

Owed to Developer from Board action to participate  
With off-side wastewater collection outfall line

(\$3,000.00)

Amount owed prior to signing of final plat

\$2,464.55

III Checklist for Final Subdivision Plat submitted for Willow Springs Phase  
Per Section 5.3 of the Subdivision Ordinance

- x A. General- does final plat substantially conform to preliminary plat as approved. *Yes, as amended.*
- B. Features -
- x 1. Scale of sheets submitted not more than 1" -200' on sheets of not more than 21" x 30"
  - x 2. Location Sketch Map
  - x 3. Graphic Scale, date and north arrow
  - x 4. Name and Address of Owner and person responsible for plans
  - x 5. Location of property with respect to surrounding property, streets, adjacent landowners etc.
  - x 6. Total acreage of land to be subdivided and max. Built-upon area for each lot -*Willow Springs is in the WSIV -P A, and is cluster subdivision per 5.5.5 of the Zoning Ordinance, the maximum area to be built upon on each lot must have no more than 36% impervious surface and the average lot size must be 14,500 sq. ft. This subdivision is in the R-15 zoning district, which requires a 15, 000 sq. ft lot. Phase III completes this subdivision with a total of 64 lots on 22.467 = 15,277lper lot, exclusive of areas in right-of-ways and required recreation areas.*
  - x 7. All lots to be consecutively numbered throughout the several additions
  - 8. Location, width of all rights-of-ways and easements. *Phase 2 & 3 required an outfall for a wastewater collection line be built. The Final plat shows the existing easement for the outfall. It is located on the west side of the P lat. Pedestrian easements are located in several areas of the Plat as required to access the "Park" area, which is located in Phase 2.*
  - x 9. All streets designated as either public or private. *ECS, LTD. A geotechnical firm observed the proof roll of soil subgrade and submitted a letter to the developer indicating that all is well.*
  - x 10. Location, dimension and area of all property to be set aside for: parks, recreation areas, buffer areas other public or private reservations. *Notes indicate that park and open spaces as required by the Clustering Provisions are included The motion approving the original preliminary plat for Willow Springs, 04/09/99, relating to this requirements reads: that open space and pedestrian conveyances provided by the Preliminary Plat be maintained by the Homeowners Association and that the amount of acreage in the open space suitable for recreation and sidewalks be calculated This calculation has been determined to meet the area prescribed in Section 6.5.A of the Subdivision Ordinances. " The revised Preliminary Plat establishes 64 lots x 0.033 acres per lot or 2.11 acres for the entire subdivision. Area in sidewalks for Phase 1 -3 is approximately - 0.40 acres. The area designated as "Park" is comprised 2.221 acres.*
  - x 11. Accurate description of all monuments and markers. Control corners to be identified
  - x 12. Sufficient data to determine readily the location, bearing and length of all lines
  - x 13. Information required on surveys as specified by the NC State Board of Registration for P .E. and Land Surveyors
  - n/a14. When available the tax map and parcel number of the property being subdivided.
  - x 15. When appropriate, subdivision shall contain a note that states that a public or community water system is not presently available to subdivision lot.

- x 16. Certificate of Ownership and Dedication
- x- 17. Certificate of Survey and Accuracy
- N/A 18. Certificate of Division of Highways *-In order to receive an encroachment agreement from the NC DOT to provide connection of Burnice Place, the developer had to install a deceleration lane. A copy of the encroachment agreement has been received by Town Staff*
- x 19. Certificate of Approval for signature of Mayor \_X-
- 20. Certificate of Register of Deeds

Other-

- a. Have "as-built drawing" been submitted to Town for Review?
- b. Has Developers Engineer submitted "certification statement" to respective NCDENR Sections?
- c. Status of Phone and cable installations?
- d. Requests have been made for a final Inspection. A date for the walk thorough will be established prior to Planning Board Meeting.

Note: The developers of Willow Springs will be submitting a Warranty Bond for Water, Wastewater and Street/sidewalk improvements. The amount of the warranty bond has agreed upon by the Town Engineering firm, Town Manager and the Developer.

All the utilities have been inspected by our Engineering firm, Hydrostructures, Mr. Jay Johnston, and PE. PG.

A COPY OF THE RESOLUTION ACCEPTING THE PUBLIC UTILITY AND STREET IMPROVEMENTS IN WILLOW SPRINGS PHASE III IS RECORDED IN THE BOOK OF RESOLUTIONS NUMBER ONE, PAGE

A COPY OF THE FINAL PLAT FOR PHASE III OF WILLOW SPRINGS SUBDIVISION IS ON FILE IN THE MANAGER'S OFFICE

#### SITE PLAN – DAN DEACON

Mayor May stated we have received a site plan from Mr. Dan Deacon for a 7,500 sq. foot commercial building to be located on Thompson Street in a C-1 O &I zoning district.

Motion made by Commissioner Cotten seconded by Commissioner Griffin to approve the site plan from Mr. Dan Deacon for a 7,500 sq. foot commercial building.

Commissioner Cotten amended his motion to include approval with the Planning Board recommendation, Commissioner Griffin agreed to amending the motion.

Motion made by Commissioner Cotten seconded by Commissioner Griffin to approve the site plan from Mr. Dan Deacon for a 7,500 sq. foot commercial building with the Planning Board's recommendation.

Vote Aye-5 Nay-0

Site Plan *for* a 7,500 square foot building as presented by Mr. .Dan Deacon *for* a private commercial building to be used *for* Office and Retail. The subject property is zone C-1 and O & I to C2-CU.

The site plan was reviewed and discussion checklist as provided in Section 15. Discussion ensued regarding the following items: western most driveway access closeness to the to Hillsboro Street; parking availability to the public associated with the proposed community building parking lot; buffering and screening; the proposed connection linking the two parking lots and the storm water management scheme. A motion was made by Ms. Burns and seconded by Mr. Hoyle to make a favorable recommendation to the Town Board of Commissioners with the following considerations:

- 1) No reserved parking on the Community Building parking lot;
- 2) Must have Zoning Administrator approve the storm water management plan.

All Yes.

In order to insure compliance with buffering and screening requirements the Planning has considered the submittal of a letter of credit in an amount sufficient to provide for this site plan requirement. This item was not contemplated at the Planning Board meeting for this project but they have imposed this surety in other situations.

*Town Manager's recommendation -Require a suitable surety with funds sufficient to insure completion of the landscaping requirements as provided on the site plan in the Zoning Ordinance. A reasonable amount would be \$1,500 for a one-year period.*

-Check List for Site Plan - Beginning on Page 128 of the Zoning Ordinance

Is Plan required? Yes, Non-residential structure more than 3,000 sq. feet 15.2.B has plan been completed by surveyor, engineer or architect. 15.3 - Yes

### 15.3 Preparation of Plans

#### A. Site Plan submitted with the following items

##### 1. General Development

- a. Boundary of property by courses and distances, area, a present zoning indicated? Yes
- b. Angle of departure of adjoining property, street? Yes
- c. Adjacent Property uses and ownership? Yes, property to the north is zoned R-12M and is used as a Boarding House and private resident.
- d. Widths and names of abutting streets and alleys? Yes, existing private easement is shown on plan.
- e. All dimensions, of locating boundaries? Yes
- f. Date, North point and scale @ 1" = 50' Yes, 1" = 20'
- g. Name, address of owners of record - Yes, with exception of address, will be provided prior to approval Setbacks, easement, etc. Yes
- h. Topo at 2 foot contours Yes
- j. Flood zone boundaries N/A
- k. Name of professional submitting design Yes

#### B. Existing Improvements

- a. Sidewalks, streets, etc. Yes
- b. Building and structures Yes
- c. Driveways, entrances, etc. Yes
- d. Water mains and fire hydrants Yes
- e. Sanitary Sewer System -Applicant to extend gravity wastewater collection.
- f. Gas, power and phone lines gas line is on the north side of Thompson Street and must be located prior to any digging. Power line is shown
- g. Recreation & Open space N/A
- h. Storm Drainage systems -*Plans show existing J 2 II storm drainage under west entrance to the Community Building. Catch Basin discharge is discussed later in the checklist.*

#### C. Proposed Improvements

- a. Any public use roads N/A
- b. Building and Structures:
  1. Distance between buildings N/A
  2. Number of stories 2 story Yes
  3. Number of Units- 1 building Yes
  4. Structures above building height Max. Height is 56'
  5. Total amount of area proposed to be built upon and % impervious surface Sites of less than one acre, in the O & I and C-1 zoning district do not require an erosion control permit and are thus not subject to Watershed Overlay district requirements. Total impervious surfaces have been provided at 83%

c. Driveways, parking and loading spaces Yes

Given the variety of uses available in the C-1 district the specific number of parking spaces will be evaluated using the following:

Parking per Section 7.2.1 "Retail Trade not otherwise listed" or 1 for every 200 sq. ft., average with Office @ 1/250 sq. ft = 1/225 sq. ft for a total of 33 spaces. The Town Board of Commissioners has agreed in principle to allow Mr. Deacon to develop parking on the Community Building property and to have this off-street parking to count toward the minimum required for the proposed building.  
+ 1 for loading per 7.3.B. Yes

d. Sanitary sewer -Developer to install gravity wastewater collection line to tie into an existing line located on the east side of the Community Building

1. Has "Industrial User Survey been Completed N/A
2. Will Grease trap be required *No -should a restaurant move into the building a grease trap could potentially be required*

e. Water services -obtained from the East side of Thompson St. Yes

f. Gas, electric power and phone -Note on Site Plan indicates that Building Contractor will "field verify" prior to construction. If electric and phone service are to come into the building underground then their location will need to be identified and shown on final plans.

g. Grading Plans -lot is currently cleared and graded N/ A and less than one acre

h. Recreation, open space N/ A

i. Storm water management Plans Yes- the Zoning Administrator has presented his concerns about downstream impacts from concentrated stormwater flows associated with the proposed curb and gutter section. The receiving culvert is an eighteen-inch pipe, which runs under the L.C. Williams property. Additional considerations must be presented prior to site plan approval.

j. Finish grades -

*Additional details will be forthcoming. B. Required Improvements*

1. In order to insure public safety, general welfare, and convenience, town agencies and officials are charged with the responsibility for review and recommendation of approval of site plans shall require such of the following improvements :
  - a. Designation of Pedestrian Walkways -extending sidewalks from the Little Creek Restaurant Parking lot across the front of the site and terminating at the Community Building parking lot.

- b. Connection of walkways, driveways with similar Facilities -Existing easement to be incorporated into parking lot design. Developer to meet with NC DOTS on Monday the 20th, to discuss driveway on Thompson Street.
- c. Screening, fences, walls and curb and gutter as required By Town or NC DOT Subject Property abuts O& I with a commercial use and R-12M with a residential use, Land Use Code -LUC I, that requires a Type B semi opaque screen between the Retail area which is a LUC 3. The developer has shown a Type B screen and must identify the types of planting materials.

d. Easements -to be privately maintained Yes

e. Extension of service road per NC DOT *NI* A

f. Landscape plan Yes and No Dumpster will have fully opaque screening. I will request that additional planting occur between the Dumpster and the proposed parking lot on the Community Building lot.

- 1. show new planting Yes - Preliminary Plan calls for Type B where property adjoins R-12M but does not contemplate landscaping on site.
- 3. show existing vegetation *N/A* 3. *show any disturbance of existing vegetation NI*

A Summary Observations:

- 1) Site Plan needs to identify location if signs describing internal circulation are necessary
- 2) Confirmation from developer, following more specific stormwater information to ensure existing culvert is adequate and that new facility will not create any ponding on adjacent property lines.
- 3) The Planning Board discussed issues regarding egress and ingress and desired information pertaining to "linking" the parking lots for purposes of creating a "one- way" drive and diagonal parking on the Community Building Parking lot.

A COPY OF THE SITE PLAN IS ON FILE IN THE OFFICE OF THE TOWN MANAGER.

#### FY 2002-2003 BUDGET

Motion made by Commissioner Cotten seconded by Commissioner Griffin to approve the proposed budget for FY 2002-2003 and instruct Budget Officer to prepare budget Ordinance accordingly.

Commissioner Brooks asked did the motion mean that if a Commissioner decided a change should be made that it could be done at the next meeting?

Commissioner Cotten rescinded his motion and Commissioner Griffin rescinded his second.

Motion made by Commissioner Cotten seconded by Commissioner Griffin to instruct the Budget Officer to prepare Budget Ordinance for FY 2002-03.

Vote Aye-5 Nay-0

#### COMMISSIONERS CONCERNS

Commissioner Brooks wanted publicly express sympathy to the Jenkins family, and that a letter be prepared to the family to express deep appreciation for all the contributions Mr. Jenkins made to the Town of Pittsboro. Also, maybe a plaque of recognition could be placed at the water plant. The staff was constructed to prepare a Resolution of Condolences.

Commissioner Walker made a motion to send a letter to Horton Middle School Baseball team for an undefeated season and that a copy of the letter be sent to the paper, seconded by Commissioner Brooks.

Vote Aye-5 Nay-0

Motion made by Commissioner Walker seconded by Commissioner Brooks to prepare a resolution of accomplishment for the Horton Middle School Baseball team and a "Day of Appreciation".

Vote Aye-5 Nay-0

#### FYI

Request from Mr. Tony Tucker, Executive Director – Chatham County Economic Development Corporation for FY 2002-2003 funding.

#### CLOSED SESSION

Motion made by Commissioner Walker seconded by Commissioner Griffin to go into closed session pursuant to NC GS 143-318.11(6) to consider the performance, character and conditions of appointment of a public employee.

Vote Aye-5 Nay-0

Motion made by Commissioner Cotten seconded by Commissioner Bryan to go out of closed session.

Vote Aye-5 Nay-0

Motion made by Commissioner Cotten seconded by Commissioner Bryan to approve an agreement with the Town Manager and a three-month educational leave.

Vote Aye-5 Nay-0

A COPY OF THE AGREEMENT WITH THE TOWN MANAGER IS RECORDED IN  
THE BOOK OF RESOLUTIONS NUMBER ONE, PAGES

Motion made by Commissioner Bryan seconded by Commissioner Cotten to adjourn.

Vote Aye-5 Nay-0

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Mayor

ATTEST:

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Clerk

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