

MINUTES
TOWN OF PITTSBORO
BOARD OF COMMISSIONERS
REGULAR MEETING
MONDAY, JUNE 27, 2016
7:00 PM

Mayor Perry called the meeting to order and called for a moment of silence.

Mayor Perry stated P. J. Marshall, Boy Scout from Troop#93 in Pittsboro is in attendance tonight and has agreed to lead the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

Pledge of Allegiance was led by P. J. Marshall.

Mayor Perry introduced the Board of Commissioners and Manager Gruesbeck introduced staff in attendance tonight (see below).

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., Chief of Police Percy Crutchfield, Finance Director Heather Meacham, Planning Director Jeff Jones and Planner II Victoria Bailiff (this is her first day).

Motion made by Commissioner Foley seconded by Commissioner Bonitz to approve the regular agenda as submitted.

Vote Aye-5 Nay-0

CONSENT AGENDA

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

1. Approve Minutes of the June 13, 2016 Regular Meeting.
2. Set Public Hearing for Rezoning Request (REZ-2016-05) for July 25, 2016 at 7 pm.
3. Accept Financial Summary Report for FY 2015-2016 Operating Budget through May 31, 2016.
4. Approve 2016-2017 Small Town Main Street Designation Annual Agreement and designate Maria Parker-Lewis as Small Town Main Street Program Coordinator.

Vote Aye-5 Nay-0

2016-2017 ANNUAL AGREEMENT – NORTH CAROLINA SMALL TOWN MAIN STREET DESIGNATION IS RECORDED IN THE BOOK OF RESOLUTIONS NUMBER, PAGES 121-129

REGULAR MEETING AGENDA

CITIZENS MATTERS

Sonny Keisler – 3006 River Forks Road, Sanford, NC read the following prepared statement into the record on Climate Change.

I am Sonny Keisler. I live at 3006 River Forks Road. For purposes of full disclosure, I serve on the Chatham County Climate Change Advisory Committee. I am speaking here tonight as a private citizen to make one major point.

Chatham County, Pittsboro, Siler city and Goldston have a once in a lifetime opportunity to protect Chatham County and all three municipalities from what the Church of England has referred to as the “Great Demon of our Day”. This demon is greenhouse emissions and all its consequences including (a) global warming, (b) climate change (c) ocean acidification and (d) the sixth great mass extinction of life on Earth. Here we might note atmospheric carbon dioxide levels now are higher than they have been in approximately 4,000,000 years. According to the London Zoological Society and the World Wildlife Fund, one major negative consequence has been a 50% decline in marine life in all our oceans since the mid 1970’s. Similar declines have occurred on land as well.

In this regard I should point out that the planet has warmed one degree Celsius since preindustrial times. Because of delayed effects of greenhouse emissions, we are guaranteed to warm one additional degree over the coming decades. The question is whether we will warm 4 degrees Celsius by 2060 – 2070. As of now, if we continue development as usual, we will create a 4 degree Celsius warmer world – one that has been described by the World Bank as indescribably different and chaotic.

Doing what we can to protect Chatham County and all three municipalities from chaotic climate change will require comprehensive land use plans, uniform development ordinances, subdivision ordinances and subdivision master plans that maximize carbon sequestration in our forest lands and our farm lands. This, in turn, will require a new perspective on how we govern ourselves. This perspective will emphasize resource preservation rather than population growth and continued deforestation of Chatham County.

To date I have not seen the term climate change mentioned once in the (a) Pittsboro Unified Development Ordinance, (b) the Chatham Park Master Plan, (c) the Chatham Park Additional Elements,(d) the Chatham County Comprehensive Land Use Plan or any similar document. If we are to protect all of Chatham County from climate change local ordinances governing development need to be rewritten so that the top priority is placed on adapting to a two degree Celsius warmer world and doing everything we can to prevent a 4 degree Celsius hotter world. This, in turn will require much greater efforts to maximize carbon sequestration in our forests lands and our farm lands. This can be done. The question is whether it will be done.

Thank You.

Amanda Robertson – 244 Prince Creek, Pittsboro read the following prepared statement on the Environment and Community Committee. She is a member of the Chatham County Climate Control Advisory Board as well and echo what Mr. Keisler.

“The earth is full.

In fact our human society and economy is now so large we have passed the limits of our planet’s capacity to support us and it is overflowing. Our current model of economic growth is driving this system, the one we rely upon for our present and future prosperity, over the cliff. This in itself presents a major problem. It becomes a much larger challenge when we consider that billions of people are living desperate lives in appalling poverty and need their personal “economy” to rapidly grow to alleviate their suffering. But there is no room left.

This means things are going to change. Not because we will choose change out of philosophical or political preference, but because if we don’t transform our society and economy, we risk social and economic collapse and the descent into chaos. The science on this is now clear and accepted by any rational observer. Things do not look good.

But despite this understanding, that we would at some point pass the limits to growth, it has been continually filed away to the back of our mind and the back of our drawers, with the label “Interesting–For Consideration later.” Well, later has arrived.

This is our story. It is about our world, what has been happening in it, the state it is currently in, and what is going to happen next. It is about a future we must choose.”

– Paul Gilding, The Great Disruption

The environment is not a resource for us to exploit for our economic prosperity. WE ARE NATURE. We are part of nature. And as we have been destroying it instead of working in harmony with it, exploiting it for financial gain, so too have we been destroying ourselves. Exploiting ourselves. Putting our very survival in jeopardy.

Our town is well situated to face this crisis—the biggest crisis ever faced by human kind since our existence—because we are, currently, rich in natural systems.

In light of this I have a recommendation to the board and to town planner, Jeff Jones regarding your memo, Chatham Park Additional Elements Review:

There are modern practices of community planning we can turn to in order to insure we are doing all we can to protect the environment we so rely on for our continued existence. In the areas of Open Space, Tree Protection, Landscaping and Stormwater, I urge you please reconsider hiring a consultant with a demonstrated expertise in preserving the natural environment within a development. These areas impact the health and economic welfare of our future and should be given **the greatest** consideration.

I also make a request to Mayor Perry regarding the letter you wrote to our commissioners:

When forming the Community Committee please be inclusive. Many, perhaps most, citizens of Pittsboro and the ETJ have spoken out, loudly and often, to improve Chatham Park and to take greater care in its planning. Often there have been very good reasons to slow down the process and take more time in order to improve the outcome and to be more inclusive in the process.

One could argue that if you are prohibited from being considered for membership on the committee solely due to speaking out against certain aspects of the plan, or because of your membership in Pittsboro Matters, there could be a First Amendment issue – that the Town is discriminating against you based on the content of your speech or based on your association with Pittsboro Matters. Freedom of speech and freedom of association are, of course, two major tenets of the U.S. Constitution.

Additionally, those individuals who have spoken out at public meetings to improve the plan may be the best-informed citizens to participate on the committee.

It is my experience as a designer, and a teacher of design, that the most diverse group of people with the most diverse opinions and expertise bring about the best results.

Mike Watkins – 400 Prince Creek, Pittsboro read the following prepared statement into the record on the Additional Elements.

Chatham Park's Additional Elements

Tonight I am speaking on behalf of Pittsboro Matters.

The Additional Elements, Small Area Plans and Development Agreement were to include specifications that would fulfill CPI's promise of "exceptional design, character and quality."

From what we have seen, CPI's draft Additional Elements appear inadequate and disappointing.

Pittsboro Matters will be issuing, in the next day or two, a newsletter with the detail of our concerns. Here is an initial take on just a few of them:

1. CPI's draft makes it clear they don't wish to build affordable housing within their upscale development. The developers prefer instead that such housing be located outside of the development yet they still want development credit for it - over and above the 23,000 residential units in the current master plan. This is an indifferent "affordable housing" response to put it mildly.
2. CPI wishes to use Chatham Park's undevelopable land (the steep slopes and wetlands) to meet the requirement for setting aside open space. Still refusing to set aside at least 30 percent of the project as a natural area and forest adjacent to the Haw River and Jordan Lake, as recommended not just by the Southwest Shore Environmental Assessment, but the Lawrence Group, as well as Pittsboro Matters and other conservation groups.

3. Despite written assertions to the contrary, they have not committed themselves to the type of compact development necessary to assure the economic viability of internal transit. Nor have they committed financing, again expecting to place that burden on county taxpayers, even though the need for such transit will be due primarily to their massive new development.

4. CPI offers no written commitment about whether they will donate part or all of the land needed for school construction.

5. CPI likes public art but, rather than offering to fund any of it, their “plan” is to offer to recommend other private and public (taxpayer) sources for public art to enhance their private development.

These are examples of flaws from five of the 11 Additional Elements submitted for review. Pittsboro Matters will provide more detailed critiques and recommendations concerning all of the Additional Elements as the Town’s proposed citizen review process proceeds.

There are, however, also some things entirely missing:

Most conspicuously - specific design guidelines. CPI promises “exceptional design” but has yet to spell out what that means.

Comprehensive impact assessments: The Town cannot exercise due diligence in assessing the impacts of Chatham Park by doing piecemeal reviews of Additional Elements and Small Area Plans. What’s been missing from the beginning, are comprehensive assessments of how the overall development might impact our environment, local economy, transportation, etc.

We are pleased and grateful that the Mayor and Town Board have agreed to hire independent professional expert consultants and to create a public citizens’ advisory committee, to ensure a thorough, transparent review of the Additional Elements and all other Chatham Park plans going forward.

Lesley Landis – 21 Randolph Court, Pittsboro spoke on Public Art. She stated she is speaking as an individual about the Additional Element of Public Art. She wants to go on record saying Pittsboro and Chatham County have a remarkable opportunity here with Chatham Park. Not only within the development but driving decision making for future development within the Town. To implement really incredible and impactful public art that celebrates the history and culture of Pittsboro and Chatham County. Successful public art in general acknowledges what the place it is located bring to bear across history culturally and environmentally.

Ms. Landis stated Chatham County is the county of three rivers, had David Fanning and some remarkable people on local historical markers who should be recognized, celebrated and folded into the place that is Chatham Park and Pittsboro to make educational opportunities and the future of this place through arts architectural. Public expressions of creativity more well-known and have more opportunities to celebrate in the future.

COMMISSIONER UPDATES

Mayor Updates:

Mayor Perry stated the board members need to be thinking about people to serve on the Community Advisory Committee. She said we need to do some advertising and set some deadlines. Some of the Board members have already been approached by people wanting to volunteer their expertise. She said they may not be able to do it before the next meeting. But certainly close to end of July they should be able to submit some names for the committee.

Mayor Perry said the number of people to serve on the committee needs to be decided. (Mayor Perry said 12-15, Commissioner Fiocco said 12, and Commissioner Bonitz said 17). It was stated they didn't want the committee to get too large. Mayor Perry said the board needs to think about areas of expertise needed on the committee.

Attorney Messick asked who is going to prepare the content of the ad, do you want us to do it? Mayor Perry said yes.

- EDC
- RPO
- Fairground Association
- PBA/Downtown
- Triangle J Council of Governments
- Main Street
- Climate Change

QUASI-JUDICIAL PUBLIC HEARING

Motion made by Commissioner Fiocco seconded by Commissioner Farrell to go into a quasi-judicial public hearing.

Vote Aye-5 Nay-0

Mayor Perry swore in speakers for the hearing. (Jeff Jones, Mike Hammersley and Randy Drumheller, Chris Blice)

SPECIAL USE PERMIT (SUP-2016-01) REQUEST FROM CHATHAM COUNTY SCHOOLS/NORTHWOOD HIGH SCHOOL (JEFF JONES)

Planning Director Jeff Jones stated we have received a request for a special use permit for a six class modular unit at Northwood High School on Northwood High School Road off of 15-501.

Mr. Jones stated Academic Schools are listed as a special use permit in the zoning ordinance table of uses. The special uses section 5.3.2. I., gives the staff discretion as to how to process the application. It is of staff's opinion that with this addition of an additional modular building and the increasing student population at Northwood High School, the plan needs to go through a full review so that Chatham County Schools can answer any questions the board may have.

Projection for Northwood student population is to go from current year 1,326 to 1,578 students by 2020-2021.

Mr. Jones said the request is to locate a second modular unit next to the first one and they are also proposing a temporary gravel parking lot. Mr. Jones referenced a rendering of what the mobile unit would look like.

Mr. Jones stated this public hearing was noticed in the papers and letters were sent out as well as the property being posted according to state statutes.

Commissioner Fiocco stated in Mr. Jones memo to the board he stated that the plan needs to go through a full review, what is a full review.

Mr. Jones stated “full review” means coming before the board for public hearing process, to the Planning Board for a recommendation and back to the Board of Commissioners on July 25, 2016 for a decision from the Board.

Mr. Jones stated it could have been a decision made that they just approved the request through the zoning compliance process. He believes the ordinance gives staff latitude to say yes or no to that request and bringing this to the board for a full review and not just a staff level review.

Mr. Jones stated that staff (him, engineering, public works director) has met multiple times with the applicant. Part of the project that is not necessarily up for discussion tonight is getting the pump station upgraded and permits corrected for that (it will discussed at the July 25, 2016 meeting)

Mr. Jones said he felt this should come to the board so you would know as well as the public what the student projections are for the next five years and to give the Board time to ask questions of the school system.

Commissioner Foley asked about the wastewater needs. Mr. Jones said that request will be made at the July 25, 2016 meeting.

Mike Hammersley with CRA Associates stated he is assisting the school with the Special Use Permit. Tonight he has with him from Chatham County School System Chris Blice and Randy Drumheller who will speak later tonight.

Mr. Hammersley started the power point presentation.

What is Chatham County Schools Requesting?

- Temporarily (5 year lease) add a six (6) classroom modular unit.
- Create additional parking in the form of a gravel parking lot.
- Expand sewer allocation for Northwood High School.

Mr. Hammersley stated:

- The classrooms and restrooms are contained in one building and they are temporary.
- Site itself has already been set up for this units some years back.
- The pad is already out there.
- The area is already cleared.
- There will not be any clearing of trees or anything else.

- They are looking at putting an additional gravel parking spots adjacent to modular unit which is adjacent to existing gravel parking.
- They will be extending the sidewalk from the school to the modular classroom.
- Utilities will be connected through existing utilities already on site.

Presented the site plan on the power point.

Chris Blice, Chief Operation Officer for the district same for the following power point presentation:

Why temporarily (5 year lease) add a six-classroom modular unit?

- Projected opening of the New High School in August of 2021.
- Northwood is presently at 1,326 students and projected to be at 1,578 in 2020-021. Six (6) additional classrooms will create the needed classroom space.
- Northwood’s student population will begin to drop once the New High School opens. Projected to be between 1,000 and 1,100 students by August of 2023.
- Projected growth after 2023 may require a brick and mortar addition to Northwood sometime around 2026. Will need space to create additional brick and mortar classrooms.

Why create additional parking with a gravel parking lot?

- Town of Pittsboro Zoning Ordinance indicates the need for approximately 450 parking spaces now.
- Current site configuration includes approximately 386 parking spaces, including 93 spaces located in existing gravel lots.
- Projected growth after 2023 may require a brick and mortar addition to Northwood sometime around 2026. Will need space to create additional paved parking as part of this project.

OR/Ed Projections for Current NHS Attendance Zone Including Chatham Park

Year	OR/Ed projections for current NHS attendance zone Including Chatham Park
2015-2016(current)	1,326 students
2016-2017	1,371 students
2017-2018	1,351 students
2018-2019	1,410 students
2019-2020	1,512 students
2020-2021	1,578 students
2021-2022*	1,687 students
2022-2023	1,795 students
2023-2024	1,923 students
2024-2025	2,062 students
2025-2026	2,214 students

*Projected opening for New High School which will begin reducing the NHS student population.

Mr. Randy Drumheller: **Conceptual Drawing & Internal Traffic Pattern**

Mr. Drumheller stated the conceptual drawing is a drawing their independent traffic consultant created when they were approached by Chatham Park on their 15-501 expansion.

Mr. Drumheller said it is just conceptual at this date and it provides a second entryway. Again it is conceptual he is sure some things will be worked out as they go. Chatham Park by a letter to the Board of Education has agreed to this drawing based on their developments on the east side and south side of Northwood.

Mr. Drumheller said NCDOT has reviewed and blessed it.

Mr. Drumheller said the Internal Traffic Pattern survey was done in 2014 for the two lane traffic pattern flow rate for internal traffic. They did not see a need to do it right now. They will have to address this as time goes on.

Mr. Blice said the traffic problem is not on the Northwood High School campus it is on 15-501 because of all the traffic going to Orange County as well as into Pittsboro.

Mr. Drumheller said the second entry is listed on Chatham Park TIA and it has been submitted to NCDOT.

Mr. Blice said in summary:

We need to pursue temporarily adding classroom capacity to Northwood to get the school to the fall of 2021 and the projected opening of the New High School. To achieve this goal we need to lease a used six-classroom modular unit (for five years and then it will go away). Also we would like to add temporary parking capacity for students and staff by creating a gravel lot.

Both the leased modular classroom unit and the temporary gravel parking lot are anticipated to go away by the time the New High School fully opens (estimated to be the fall of 2023).

Neither of these requests will attract additional students to Northwood, they will only serve to meet the needs of projected students.

Commissioner Bonitz repeated what he understood which was: what he was proposing was a temporary fix to the current population on campus and anticipated natural growth by adding the classroom and gravel lot. Also, a proposal to add a second entry.

Mr. Drumheller said the second entry would be from Chatham Park with their plan for the 15-501 Corridor. Commissioner Bonitz asked if he thought that would help with traffic. Mr. Drumheller said it would according to the traffic engineer.

Commissioner Bonitz asked if they had looked at stormwater impact. Mr. Hammersley said this project is compact and they will not be disturbing anything.

Mayor Perry asked about wastewater. Mr. Drumheller said they use a pump station, which pumps it into town.

Commissioner Farrell asked about the home on the property and was told it will be moved away.

Commissioner Fiocco asked about the time frame for construction. He was told it will be ready in August at the start of school.

Motion made by Commissioner Baldwin seconded by Commissioner Foley to send the request to the Planning Board for recommendation.

Vote Aye-5 Nay-0

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

Vote Aye-5 Nay-0

LEGISLATIVE PUBLIC HEARING

Motion made by Commissioner Fiocco seconded by Commissioner Farrell to go into public hearing for a legislative public hearing.

Vote Aye-5 Nay-0

REQUEST TO REZONE 603 WEST STREET (REZ-2016-04) (JEFF JONES)

Planning Director Jeff Jones said property owner Shannon Plummer is proposing to rezone approximately .71 acres, 603 West St., from R-10 (High Density Residential) to C-2 (Highway Commercial).

Mr. Jones went over the staff analysis submitted with the agenda packet.

Mr. Jones stated staff recommends approval of the proposed amendment, as the proposed amendment is consistent with the Future Land Use Plan in addition that this property is located near major transportation intersection of 64 Business and Hwy 87 a commercial designation is appropriate.

Shannon Plummer – 1330 Log Barn Road – stated he has run Al's Diner for approximately 20 years and have acquired two additional properties. Mr. Plummer gave history of the property. He stated he has tried to rent the property as residential but he has been approached about renting to businesses. He is requesting that it be zoned C-2 like the other property he owns next door.

Mr. Plummer said the property is located on business 64 and it is located at the third or fourth busiest intersection in Pittsboro.

Mr. Plummer said he has been approached by a couple of people about the business although the business is not for sale. But he and his wife are getting tired.

Commissioner Foley asked about the Lustron home on the property. Mr. Plummer said he will not allow it to be destroyed. He will make sure it goes somewhere to be restored. He said it is a Westchester Model and only 1,500 of them are around now with only 1,200 being occupied.

Commissioner Bonitz thanked Mr. Plummer for wanting to preserve the home. Commissioner Bonitz stated his grandfather built the first one in Greensboro.

Commissioner Bonitz stated Mr. Plummer may want to look for tax credits for restoring historical homes.

Motion made by Commissioner Fiocco seconded by Commissioner Baldwin to send the rezoning to the Planning Board for recommendation.

Vote Aye-5 Nay-0

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

Vote Aye-5 Nay-0

OLD BUSINESS

SITE PLAN REVIEW (SP-2016-04) AUTOZONE (JEFF JONES)

Planning Director Jeff Jones stated the property is located at the corner of Rock Springs Church and 15-501. The parcel is a part of Powell Place MUPD. It is a 7,381 sq. ft. retail space for Auto Zone.

Mr. Jones said the Planning Board unanimously voted (5-0) to recommend approval. The Planning Board had questions regarding how this plan fits with the Powell Place MUPD and about vehicle and pedestrian movement along the site and internally. Questions also were asked about the surrounding undeveloped land. Generally, the Planning Board thought the site plan and the building will complement the surrounding area.

Staff recommends to approve the proposed request, subject to issuance of an additional local and state permits.

Commissioner Farrell asked if the removal of concrete mentioned on site plan is a part of Hydro Tube. Matt Harmon – Triangle Site Design said it was not.

Commissioner Fiocco asked if their sewer allocation will come from Powell Place Sewer Allocation. Mr. Jones said it would.

Commissioner Bonitz asked what their land clearing practices would be. Mr. Harmon said it would be vegetative in nature and he is not sure what process will be used. Commissioner Bonitz said specific concerns has been about burning of the debris.

Mayor Perry asked about local non-invasive plants being used.

After discussion a motion was made by Commissioner Fiocco seconded by Commissioner Farrell to approve Site Plan (SP-2016-04) subject to issuance of local and State permits.

Vote Aye-5 Nay-0

A COPY OF THE APPROVED SITE PLAN IS ON FILE IN THE TOWN PLANNER'S OFFICE

UNIFIED DEVELOPMENT ORDINANCE (UDO) UPDATE – MODULE 2 (CLARION ASSOCIATES; JEFF JONES)

Planning Director Jeff Jones introduced Roger Waldon from Clarion Associates to give an overview of Module 2 of the UDO. Module 2 cover Article 4 and 5 that was previously left out of Module 1. Article 4 has Environmental and Open Space standards and Article 5 has Development Standards.

Mr. Jones stated we will go through the review process like with Module 1. It will go through the Technical Review Committee, Planning Board as well as at the monthly Joint Meeting between the Planning Board and Town Board.

Mr. Waldon went over the following power point presentation:

Presentation

- Overview of UDO Initiative
- Overview of Module 1
- Overview of Module 2
- Key Issues
- Next Steps

Review Draft June 2016

Pittsboro, North Carolina
Unified Development Ordinance

Module 2

Article 4. Environmental and Open Space Standards
Article 5. Development Standards

2

PROJECT OVERVIEW: Steps in the Process

- Project Initiation & Scoping
- Code Assessment
- Draft UDO in Two Modules
 - Administration, Zoning District Regulations, Uses, Procedures, Definitions
 - **Development Standards, Environment and Open Space**
- Public Hearing Draft of UDO

3

PROJECT OVERVIEW: Key Issues from Code Assessment

1. Improve User-Friendliness
2. Improve Procedural Efficiency
3. Refine Planned Development Regulations
4. Preserve Downtown Character & Establish Gateways
5. Modernize Zoning District & District-Related Standards
6. Promote Conservation of Natural Resources
7. Improve Development Quality

4

PROJECT OVERVIEW: Project Website

<http://www.pittsboroudo.com/>

5

PROJECT OVERVIEW: Organization of UDO

- Consolidate Development Regulations

- Zoning Ordinance, Subdivision Regulations, Flood Damage Prevention Ordinance, Riparian Buffer Protection Ordinance, Stormwater Management Ordinance, Lighting Ordinance, Utility Specifications

- Enhance Organization

- Group related provisions

UDO Articles

1. General Provisions
2. Zoning Districts & District Regulations
3. Use Standards
4. Environmental & Open Space Standards
5. Site Development Standards
6. Nonconformities
7. Administration & Review Authorities
8. Development Review Procedures
9. Enforcement
10. Interpretation & Definitions

6

MODULE 2: Articles 4 and 5

- Consolidate Development Regulations

- Zoning Ordinance, Subdivision Regulations, Flood Damage Prevention Ordinance, Riparian Buffer Protection Ordinance, Stormwater Management Ordinance, Lighting Ordinance, Utility Specifications

- Enhance Organization

- Group related provisions

UDO Articles

1. General Provisions
2. Zoning Districts & District Regulations
3. Use Standards
4. **Environmental & Open Space Standards**
5. **Development Standards**
6. Nonconformities
7. Administration & Review Authorities
8. Development Review Procedures
9. Enforcement
10. Interpretation & Definitions

7

OVERVIEW OF MODULE 2: Key Things to Note

- General Approach:

- Carry forward what works now, adjust where needed
- Add new components where needed
- Footnotes everywhere to explain changes and adjustments

- Article 4: Environmental and Open Space Standards

- New sections on Tree Preservation and Green Building Incentives
- Carried forward, minor changes: Floodplains, Riparian Buffers, Stormwater
- Carried forward, major changes: Open Space and Recreation Areas, Buffers

- Article 5: Development Standards

- New sections on screening, fences, commercial design, neighborhood compatibility
- Carried forward, minor changes: site layout, utilities, landscaping, lighting, signs
- Carried forward, major changes: access/circulation, parking, pocket neighborhoods

8

KEY ISSUES

ARTICLE 4

- New Tree Provisions (canopy, specimen trees, protection during construction)
- Expand Open Space and Public Recreation standards
- Incentives for incorporating green development standards
- New standards to promote connectivity and multi-modal transportation

ARTICLE 5

- Adjusted parking requirements and standards, buffer requirements
- Changes to Pocket Neighborhood standards, neighborhood compatibility
- Ongoing discussions about sign regulations

9

NEXT STEPS

- Making Revisions to Module 1
- Distribute Draft Resource Conservation Overlay District
- Joint Work Session with Town Board and Planning Board
- Make Revisions to Module 2, Combine with Module 1 to produce Public Hearing Draft
- Public Information Meeting and Public Hearing When All Revisions Completed

10

Commissioner Fiocco said we had several meetings discussing Module 1 and he and others gave Mr. Waldon comments and he would like to know how they were addressed. Mr. Waldon said that could be the topic of one of the monthly meetings. The Board stated they would like that.

UDO Module 2 can be found at:

http://pittsboronc.gov/index.asp?Type=B_BASIC&SEC={F648A9BA-F689-42B3-85D4-D7DF405FA4F6}&DE={E04DA71F-559E-4765-8504-605593B37EEC}

CHATHAM PARK ADDITIONAL ELEMENT REVIEW (JEFF JONES)

Planning Director Jeff Jones went over an explanation of the working chart he submitted with the agenda as follows:

The Additional Elements were received on May 3rd, Staff has been actively reviewing the submittal and would like to give the Town Board a progress report and suggestions on completing a review of the Elements. The table (following) is intended to outline the nature of the Elements as well as review responsibilities.

The “Category” column which indicates whether the Elements are, in the opinion of Staff, an “Ordinance” type Element that would give details on how a particular site Plan/subdivision should develop, to “Policy” type that would have the Town accept the nature of the Element and agree to a policy that might include outside organizations, such as Chatham Arts Council, Chatham County, Habitat for Humanity to name a few. These Policies Elements could include ordinance language to make the policy implementable.

Lastly, an “Acceptance” type Element that the Town generally accepts the Element for what it is and will use this Element to base future decision of the Town. These two “Acceptance” Elements can be thought of similarly as the phasing of Chatham Park will impact future Facilities needs of the Town. Much of the phase information can be duplicated in the Public Facilities Element and similarly Public Facilities information could be in the Phasing Element.

The “Reviewer” column indicates whether Town Staff is able to review the Element internally or whether community stakeholders should lend assistance. These community stakeholders would help Staff review particulars of the Element that might not be Staff strongest expertise.

The last column – “Consultant Suggested” – indicates whether Staff is requesting the assistance of a professional consultant to assist with particular issues in each Element. In some instances, Staff is suggesting that a consultant come on board to advise Staff and the Town Board on standards and ideas that could be considered for the Element. The two Elements that Staff suggest for consultants are Affordable Housing and Public Facilities.

As mentioned at the previous Town Board of Commissioners meeting, Staff has been working through this model of Staff review with Community Stakeholders on 5 of the 12 Elements: Open Space, Tree Protection, Landscaping, Public Art, and Affordable Housing. Chatham Conservation Partnership (CCP) has been helping Staff with the Open Space, Tree Protection, and Landscaping Elements. This group has conducted extensive work in and around Pittsboro in regards to these three Elements and Staff felt that this group would be a good resource to help with the review of these Elements. Chatham County Arts Council has been engaged to help with the review of Public Art Element. Staff is actively looking for additional stakeholders to assist with this Element. Chatham County Habitat for Humanity has been helpful reviewing the Affordable Housing Element. They have provided comments and ideas from their prospective as a single family affordable housing organization. There will need to be others including a consultant that will assist with this Element.

Of the remaining 7 Elements, Staff - including but not limited to Planning, Engineering, Parks, Legal, and Administration - have been reviewing these Elements. Comments and direction will be forth coming to Chatham Park and to the Town Board. Other departments, stakeholders may be brought into the conversation if needed.

As we have discussed, this process will take an appropriate amount of time to complete. Chatham Park had put forth a schedule for public hearing in August. Town Staff has been clear with Chatham Park Staff that September or October is more realistic. So any review by Staff, community stakeholders and consultants should be with the mindset of a fall 2016 deadline. What is going to assist with the review timeline will be the submittal of a Small Area Plan that will help further identify the goals and vision of Chatham Park on a much smaller scale. Additionally, the Town has Module 2 of the UDO submittal from Clarion. This module will help Staff understand the Town's consultant's ideas for much of the same Elements that Chatham Park is considering. Elements such as Signage, Parking and Loading, Landscaping, Tree Protection, Lighting are in Module 2 and will be the basis for Staff to provide comments to Chatham Park.

As we move through the process it is important to continue to remember that at the end of this process we need to have clear understanding of how development is going to occur in Chatham Park through their ordinances and standards that we get to approve through a Public Hearing legislative review process.

Chatham Park has been holding public information meetings for the last three weeks where they are sharing information on the Small Area Plan and he has heard they are changing as well.

Additional Element	Category	Review	Consultant Suggested
Development Phasing	Acceptance	Staff	No
Open Space	Ordinance	Staff, Community Stakeholders	No
Tree Protection	Ordinance	Staff, Community Stakeholders	No
Landscaping	Ordinance	Staff Community Stakeholders	No
Stormwater	Ordinance	Staff	No
Parking & Loading	Ordinance	Staff	No
Signage	Ordinance	Staff	No
Lighting	Ordinance	Staff	No
Public Art	Policy	Staff, Community Stakeholders	No

Affordable Housing	Policy/Ordinance	Staff, Community Stakeholders, Consultant	Yes
Transit	Policy/Ordinance	Staff, Community Stakeholders	No
Public Facilities	Acceptance	Staff, Consultant	Yes

Commissioner Fiocco said if any of the elements are being rewritten – he would like them to be made available to the Board. The rest of the Board agreed they would like that information as well.

Commissioner Fiocco asked about the Development Agreement. Tim Smith, Preston Development said six attorneys are working on the Development Agreement and they have to have it submitted by the end of December.

Mr. Smith said they will be changing the Elements up until the vote on it. He would like for public hearings to be held so they can see what changes need to be made. They would like to request some type of schedule from the Town.

Commissioner Fiocco felt that the police and fire departments as well as he parks and recreation advisory board should review and make comments on the additional elements that may affect them.

Commissioner Bonitz said he would submit written comments to Mr. Jones. Commissioner Foley mentioned public art.

NEW BUSINESS

REQUEST FOR WATER AND WASTEWATER ALLOCATION FROM LEMON DROPS DAYCARE (JEFF JONES)

Planning Director Jones stated the request is for an allocation of 500 gallons of wastewater capacity to operate a child day care facility located at 854 East Street.

Staff recommends approval of the proposed request for wastewater allocation in the amount of 500 gallons per day. Balance left 65,295 gallons per day.

Motion made by Commissioner Fiocco seconded by Commissioner Baldwin to approve the request for 500 gallons of wastewater per day.

Vote Aye-5 Nay-0

RECESS

Motion made by Commissioner Bonitz seconded by Commissioner Baldwin to take a five minute break.

Vote Aye-5 Nay-0

Motion made by Commissioner Fiocco seconded by Commissioner Farrell to go back into regular session.

Vote Aye-5 Nay-0

BUDGET WORKSHOP

REVIEW PROPOSED TOWN OF PITTSBORO FY 2016-2017 ANNUAL OPERATING BUDGET (BRYAN GRUESBECK; HEATHER MEACHAM)

Manager Gruesbeck and Finance Director Heather Meacham went over the changes made since the last version.

GENERAL FUND

General Fund Revenues

- Increased Motor Vehicle Tax by \$99,258 to better reflect actual receipts.
- Reduced Fund Balance Appropriated by \$80,846. In other words, we are not anticipating the use of General Fund/Fund Balance.

Group Health Insurance

- Adjusted premium estimates based on actual premiums for new year

Administration

- Increased \$8,801 overall due to increases in salaries, FICA, Health Insurance, Retirement and 401k

Engineering

- Increased \$19,845 overall due to reallocation of positions – part of a position under Engineering, the remainder allocated to Chatham Park. This reallocation also affected the FICA, Health Insurance, Retirement and 401K lines.

Planning

- Increased \$2,158 overall due to reallocation of positions – part of Planning Director charged to Chatham Park and new planner position split between Planning and Chatham Park - this reallocation also effected FICA, Health Insurance, Retirement and 401K lines

Police

- Salaries decreased due to removing a proposed certification increase for a police officer who resigned (\$1,610)

Public Works

- Decreased \$1,871 due to health care and FICA adjustment

Recreation

- Increased \$15,003 overall due to increasing line item for Main St/Downtown – bringing the total allocation for this new line item to \$30,000 as discussed during the June 13 Board meeting. This figure includes a small Health care adjustment.

Chatham Park

- Decreased \$23,915 overall due to reallocation of positions – part of some positions reallocated to Engineering and Planning – this reallocation also effected the FICA, Health Insurance, Retirement and 401K lines

Board Salary increase will be the same amount budgeted in the last version but it will be broken out differently. Mayor \$6,250 and Commissioners \$5,257 per year.

Commissioner Farrell said this is what he had in mind. He also stated we may need to look at the Planning Board's salary as well because they are having the read the same things they are.

ENTERPRISE FUND

Group Health Insurance

- Adjusted premium estimates based on actual premiums for new year

Administration

- Increased \$9,452 overall due to increases in salaries, FICA, Health Insurance, Retirement and 401k and a \$500 increase to postage for billing

Water Treatment

- Increased \$534 (FICA correction)

Wastewater Treatment

- Decreased \$8,156 due to health insurance adjustment

Public Utility

- Increased \$699 (FICA correction)

Motion made by Commissioner Fiocco seconded by Commissioner Foley to approve the Budget/Budget Ordinance for Fiscal Year 2016-2017.

Vote Aye-5 Nay-0

Motion made by Commissioner Fiocco seconded by Commissioner Baldwin to approve the Resolution Adopting the Manager's Recommended Capital Improvements Program for Fiscal Year 2016-2017 through Fiscal Year 2020-2021.

Vote Aye-5 Nay-0

FY 2016-2017 ADOPTED BUDGET ORDINANCE AND BUDGET DOCUMENTS IS RECORDED IN THE BOOK OF ORDINANCES NUMBER ONE, PAGES 15-74

A RESOLUTION ADOPTING THE MANAGER’S RECOMMENDED CAPITAL IMPROVEMENTS PROGRAM FOR FISCAL YEAR 2016-2017 THROUGH FISCAL YEAR 2020-2021 IS RECORDED IN THE BOOK OF RESOLUTIONS NUMBER ONE, PAGES 130-135

Manager Gruesbeck mentioned how debt service is looking much better than previous years has decreased.

ADDITIONAL UPDATES AND REPORTS

MANAGER’S UPDATE ON PROJECTS

Manager Gruesbeck submitted the following updates in the agenda packet.

Chatham Park PDD Master Plan: Sanford Force Main – On June 15, 2016, Mr. Messick (Town Attorney) Fred Royal (Town Engineer) Heather Meacham (Finance Director) and Mitch Brigulio, Ted Cole (Davenport & Co) and I met with representatives Sanford’s Staff, Mayor and representatives from Chatham Park regarding possible terms of an intergovernmental contract to send wastewater from Pittsboro to Sanford’s Big Buffalo Wastewater Plant. Davenport & Co. presented different cost scenarios. The City of Sanford has responded with other discussion points. Staff and Davenport are currently reviewing the response from the Sanford and will be scheduling an additional meeting with the team from Sanford with the expectation of reaching a draft agreement for review by the Pittsboro Board of Commissioners (BOC).

I would like Davenport & Co to provide an in-depth financial review of the project to the BOC during the July BOC meeting or the first BOC meeting in August. This presentation should also include an overview of the other deal points. Other related tasks will involve an agreement with Chatham Park regarding payment of Revolving Fund debt to be used to pay for the force main installation.

County Board of Commissioners/Chatham County Board of Education/Town of Pittsboro Board of Commissioners Joint Meetings – This group met last spring to discuss and update around common issues with growth and development. At the time, there was consensus from all groups to continue the discussions on a quarterly basis. Given the difficulty in coordinating the schedules of a large number of people, the County BOC and BoE would like to meet on a “semi-annual” schedule. The next meeting of the County BOC, County BoE and the Town of Pittsboro BOC has been scheduled for **September 29 (Thursday), 2016 at 6:30pm**. The meeting will be held in the **Horton Middle School Multi-Purpose Room**.

Stormwater Control in front of Town Hall – In 2014, the Town received a grant from North Carolina State University (NCSU) to construct three (3) stormwater bioretention raingardens in Town (BMP’s). Two (2) BMP’s will be constructed at the Town Hall – one is currently under construction and the other will be located behind the building near the rear parking lot. The third BMP is currently under design and is anticipated for location near the traffic circle on the northwest “corner.” The grant provides funding to design the BMP as well as construction management. The Town provides the labor.

As you are probably aware, the first Town Hall BMP has been under construction for

approximately four (4) weeks. Heavy rains have delayed construction. If weather cooperates, this BMP should complete during the week of July 4. The other BMP's are under design.

COMMISSIONER CONCERNS

Commissioner Foley stated that the Montgomery Group (1st commercial shopping center in Chatham Park) spoke with the Arts Council today and they are beginning to talk with others within the community as well. Montgomery Group stated they will have apartments for seniors over 55. There was a discussion on a Performing Arts Studio with an Arts Studio beside it. They have a consult from Pittsburg looking at that.

Commissioner Bonitz asked that Manager Gruesbeck have Davenport examine the debt we're considering taking on (forcemain and new town hall), in relation to the state's requirement that we maintain a minimum unreserved fund balance of 8% of annual expenditures.

FYI -

1. Annual Water Quality Report – Water Testing Performed in 2015

CLOSED SESSION

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

Vote Aye-5 Nay-0

ADJOURNMENT

Motion made by Commissioner Farrell seconded by Commissioner Baldwin to adjourn at 10:55 p.m.

Vote Aye-5 Nay-0

Cindy S. Perry, Mayor

ATTEST:

Alice F. Lloyd, CMC, NCCMC
Town Clerk