

MINUTES
TOWN OF PITTSBORO
BOARD OF COMMISSIONERS
REGULAR MEETING
MONDAY, DECEMBER 12, 2016
7:00 PM

Mayor Cindy S. Perry called the meeting to order, called for a moment of silence and asked that we think about former Commissioner and Mayor Charles Devinney who is in the hospital.

PLEDGE OF ALLEGIANCE

Pledge of Allegiance was led by Commissioner Farrell.

ATTENDANCE

Members present: Mayor Cindy S. Perry, Mayor Pro Tem Pamela Baldwin, Commissioner John Bonitz, Jay Farrell, Michael Fiocco and Bett Wilson Foley.

Staff present: Manager Bryan Gruesbeck, Clerk Alice F. Lloyd, Attorney Paul S. Messick, Jr., Planning Director Jeff Jones, Chief of Police Percy Crutchfield, Planner II Victoria Bailiff and Engineer Fred Royal.

CONSENT AGENDA

Motion made by Commissioner Fiocco seconded by Commissioner Baldwin to move #2 and #3 to New Business #1 and #2.

Vote Aye-5 Nay-0

Motion made by Commissioner Fiocco seconded by Commissioner Baldwin to approve the consent agenda as amended above. The Consent Agenda contains the following items:

1. Approve Minutes of the November 28, 2016 Regular Meeting.
2. Approve Contract with R S&H for Traffic Impact Analysis Services and authorize the Town Manager to sign contract. **(Moved to New Business #1)**
3. Approve Sewer Allocation requests for Terry Taylor House (Small St) and Whispering Meadows housing development. **(Moved to New Business #2)**
4. Accept FY 2016-2017 Financial Reporting as of November 30, 2016.
5. Approve Ordinance Amending FY 2016-2017 Operating Budget for FY 2015-2016 Year End Adjustments.
6. Approve Resolution to Complete Application for North Carolina State Employees Health Care Plan enrollment effective July 1, 2017.

7. Receive Administrative Schedule for Preparation of Fiscal Year 2017-2018 Budget.
Vote Aye-5 Nay-0

AN ORDINANCE AMENDING 2016-2017 OPERATING BUDGET IS RECORDED IN THE BOOK OF ORDINANCES NUMBER ONE, PAGE 100

A RESOLUTION DIRECTING TOWN MANAGER TO COMPLETE APPLICATION TO ENROLL TOWN EMPLOYEES INTO THE NORTH CAROLINA STATE EMPLOYEES' HEALTH CARE PLAN EFFECTIVE JULY 1, 2017 IS RECORDED IN THE BOOK OF RESOLUTIONS NUMBER ONE, PAGE 186

ADMINISTRATIVE SCHEDULE FOR PREPARATION OF FISCAL YEAR 2017-2018 BUDGET IS RECORDED IN THE BOOK OF RESOLUTIONS NUMBER ONE, PAGE 187

Motion made by Commissioner Fiocco seconded by Commissioner Foley to approve the regular agenda as submitted with the above modifications. (Moving item #2 & #3 from the Consent Agenda to New Business #1 & #2.)

Vote Aye-5 Nay-0

PUBLIC HEARING

Motion made by Commissioner Foley seconded by Commissioner Fiocco to go into public hearing.

Vote Aye-5 Nay-0

CHATHAM PARK PLANNED DISTRICT DEVELOPMENT (PDD) ADDITIONAL ELEMENTS – PHASING, SIGNAGE, PARKING & LOADING AND LIGHTING (JEFF JONES)

Letters submitted for the record prior to the meeting can be found at: http://pittsboronc.gov/index.asp?Type=B_BASIC&SEC={F648A9BA-F689-42B3-85D4-D7DF405FA4F6}&DE={AD77CDB7-04C5-4FEB-AD52-EACF5FD150C0} See: Chatham Park Elements Letter, Chatham Park Elements Nov 2016, Cullington Comments Intro, Cullington Comments Parking, Cullington Comments Phasing and Cullington written comments hearing 121216.

Planner Jeff Jones stated the Additional Element Committee made a presentation last meeting and they had thirteen (13) recommendations which he included in tonight's agenda packet. He also included other written comments he received and well as staff comments.

Mr. Jones said the theme of all the comments were:

- Phasing – lacking in detail need more information from Chatham Park.
- Parking, Loading & Signage – may need some refining of the UDO as to how we are going to address Chatham Park are we really ready for Chatham Park to have a different set of ordinances. Staff recommends not giving up sign permit control in the villages and commercial areas.

- Lighting – need more incorporating dark skies into Chatham Park ordinances and well as the UDO.
- Development Review Committee – he stated he is unsure how it’s going to work. He doesn’t want it to appear the Town is giving up any type of control.
- Buffering of the development should be on the developer’s property and not on adjoining properties owned by others.

Commissioner Fiocco said it is his understanding that the Development Review Committee’s purpose is that the private entity has mechanisms in place. It has nothing to do with the Town. The developer Chatham Park would ensure purchases of land with Chatham Park through their body first so that there was a consistent way to get the data to the Town.

Mr. Jones said he just wanted it on the record that even though Chatham Park has been approved each project still has to come to the Town for approval.

Debbie Tunnell, 282 Moore Mountain Road read the following into the record:

Thank you for this opportunity to speak briefly on the draft Chatham Park Elements.

In speaking about Chatham Park, Mr. Rawl said, “You don’t get credit for doing what’s required, so we’re stepping way past the requirements here.” Mr. Tim Smith said, “We want this to be an exemplary project, and we’re going to make sure it will be.” Mr. Rawl also said, “We have our playbook, and we’ll adapt as needed. We don’t play every position. We just assemble the players to handle different aspects...”

We as neighbors of Chatham Park, playing different positions, do support the desire to step beyond State and Local requirements and produce an exemplary Live, Work, Play Chatham Park for the entire ecosystem of all residents – human and those without human voice. We have bobcat, bald eagles, osprey, turtles, the Haw River, plants and sky as our neighbors too. We give credit to Mr. Rawl and Mr. Smith for going beyond some requirements and planning with a larger team to care for ALL – those who are here now and those to come after.

RE: Development Phasing, Parking and Loading

On page 6, the CPI Element says “The Town can use this Element as one of the tools to develop its own Comprehensive Plan that guides the provision of transportation improvements, water, sewer, fire and police protection, **parks and recreation facilities**,etc.” As we wait for the Pittsboro UDO we would like to remind you about the findings of the Pittsboro Parks and Recreation Advisory Board. In the May 2014 Memo to the Pittsboro Board, they stated that the Pittsboro Land Use Plan should be honored: “Honor the 200 foot conservation – Open Space designation along the Haw River as adopted in the 2012 Land Use Plan.” Further, “The Parks and Advisory Board concur with the recommendation from the Lawrence Group consultant to require 30% of Chatham Park’s land area be set aside for conservation and open space. We have seen evidence that Pittsboro area citizens highly value conservation and feel that this provision is reflective of our community values for preserving land for its inherent value.”

We urge you to protect our natural resources and the parks & recreational space adjacent to the Haw River. Let's indeed step way past the requirements and help Mr. Rawl & Mr. Smith create a truly exemplary project.

On page 54, the CPI Element on Parking Surfacing says – “Each VUA (vehicular use area) shall be paved unless alternative materials are approved by the Planning Director” – We suggest using pervious surface and not impervious paved surfaces to help Mr. Rawl & Mr. Smith create an exemplary project.

RE: Signage and Lighting

We encourage Pittsboro to consult the International Dark Sky Association's Model Lighting Ordinance to promote no Spillover Light and Glare Control in all sections of Chatham Park, including Villages and Section 7.1.

Chatham Park can step past basic requirements and really become an exemplary project. Chatham County and Pittsboro are not “sort of the forgotten part of the region” as Mr. Smith once said. We may have been out of mind for some, yet we have kept the best in mind for our neighbors. And you, as our elected leaders of Pittsboro, can play the position of stewards for our neighborhood and ecosystem here in Chatham County & Pittsboro, and that includes Chatham Park. Thank you.

Dawn Porter – 883 Bynum Road stated she has contacted most of them through email. She spoke about dark sky lighting and asked the Board to consider adopting a Dark Sky Ordinance.

Liz Cullington, 390 Rocky Hills Road, Pittsboro, in the ETJ read the following into the public record:

I have been going over these Additional Elements for months and everything here is in dire need of substantial revision, or in some cases, replacement. Each of the four specific sections has discrepancies and errors, or other problems, and I am submitting detailed written comments on these four sections, as well as the very important introductory section.

There may be little public interest in aspects which sound uncontroversial, like Parking, Signage and Lighting, but I was disappointed to find that even these provisions fall short of what the Board should expect. Quite obviously the Phasing section does not in fact constitute a proper phasing plan.

However, there are also some very alarming problems here.

In the General Provisions it says that only the Master Plan and these Additional Elements would be "the town's regulations" for Chatham Park, and future Town ordinances would not apply, including the proposed Unified Development Ordinance (UDO). The superficial reading of this has already been cause for concern, but once the UDO is finally approved it would replace existing zoning, and other related ordinances that have been incorporated. So those few aspects that default to Town control and ordinances in the Master Plan would be moot once it refers to regulations that have been repealed and replaced by the UDO.

What happens to our building standards? Would Chatham Park be exempt from the Watershed Ordinance?

The Master Plan and these Elements are not as comprehensive as current or proposed Town regulations. In addition, neither document once refers to any role for our Planning Board. This is even more disturbing when the introduction expands the role of the developer's own Development Review Committee, with some of its powers to be hidden in restrictive covenants that the Town has not seen, including future covenants.

We cannot allow this secret and unaccountable committee to substitute for our Planning Board and for Town oversight of specific plans.

These Elements were just supposed to flesh out the approved Master Plan, but Chatham Park Investors is now using them to make changes to the Master Plan, without clearly flagging what those changes are, and without going through the process required to amend that plan. If they can change the Master Plan this way, the Town ought to take this opportunity to fix the various problems still remaining in the Master Plan. It certainly empowers you to revise every deficient or undesirable aspect of these Elements.

For these and other reasons I would urge the Board to obtain a comprehensive legal review and explanation of how the current Master Plan and all the Elements tie together, in terms of what it would allow, before approving any one of these Elements.

The Phasing section has been worded in such a way that the Town must prioritize Chatham Park's future needs over other current Town needs. A simple text revision as outlined in my written comments would change that.

The Town needs a more defined Phasing Plan that ensures that future development is gradual and predictable and that it can't proceed faster or more widely than the Town can afford and its infrastructure can support.

Many of the Parking requirements are too vague, and not sufficiently tied to specific uses, as in the draft UDO. Substituting those might prevent too much and too rapid speculative building of office parks and shopping plazas in Chatham Park. Doing that might also prevent over-extended infrastructure to zombie developments.

I also support your review committee's recommendation for a dark-sky compliant lighting ordinance for Chatham Park and the Town, and the current Lighting Element is certainly in need of revision for that and many other reasons.

Several of the Elements would not apply in whole or in part (and nor would Town regulations) to many large areas of Chatham Park including the undefined "villages."

In addition, one of the "General Provisions" allows deferrals of any of these Elements until it would be too late, such as a housing lot stage, hardly appropriate for many of these 12 requirements which should be addressed at each appropriate stage of development approval, such as would remain.

The signage regulations are a mess, and I have detailed pages and pages of comments on needed revisions. However, I'd just like to point out that we shouldn't allow Chatham Park to erect future use signs too far in advance of those actual amenities being provided, whether schools, parks, stores or whatever. The Town should not be a party to the defrauding of potential home buyers, home builders, or business prospects.

None of these so-called Elements should be approved as they are.

Chuck Smith – Chatham Park – addressed the lighting element. He said when they originally put the lighting element together they looked at local/regional lighting ordinances and a model Ordinance from the International Dark Sky Association. They knew dark skies are very important to folks so they were paying attention to that.

Mr. Smith said during the deliberations by the Additional Elements Committee they were presented with a copy of a Model Light Ordinance endorsed by IES. They contacted IES to look more into that document and IES was surprised to see the document because they had no knowledge of it. IES had not endorsed, supported nor approved it. He is simply here to caution the board on information they are getting from different places without following up on its accuracy. They are continuing to work with IES and Duke Energy and will be revising their proposal based on the outcome of those meetings and comments they have received.

Mr. Smith said the way they envision revisions occurring is: they will take comments from the committee, staff and the planning board and then they would make revisions that would then go back to the planning board for their consideration so they are not just reviewing old information.

Instead of re-writing the elements they would be addressing each comment and at that point if you see that to be adequate they will follow up and re-write portions of the elements that are affected after which they will produce a final document.

Motion made by Commissioner Baldwin seconded by Commissioner Fiocco to go out of public hearing.

Vote Aye-5 Nay-0

REGULAR MEETING AGENDA

CITIZENS MATTERS

The following individuals read prepared statements into the record:

Jan Nichols –

My name is Jan Nichols.

I reside at 148 Fairview Rd, Moncure NC.

I am addressing you tonight as a board member of Sustainable Prosperity, Inc. a local non-profit and community development corporation.

Part of our charter is to address downtown revitalization, which brings me to this meeting tonight.

A few weeks ago I addressed the County Commissioners during their public input session regarding their 2017-2018 CIP plan.

The focus of my input was the County's downtown annex and associated county buildings South of the traffic circle.

I requested that the county not move forward with any expenditures and plans for renovations and improvements of the Annex and old Agricultural building, and in effect eliminate those budget items.

The County Commissioners heard our voice, put these plans on hold and are now open to joint planning and cooperation with the Town and other stakeholders regarding the annex and surrounding area.

Tonight I respectfully request that the Town immediately reach out to the County Commissioners and County Staff to establish a process for the Town and County to jointly plan the area South of the traffic circle.

This communication should include a desire for the Town and County to work with CCCC, the Economic Development Corp., the Pittsboro Business Association, the Main Street Program and other stakeholders in the community to finalize and implement a Downtown Vision Plan that builds on the conceptual master plan approved by the Town of Pittsboro in 2014.

Thank you for your time and consideration.

Virginia Penley –

Good evening.

My name is Virginia Penley and I live at 465 Rosswood Road in the Mann's Chapel precinct of Chatham County.

I have lived in the area for over forty-five years and at my current address in North Chatham for over thirty years.

During this timeframe my husband and I owned a portion of Cat's Cradle and a store that I ran on Franklin Street in Chapel Hill for ten years, which gave me a good insight into what made the downtown in Chapel Hill work for merchants and the changes that were not very beneficial for merchants.

For most of this time my focus and the focus of my friends has been Chapel Hill and Carrboro; however, during the past ten years I have witnessed a lot of positive change in and around Pittsboro and like many others we have shifted our consumer patterns and daily routines to focus on Chatham County and especially Pittsboro.

I attribute these changes to the new opportunities and businesses in Pittsboro as well as the improvements to the downtown.

A few weeks ago I addressed the County Commissioners during their CIP public hearing process.

I was there to encourage them to incorporate into their CIP process a strong level of planning and cooperation with Pittsboro and the other municipalities.

As a former merchant in Chapel Hill and customer of businesses in Pittsboro's downtown district I firmly believe that the County could positively impact the downtown by eliminating its old buildings such as the annex and the old Ag Building.

Imagine a gorgeous open area between the old courthouse and the new judicial center. Think about the economic impact that more public parking will have on Chatham County and Pittsboro.

Consider the statement that well designed new buildings will make for the Town and County. As a former retailer and small business owner I urge the Town to immediately reach out to the County to work jointly on a plan this area which would include the tear down of the annex and the old Ag building.

Investing in such a vision will be a boon for the town and county and provide a healthy return to the community for years to come.

Pam Cash-Roper:

My name is Pam Cash-Roper.

I reside in unit 108 at Bellemont Pointe Apartments in Pittsboro.

Unlike a lot of folks in Chatham County and the new residents in Pittsboro, I grew up here and I am a native daughter of Chatham County.

My family has lived in Chatham County for generations and some of our fine farm land is at the bottom of Jordan Lake, which today supplies water to the region and one day may supply drinking water to the Town of Pittsboro.

I was part of the first integrated class to graduate from Northwood High School when it was a brand new school.

I can remember when Pittsboro was a sleepy town with one police officer, a few restaurants and no night life.

And I can remember when people thought our downtown was dying.

Today, there is a buzz around town, we are in "Main Street program" and some restaurants are actually open past 9 pm.

I can also remember a time before the Annex existed and the area south of the old courthouse was a beautiful meadow.

I am with you tonight to request that the Town of Pittsboro work with Chatham County and restore the area south of the circle to its former beauty by tearing down the Annex, eliminating the old Ag building and reimagining the area with Pittsboro and other community stakeholders.

I provided essentially the same message to the County Commissioners a few weeks ago, which thankfully they heard.

The current vision plan that the Town approved can be amended and the Town and County can work together to build new buildings, improve the underground infrastructure in the area and even jointly develop a parking deck.

We have an opportunity to press the reset button and create some amazing spaces in our downtown that will become memorable places in the community and provide economic opportunity for our residents and businesses by attracting more customers to Chatham County and Pittsboro.

So in closing, please move forward with the County and other stakeholders and let's work together and redevelop the space south of the circle and create something great for the future of our community.

Lesley Landis -

Good evening Commissioners and Staff -

My name is Lesley Landis - I live at 21 Randolph Court in Pittsboro.

My earliest memory of Pittsboro is from 1987 when I was exploring the area on day trips from my new home in Raleigh.

There were several places along the original Highway 64 -- which was then only 2 lanes -- where trees from either side of the road grew together above our heads making a lush green tunnel. I recall that as we got closer to Pittsboro, the green tunnel framed a towered building and the tunnel eventually opened up to reveal Historic Chatham County courthouse.

Now, I live here and I've grown to deeply love the town that I was immediately enchanted with. I'm a member of the Pittsboro Business Association and a member of the Small Town Main Street Committee. I'm also an arts advocate and on the Board of the Chatham Arts Council. I'm an impatient gardener, and a graphic designer.

Design by definition is planning, and planning is essential to conveying a sense of place and enriching the experience of discovery and the story that unfolds from that discovery.

The stories being told about Pittsboro and Chatham County through our downtown planning don't convey the place I know.

Specifically the heavy, dark, and maze-like Annex building and the Agricultural Auditorium on the south side of the traffic circle don't fit here.

A few weeks ago, during the County's CIP public hearing, I asked them to remove the Annex Building as well as the adjacent buildings.

As members of this board likely know, in meetings hosted by the Pittsboro Business Association and the Main Street group, we've presented to citizens, merchants, and other engaged parties a version of the Downtown Vision Plan by Kimley Horn that shows a public park and/or parking in the area where the current Annex is located.

This solution provides an open vista between the new Justice Center and the Historic Courthouse and it's been received with enthusiasm.

This change would be aesthetically pleasing, helpful to visitors seeking a positive downtown experience -- starting with parking -- and would provide major economic stimulus to the downtown and Chatham County.

I'm here tonight to encourage the Town to reach out to the County at its next meeting on December 19th and let them know that you are ready, willing, and able to begin work on a planning process that includes the area south of the circle.

The drive into Pittsboro can be beautiful and kind of magical again. That magic will begin with collaboration between the Town of Pittsboro and Chatham County to work together on our Downtown Vision Plan.

Thanks to you all for your service and Happy Holidays.

Randy Voller stated he heard everything said that he would have said. He stated a group addressed the Chatham County Board of Commissioners at their CIP public hearing several weeks ago. They requested that the County reconsider what they are doing with the annex buildings. Tonight he encouraged the board to strongly reach out to the County to say what the Town wants to see happen with the land. He also suggested to the County Board of Commissioners that they work with the Town on some water and sewer issues.

Mayor Perry stated there has been preliminary meetings to discuss this.

COMMISSIONER UPDATES

Mayor Updates – Mayor Perry reported that she attended:

- Arts Studio Tour
- STEMS Judging at Perry Harrison School
- Elected Officials in the Triangle Appreciation given by the Mormon Church
- Christmas Parade yesterday and she thinks it was the best ever

Mayor Perry mentioned that yesterday was Commissioner Bonitz's birthday.

- EDC
- RPO
- Fairground Association
- PBA/Downtown
- Triangle J Council of Governments
- Main Street – Commissioner Fiocco said they are continuing to meet with the Town, County and NCDOT and they are making progress.
- Climate Change

Commissioner Foley stated that Tommy Edwards Band (local musician) just celebrated his 45th anniversary to a sold out crowd. Just wanted to mention what a treasure we have here. She also visited the Studio Tours.

OLD BUSINESS

REQUEST TO REZONE (REZ-2016-07) PROPERTY ON NC 902 FROM RA-2 TO R-A (VICTORIA BAILIFF)

Ms. Bailiff reported that the Public Hearing was held on November 28, 2016 and no citizens spoke at the hearing.

She said the Planning Board considered this rezoning at their meeting on December 5, 2016 and in a 5-0 vote recommended to approve. The Planning Board found that the request was consistent with the Future Land Use Plan.

She said staff also recommends approval.

Commissioner Fiocco said he supports the rezoning but wants the property owners to know it is a zoning issue and does not grant anything beyond that. Ms. Bailiff stated they have been made aware of that.

Motion made by Commissioner Baldwin seconded by Commissioner Farrell to adopt a Resolution Adopting A Consistency Statement for an Amendment to the Zoning Ordinance of the Town of Pittsboro – 2214 NC Highway 902 (Marlow/Crump Property) REZ-201-07.

Vote Aye-5 Nay-0

Motion made by Commissioner Farrell seconded by Commissioner Foley to approve An Ordinance Amending the Zoning Ordinance of the Town of Pittsboro for 2214 NC Highway 902 (Marlowe/Crump property) REZ-2016-07.

Vote Aye-5 Nay-0

A RESOLUTION ADOPTING A CONSISTENCY STATEMENT FOR AN AMENDMENT TO THE ZONING ORDINANCE OF THE TOWN OF PITTSBORO - 2214 NC HIGHWAY 902 (MARLOW/CRUMP PROPERTY) REZ-2016-07 IS RECORDED IN THE BOOK OF RESOLUTIONS NUMBER ONE, PAGE 188

AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE TOWN OF PITTSBORO – 2214 NC HIGHWAY 902 (MARLOW/CRUMP PROPERTY) REZ-2016-07 IS RECORDED IN THE BOOK OF ORDINANCES NUMBER ONE, PAGES 101-103

ORDINANCE TO AMEND FY 2016-2017 OPERATING BUDGET TO REIMBURSE VOLLER REALTY, LTD FOR WATER PIPE UP-SIZING IN CHATHAM FOREST DEVELOPMENT (FRED ROYAL)

Staff reported that the Town entered into a contract with Voller Realty and Construction on October 13, 2003 for the purpose of reimbursements for public water system up-grades to meet Town needs and requirements above and beyond what was needed for the Chatham Forest development by Voller. The purpose was to provide a larger public water system network in this new pressure zone for the benefit of the Town. The contract stipulates the reimbursement for up-sizing water pipes for various phases of the Chatham Forest development. Staff believes that all required fees have been paid between parties with the exception of three phases remain to be reimbursed to Voller Realty and Construction, LTD.

After discussion a motion was made by Commissioner Foley seconded by Commissioner Fiocco to approve the Ordinance Amending FY 2016-2017 Budget to Reimburse Voller Realty, LTD for Water Pipe Up-Sizing in Chatham Forest Development.

Vote Aye-5 Nay-0

AN ORDINANCE AMENDING THE 2016-2017 OPERATING BUDGET IS RECORDED IN THE BOOK OF ORDINANCES NUMBER ONE, PAGE 104

NEW BUSINESS

CONTRACT WITH R S&H FOR TRAFFIC IMPACT ANALYSIS SERVICES AND AUTHORIZE THE TOWN MANAGER TO SIGN CONTRACT

Commissioner Fiocco said he pulled this item because he was confused. He asked who has been reviewing the TIA's – hasn't it been NCDOT? Mr. Royal said they have received one for review.

Commissioner Fiocco said he sees the need for review for the TIA's that have been submitted and a recommendation to hire a firm from Charlotte for \$25,000 to review those (in the memo submitted). It also states the selection of this firm was based on informal interviews and it was determined that this firm was the one to hire.

Commissioner Fiocco stated when he reads the contract it talks about reviewing Small Area Plans, therefore he is confused about what this firm is being recommended to be hired for.

Commissioner Fiocco asked is NCDOT not willing and able to continue reviewing the TIA's. Manager Gruesbeck stated one TIA has been submitted to NCDOT for review at this point and NCDOT has had the primary responsibility for that one. He said with the TIA's associated with Small Area Plans, we would be relying on a third party firm to provide advisory input on that.

Mr. Royal stated that the Small Area Plan was described in the scope. Since then things have happened in a different order we haven't received the SAP and they did receive a copy of a TIA relating to 15-501 as a DOT right-of-way but it does involve town driveways, etc. We need a firm to represent Pittsboro. He said the amount was not to exceed \$25,000.

Commissioner Fiocco said he would rather see them review it than to spend up to \$25,000 on another firm.

Attorney Messick said a RFQ is a qualification based selection process. It allows you to select who has the best qualifications for the project.

After discussion a motion was made by Commissioner Fiocco seconded by Commissioner Bonitz to advertise to qualified firms for a RFQ (to have a pool of firms to choose from) and to approach NCDOT about reviewing the 3 TIA's.

Vote Aye-5 Nay-0

SEWER ALLOCATION REQUESTS FOR TERRY TAYLOR HOUSE (SMALL ST) AND WHISPERING MEADOWS HOUSING DEVELOPMENT

Commissioner Fiocco stated in the recommendation it states that the Town's policy is to require the construction to begin within one year of the request. What we have typically been doing was requiring that a site plan or preliminary plat be submitted within one year. (So that could actually give someone two of three years if they request an extension of the approval) He wants to be consistent because that is what we have been doing with our allocations.

He would also like to see a certain amount of information is received when an allocation request is made (policy).

After discussion a motion was made by Commissioner Fiocco seconded by Commissioner Foley to approve the sewer allocation request for: Terry Taylor House (100 gallons per day) and Whispering Meadows Development – Phase One Only (5,280 gallons per day) contingent upon a Site Plan/Preliminary Plat be submitted within one year.

Vote Aye-5 Nay-0

ADDITIONAL UPDATES AND REPORTS

MANAGER'S UPDATE ON PROJECTS

Manager Gruesbeck submitted the following updates with the agenda packet:

Chatham Park PDD Master Plan: Sanford Force Main – Mr. Messick incorporated your directed changes into a new document and will be seeking input from the City of Sanford. Received some information late last week. Have to schedule a meeting with the City of Sanford. To his knowledge the agreement has not been discussed by the Sanford Board of Commissioners yet.

Chatham Park PDD Master Plan: Reclamation Plant – Work continues on the development of a "Memorandum of Understanding" (MOU) that would allow for the Chatham Park Investors

and Old North State Water Company to construct and operate a waste water treatment and reclamation facility which would use the Town's NPDES permit.

Chatham Park Development Agreement – Chatham Park Investors (CPI) submitted the proposed development agreement to the Town on December 8, 2016. Staff met with Chatham Park legal counsel, Chatham County School representatives and the Chatham County Manager in a “Pre-Application” meeting on December 7, 2016. The proposed Development Agreement will be made available on the Town's website on Monday, December 12, 2016. Staff will review next steps during the Board Meeting. Mr. Jones handled copies of the proposed Development Agreement out to the Board of Commissioners.

Sanitary Sewer Inflow and Infiltration (I&I) – Work began on the repair of sanitary sewer lines and manhole structures on November 14, 2016. Video inspection was completed on November 22, 2016. Hydrostructures has completed review of the video and forwarded comments regarding the condition of the lines and manhole connections to the contractor (Herring & Rivenbark). Slip line construction is expected to begin in early December. Signage will be placed on site to help inform the public of the project (see attached sign detail).

Pittsboro Elementary School Sidewalk/NC 87 Sidewalk – Contracts have been approved and executed. The contractor anticipates construction could begin on both segments on December 14, 2016 with a completion date on or before February 14, 2017 (see attached sign detail).

Electric Vehicle (EV) Charging Stations – The Town was notified that we are approved for \$20,000 to install four (4) EV charging stations at Page Vernon Park, Mary Hayes Barber Holmes Park, the Community House and the Town Hall. Upon receipt from Duke Energy, Staff will present a funding agreement for your review in December 2016.

15-501 Widening - Staff attended a project scope meeting in Raleigh on December 6, 2016 to learn more about NCDOT's plans to widen 15-501 (north of Launis to Powell Place Ln). After discussion, we learned that the project will be let in 2019 with construction expected to begin in 2020. At this stage, construction is expected to include the design of sidewalks and bicycle lanes on both sides of 15/501 along the entire length of the project. NCDOT estimates the first public meeting should take place in Pittsboro in May 2017.

Downtown Curb Installation – Staff will be coordinating minor curb installation at near the northwest corner of Hillsboro St and Salisbury St (see picture below). Cones currently mark the area. This mini-project will help resolve a safety and appearance issue on the corner by extending new curb to the existing drive on the west side of the building. The chewed up area would be balanced with new dirt and landscaped. Work is expected to begin on Monday, December 12, 2016 and take approximately one day to complete. Traffic will be limited while during construction

Legislative Breakfast – There is a Legislative Breakfast scheduled for January 23, 2017, 8:45am-10:15 am at the Chatham County Social Services Classroom in Pittsboro for Chatham County Mayors and Town Manager and officials from Chatham County. The purpose is to share information on important legislative issues. If the Town of Pittsboro Board wishes to include any issues for discussion, we should forward specific items by January 17, 2017.

Powell Place Stormwater Ponds and Sidewalks – The developer (East West Partners) is finalizing the completion of the wet ponds (slope repairs – making the slopes less steep) and other associated damages (e.g. sidewalks cracks during construction). The storm water ponds will continue to be owned by the HOA. The Town will assume control of the sidewalks once they are fixed.

Downtown & Town Hall Stormwater Raingarden BMP's – Staff met with downtown business owners and received feedback and incorporated their input into the BMP's design. Staff will advertise for bids and review in February 2017. Construction would begin in March 2017 and be completed in June 2017, this work is dependent on the acquisition of an easement. The Town Hall BMP will be located diagonally behind the building and could also begin in February 2017.

Town Lake Park – The existing drain outlet at Town Lake Park clogs and provides inconsistent performance. You might recall the pond nearly drained in September 2016. Staff hired a firm (Lotic Solutions) to provide alternatives to permanently address the engineered outlet at Town Lake Park by February 2017. The goal is to maintain normal water elevation of the pond. The firm will provide solutions, cost estimates and funding options to complete the work. Ideally, grant funding will be available.

Water Treatment Plant Haw River Intake – A permanent generator has been installed and connected at the location of the Town's water intake valves located on the west side of the river near 15/501. The generator will allow the Town to continue to produce water during an extended power outage. As some of you may recall, the Town added a generator to the Water Treatment Plant facility in 2014/2015 so that the plant could continue to pump treated water into the water distribution system during an extended power outage.

Commissioner Bonitz suggested that staff also get outside help for the review of the Development Agreement. He suggested the School of Government (David Lawrence, and Adam Lovelady). Manager Gruesbeck said they plan on getting third party review of the Development Agreement.

Commissioner Bonitz thanked Manager Gruesbeck for reporting on the 15-501 widening project. He is glad to see they are planning for sidewalks and bicycle lanes on both sides of 15/501 from Launis Street to Powell Place Lane.

Commissioner Bonitz stated if funding is inadequate for the Electric Vehicle Charging Stations he would be in favor of budgeting for the additional funds needed. He feels this is very important piece of infrastructure.

COMMISSIONER CONCERNS

Commissioner Farrell stated he echo's the citizens that spoke on the annex. He thinks it's an excellent idea and would like to see us push for that.

Commissioner Foley said she agrees and is excited about the annex being removed.

Manager Gruesbeck said he can meet with the County Manager and report back to the board regarding this matter.

Commissioner Fiocco stated Commissioner Crawford has said he would like for the Town Board to make a presentation to the County Board on their vision for downtown. Commissioner Fiocco said that the County Board will be meeting again on December 19, 2016 at that members of the Main Street Group, PBA and EDC will be attending.

Commissioner Foley said she has received concerns from citizens after reading on the “chat list” that parallel parking is being considered for downtown. People don’t want parallel parking.

Commissioner Baldwin wanted to thank staff for everything they did to make the Christmas Parade a success. A special thanks was given to Chief Crutchfield for his design of the Mayor/Board of Commissioners float.

Commissioner Bonitz thanked Chief Crutchfield for all the police presence.

CLOSED SESSION

Motion made by Commissioner Fiocco seconded by Commissioner Baldwin to go into closed session pursuant to NCGS 143-318.11(a)(5) to discuss the purchase of real estate.

Vote Aye-5 Nay-0

Motion made by Commissioner Baldwin seconded by Commissioner Fiocco to go out of closed session.

Vote Aye-5 Nay-0

ADJOURNMENT

Motion made by Commissioner Baldwin seconded by Commissioner Fiocco to adjourn.

Vote Aye-5 Nay-0

Cindy S. Perry, Mayor

ATTEST:

Alice F. Lloyd, CMC, NCCMC
Town Clerk