



**TOWN OF PITTSBORO  
PLANNING BOARD MEETING MINUTES  
Monday, January 4, 2016, 7:00 PM**

**ATTENDANCE**

**Members Present:** Raeford Bland, Oakley Bennett, Brian Taylor, Carolyn Efland, Shannon Plummer, Alfreda Alston

**Staff Present:** Jeff Jones, Planning Director, Denice Bryant, Customer Support Specialist

**Guest Speaker:** Roger Walden, Clarion & Associates

**A. CALL TO ORDER**

**Chairman Bland called the meeting to order at 7:00 pm**

**B. APPROVAL OF MINUTES**

Corrections were made to the December 7, 2015 Planning Board Minutes and will be posted on Town's website.

- **Mr. Bennett moved to approve the minutes.**
- **Seconded by Mrs. Efland.**

**Vote: Aye 6    Nay 0**

## C. OLD BUSINESS

**Mr. Bland** reminded everyone to please speak into the microphones and to be recognized prior to speaking so there will not be multiple people talking at once.

## D. NEW BUSINESS

➤ **UDO Draft Module 1 (Unified Development Ordinance)**  
**PowerPoint Presentation made by Roger Walden of Clarion.**

**Mr. Walden** presented a PowerPoint presentation of the draft UDO Module 1. He stated that this presentation has already been shown to the Town Board of Commissioners, and will now be going through it with the Planning Board with graphics. Once Module 1 is complete, Module 2 will be introduced. The following contents are in Module 1:

1. General Provisions (Purpose, Applicability, Relationship to Comprehensive Plan, Relationship to Other Laws, Official Zoning Map, Transitional Provisions, Severability)
2. Zoning Districts (General Provisions, Establishment of Zoning Districts, Types of Zoning Districts, Rural Base Districts, Residential Base Districts, Mixed-Use and Nonresidential Base Districts, Planned Development Districts, Overlay Districts)
3. Use Standards (Organization, Principal Uses, Accessory Uses and Structures, Temporary Uses and Structures)
4. Nonconformities (General, Nonconforming Lots, Nonconforming Uses, Nonconforming Structures, Nonconforming Signs, Nonconforming Exterior Lighting Fixtures, Nonconforming Site Features)
5. Administrative and Review Authorities (Table of Development Review Responsibilities, Town Staff, Board of Adjustment, Planning Board, Town Board of Commissioners)
6. Development Review Procedures (Table of Development Review Procedures, Standard Review Procedures, Application-Specific Review Procedures)
7. Enforcement (General Provisions, Violations and Responsible Persons, Enforcement Responsibility and Procedures, Civil Remedies and Penalties, Criminal Penalties, Cumulative Remedies and Penalties)
8. Interpretation and Definitions (Ordinance Text, Zoning Map Boundaries, Use Classifications and Interpretation, Measurement, Exceptions, and Variations of Intensity and Dimensional Standards)

**Mr. Plummer asked** what happened to C2.

**Mr. Walden** said that all C2 zoning will now become MU once the UDO is adopted. We are trying to realign so we do not have to redraw a lot of lines.

**Mr. Walden** stated that there will be work sessions for the two boards (BOC & Planning Board) before there is a Public Hearing. Mr. Walden also suggested that the Planning Board make a list of all their concerns, questions, etc. prior to work sessions.

Consensus of the Planning Board of the following concerns are:

1. Site Plans Larger
2. Public Perception, having enough adequate buy-in, appearance of the public not having much input, only 1 ETJ member to represent, enough information out there for the public, open communication to discuss issues of concerns due to changes
3. Property Rights / Use Permits
4. Town – definition?
5. New changes / lots of information
6. New members on Planning Board?
7. Public Hearing

**Mr. Jones** stated that when we start applying the new UDO (approximately June) that is when we will start seeing the effect. Mr. Jones will start a spreadsheet keeping up with issues that may need to be revisited that was missed or changed. When that occurs, it will have to be brought back to the board and try to fix problems as they arise. This type of document will need to be refined as we go.

**Mr. Oakley** asked if the Land Use Plan will be redone to be consistent with the UDO. Conservation Plan?

**Mr. Jones** replied that the Land Use Plan has not come up. It should be looked at, Parks and Rec are looking at a Master Plan which would be folded into the comprehensive plan. Conservation Plan will also be incorporated.

**Mr. Bland** thanked Mr. Walden for his presentation and hard work.

**Mr. Jones** will be conducting a series of training modules from the UNC School of Government. The Planning Board saw the first PowerPoint presentation module. Mr. Jones will be forwarding link to the Board of Commissioners and Planning Board to make it easier to go over material.

#### **D. Board Member Concerns**

None

#### **D. Reports and Announcements**

##### **2016 Plan Review Schedules**

**Mr. Jones stated** the plans will be scheduled with an expected review time of approximately 56 days. You will always know because there is a timeframe of submittal (site plan at least).

**Mr. Bennett** asked how the small area plans fit into this.

**Mr. Jones** stated that this is totally something different. This is making assumptions on projects that can be built in six months.

## **F. ADJOURNMENT**

➤ **Ms. Alston made the motion to adjourn.**

**Vote: Aye 6 Nay 0**

**Planning Board meeting adjourned at 9:00 pm.**

*Next Planning Board Meeting is scheduled for Monday, February 1, 2016.*

*Denise Bryant*

**Customer Support Specialist**