MINUTES
TOWN OF PITTSBORO
BOARD OF COMMISSIONERS
REGULAR MEETING
MONDAY, MARCH 10, 2014
7:00 PM

Mayor Bill Terry called the meeting to order and asked for a moment of silence.

PLEDGE OF ALLEGIANCE

Pledge of Allegiance was led by Commissioner Farrell.

ATTENDANCE

Members present: Mayor Bill Terry, Mayor Pro Tem Pamela Baldwin, Commissioners Jay Farrell, Michael Fiocco and Bett Wilson Foley. Commissioner Beth Turner arrived at 7:25 p.m.

Staff present: Manager Bryan Gruesbeck, Clerk Alice F. Lloyd, Attorney Paul S. Messick, Jr., Planner Stuart Bass, Engineer Fred Royal, Chief of Police Percy Crutchfield and Parks Planner Paul Horne.

CONSENT AGENDA

Motion made by Commissioner Foley seconded by Commissioner Farrell to approve the Consent Agenda. The Consent Agenda contains the following item:

1. Approve minutes of the February 24, 2014 regular meeting.

Vote Aye-4 Nay-0

REGULAR MEETING AGENDA

Motion made by Commissioner Fiocco seconded by Commissioner Farrell to approve the regular agenda as submitted.

Vote Aye-4 Nay-0

CITIZENS MATTERS

None

OLD BUSINESS

FOREST SERVICE REDESIGN GRANT UPDATE (CATHERINE DEININGER)

Ms. Deininger gave an update on the Forest Service Redesign Grant.

A copy of the presentation can be found at: http://pittsboronc.gov/vertical/sites/%7B512CE168-4684-4855-9CD9-7D209FE775E3%7D/uploads/March_10_Deininger_BOC_presentation_.pdf

Ms. Deininger presented the Board with an Executive Summary from the report for their records.

A copy of the executive summary can be found at:
http://pittsboronc.gov/vertical/sites/%7B512CE168-4684-4855-9CD9-7D209FE775E3%7D/uploads/Pittsboro_NC_final_report_Deininger.pdf

CHATHAM PARK MEDICAL OFFICE BUILDING AND HOSPICE WASTEWATER ALLOCATION REQUEST (STUART BASS)

Planner Bass stated the request is for an allocation of 4,000 gallons of wastewater capacity to construct a 25,000 square foot medical office building and a request for 6,000 gallons per day to construct a 20 bed hospice facility. He said staff recommends approval.

Motion made by Commissioner Baldwin seconded by Commissioner Farrell to approve the request for wastewater allocation for Chatham Park Medical Office and Hospice in the amount of 4,000 gpd for medical office building and 6,000 gpd for the 20 bed hospice facility.

Vote Aye-5 Nay-0

LAWRENCE GROUP ANALYSIS AND RECOMMENDATIONS SPREADSHEET (BRYAN GRUESBECK/STUART BASS)

Mayor Terry suggested the Board go through the list and determine if they agree with the consultant/staff recommendations. If they don't agree with it pull it for discussion.

Commissioner Farrell asked if we could receive comments from the applicant. Mayor Terry said it can be done at the end if the board wants to.

After discussion the board agreed with the following items (with some minor changes) and wanted to discuss all other items:

1, 3, 4, 5, 6, 7, 8, 9, 10, 14, 15, 16, 17, 18, 19, 20, 21, 25, 27, 29, 30, 35, 36, 38

Motion made by Commissioner Foley seconded by Commissioner Turner to approve the recommendations of the consultant and staff on the items listed above.

Vote Aye-4 Baldwin/Foley/Fiocco/Turner
Nay-1 Farrell (he would like to hear from developers)

The map Commissioner Foley presented to the board can be found at.

https://pittsboronc.govoffice2.com/vertical/Sites/%7B512CE168-4684-4855-9CD9-7D209FE775E3%7D/uploads/Map_presented_by_Commissioner_Foley.pdf

The completed list of the changes is attached to the minutes.

Mayor Terry asked the developer if they had any comments. Mr. Tim Smith said they have already started preparing a written response to the consultant's report. He said they would add

the comments from tonight to that response. Mr. Smith said their response should be ready in two weeks and he would like for the board to go ahead and set a public hearing.

NEW BUSINESS

None

CAPITAL PROJECTS REPORT

MANAGER'S UPDATE ON CAPITAL PROJECTS

Manager Gruesbeck said staff is still working on WWTP inflow/infiltration issues. He said Park Drive storm water improvements were executed last week.

Manager Gruesbeck stated the Town Facebook page has 1,000 likes and the PD has 1,168. We are catching up with PD. He said we also have 149 followers on Twitter.

Mayor Updates - NONE

- EDC
- RPO
- Solid Waste
- Fairground Association
- PBA/Downtown

COMMISSIONER CONCERNS

Commissioner Farrell said staff needs to look at the potholes on the side streets that were paved six months ago.

Commissioner Foley said we need to come up with a plan of action about how to notify citizens when an emergency happens.

Commissioner Fiocco said we received a letter updating the Flood Insurance Map and it reads as though flow level in Jordan Lake dropped.

Mr. Royal said he is not prepared to answer that in detail but he will get clarification and bring it back.

Mayor Terry said a stop sign should be installed at Millbrook & Freeman (the developer should have installed it). Mr. Royal said he would get up with Mr. Powell.

Commissioner Baldwin said she received a complaint about large potholes on a street off East Cornwallis (she will send the email to Manager Gruesbeck). She has also been asked if there is going to be a right turn lane off Russett Run onto 15-501at the new Bojangles. Manager Gruesbeck said it should be.

FYI -

1. North Carolina Floodplain Mapping Program - Letter to update revisions to the Flood Insurance Rate Maps (FIRMs) and Flood Insurance Study (FIS).

ADJOURNMENT

Motion made by Commissioner Baldwin seconded by Commissioner Turner to adjourn at 9:55 p.m.

Vote Aye-5 Nay-0

_____
William G. Terry, Mayor

ATTEST:

_____
Alice F. Lloyd, CMC, NCCMC
Town Clerk

Lawrence Group Analysis and Recommendations Spreadsheet
March 10, 2014

Submitted by:

Bryan Gruesbeck, Town Manager
Stuart Bass, Town Planner
Paul Messick, Town Attorney

for Review and Discussion by Town of Pittsboro Board of Commissioners

	Question #/(page)	Recommendation	Accept/ Reject	Action/Responsibility	Completion Date
3.0 – The PDD Ordinance	1 (p6)	The PDD ordinance is more than adequate as an enabling ordinance to address development at many scales – from 100 acres to 7,000+ acres. Despite the recent evolution of other flexible zoning tools, we find no need to make any specific changes to the PDD ordinance itself.	Accept	No action necessary.	Complete
	2 (p6)	Prior to the consideration of the Chatham Park petition by the Board of Commissioners, the Planning Board should advise and comment on whether the application is consistent with all adopted plans, specifically the 2012 Land Use Plan.	Accept	No action necessary. Approve Aye-5	July 1, 2013

	Question #/(page)	Recommendation	Accept/ Reject	Action/Responsibility	Completion Date
4.0 Development Agreements	3 (p8)	Development Agreements are initiated after the zoning for parcels are established. Timing, phasing, infrastructure capacity needs, annexation, and government participation should all be spelled out in a development agreement contract.	Accept	Manager, Town Attorney, Stakeholders, Planner, Applicant, Finance Director, Consultant, Town Board Note: The CP PDD MP (11/25/13) currently requires the Applicant to submit for consideration by the Town a Development Agreement in accordance with Section 160A-400.20 et seq. of the North Carolina General Statutes within 2 years of MP approval	Within two (2) Years of MP Approval
5.0 Pittsboro Land Use Plan (2012)	4 (p9)	Revisit the Land Use Plan map to rectify place type boundaries and reconsider growth areas.	Accept	Planner, Planning Board, Consultant, Manager	After completion of the UDO
	5 (p9)	Add detailed small area plans to help illustrate best development practices on a site-specific basis in Pittsboro and leverage public infrastructure for realistic development and redevelopment opportunities.	Accept	Planner, Planning Board, Consultant, Manager	After completion of the UDO
	6 (p9)	Provide illustrations for infill and development that will help to inform the regulatory standards	Accept	Planner, Planning Board, Consultant, Manager	After completion of the UDO

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5.0 Pittsboro Land Use Plan	7 (p9)	Ensure that the planned road network will complement the downtown area and foster economic development, as opposed to simply moving cars around the perimeter of the town.	Accept	Planner, Planning Board, County EDC, County Planning Department, Consultant, TARPO, Manager	After completion of the UDO
6.1 Vision Statement	8 (p10)	Rewrite the vision statement to address how the proposed development will be "innovative," "deliver a community of exceptional design, character, and quality," and otherwise satisfy the six principals in Section 5.1 of the PDD ordinance. This narrative should be supplemented by imagery, precedents, and best practices that will be incorporated into the overall master plan and subsequent small area plans	Accept	Applicant	Before approval of CP PDD MP

	Question #/(page)	Recommendation	Accept/ Reject	Action/Responsibility	Completion Date
6.2 Site Analysis Maps and Elements	9 (p11)	The town should consider incorporation of the recommendations of the Southwest Shore Conservation Assessment as part of a comprehensive update to the land management ordinances.	Accept	Planner, Planning Board, Town Board, Manager	Incorporate within UDO process within two (2) years.
	10 (p11)	The PDD Master Plan should consider incorporation of the 11 principles and buffer widths recommended in the Southwest Shore Conservation Assessment as aspirational goals with the specifics to be considered as each small area plan is developed.	Accept	Applicant	Prior to approval of Small Area Plans
6.3 Land Use Elements, Master	11 (p14)	Provide more detailed description of the development typologies, particularly mixed-use areas, expected for the various sectors beyond basic residential and non-residential tabulations.	Accept	Applicant Approve as submitted Aye-1 Foley Nay-4 Baldwin/Farrell/Fiocco/Turner Approve with change listed in red Aye-5	Prior to approval of Small Area Plans

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6.3 Land Use Elements, Master Plan Map and Use Tables	12 (p14)	Provide architectural standards, imagery, illustrations, precedent photography, or similar graphics to depict the desired development arrangement for each of the development typologies.	Accept	Applicant Approve as proposed Aye-1 Foley Nay-4 Baldwin/Fiocco/Farrell/Turner Approve with changes listed in red Aye-5	Prior to approval of Small Area Plans
	13 (p14)	Clarify how the non-residential and the residential totals combine to create a cohesive community. NOTE: CRAIG CLARIFY	Accept [Pending]	Applicant [Pending] Table	Before approval of CP PDD MP[Pending]
	14 (p14)	Refine the table of permitted uses to ensure logical sectors/sub-districts and encourage mixed-use.	Accept	Applicant	Before approval of CP PDD MP
	15 (p14)	Amend the map in areas 1.1 and 1.3 to reflect he adopted land use plan for the preservation of this area in a very lightly developed state.	Accept	Applicant	Before approval of CP PDD MP
	16 (p14)	Consider the production of a form-based code to manage the form, character, and	Accept	Planner, Planning Board, Manager	Prior to approval of UDO

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		compatibility of the development.			
6.4 Utility and Stormwater Elements	17 (p16)	Reduce the narrative regarding the water and wastewater systems to a simplified statement of expected demand, potential capacity, and a statement that all development will be subject to adequate availability. Additional details regarding the timing of such facilities should be established in the subsequent Development Agreement.	Accept	Applicant Note: The CP PDD MP (11/25/13) currently requires the Applicant to certify the availability, capacity and cost of Town water and wastewater (Sec. X, Paragraph 8, Page 41-42). However, timing and responsibility should be established in the subsequent Development Agreement.	Complete, but restate in the CP PDD MP
	18 (p16)	Clearly acknowledge adherence to town and state environmental requirements regarding stormwater management, including the recently adopted Stormwater Management Ordinance for New Development and Redevelopment in the Jordan Lake Watershed, as may be amended from time to time.	Accept	Applicant Note: The CP PDD MP (11/25/13) currently requires the Applicant to conform to at least the minimum requirements of the Town at the time of application.	Complete, but restate in the CP PDD MP

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6.5 Public Service Elements	19 (p17)	Incorporate the completion of a fire response needs assessment into the Master Plan. This will be necessary to inform the specific needs that will become a part of the Development Agreement.	Accept	Applicant Note: A facilities plan, including a "fire response needs assessment" should be completed as part of the required Development Agreement. The CP PDD MP (11/25/13) currently requires development in Chatham Park PDD to be served by public infrastructure and services provided by the Town. The reasonably anticipated public facility needs generated by development of Chatham Park PDD shall be provided by the Applicant or by the person or legal entity seeking approval for development in Chatham Park PDD	Complete, but restate in the CP PDD MP
	20 (p17)	Commit to providing the necessary fire station and school site locations, identifying general acreage and a convenient location (but not necessarily the specific location) as a part of the PDD Master Plan. Consideration for the capital costs should be made a part of the Development Agreement.	Accept	Applicant Note: The CP PDD MP (11/25/13) currently requires development in Chatham Park PDD to be served by public infrastructure and services provided by the Town. The reasonably anticipated public facility needs generated by development of Chatham Park PDD shall be provided by the Applicant, person or legal entity seeking	Complete, but restate in the CP PDD MP

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				approval for development in Chatham Park PDD.	
6.6 Transportation Elements	21 (p18)	Consider a moderate to high intersection spacing requirement where topographic conditions allow.	Accept	Applicant	Before approval of Small Area Plans
	22 (p18)	Include east west connections~~, most of which may be off-site,~~ as a part of the PDD Master Plan to better connect the old village to the new growth areas.	Accept	Applicant Approve with change listed in red Aye-5 Need to revisit our Thoroughfare Plan	Before approval of CP PDD MP
6.7 Parks, Greenways,	23 (p19)	Given Chatham Park's presence within a protected watershed, a goal of 30% of the total land area should be considered for protection as conservation areas including steep slopes, riparian buffers, natural heritage areas,	Accept	Applicant Approve as submitted Aye-5 Commissioner Foley handed Board a n Overlay map prepared by Mr. Horne	Before approval of CP PDD MP

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		and otherwise ecologically sensitive land. As an alternative calculation, considering mapping all of the ecologically sensitive areas and then add an additional 5-10% as a minimum standard.			
	24 (p19)	In addition to conservation areas, ~~construct~~ and dedicate active parks using standards calibrated by the town with a goal of 10% of the total land area.	Accept	Applicant Approve with changes listed in red Aye-5	Prior to approval of Small Area Plans
	25 (p19)	Ensure that park spaces are improved, usable, and publicly accessible.	Accept	Applicant	Before approval of CP PDD MP
6.8 Development Standards/Regulation	26 (p22)	Permit exceptions in height only in certain locations (designated centers) or subject to certain conditions (e.g. major employer relocation).	Accept	Applicant Approve as recommended Aye-4 Baldwin/Farrell/Foley/Turner Nay-1 Fiocco	Before approval of CP PDD MP
	27 (p22)	Provide justification for not adhering to the Major Transportation Corridors Overlay district or submit a compatible alternative.	Accept	Applicant	Before approval of CP PDD MP

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	28 (p22)	Consider a maximum cul-de-sac length of 500 feet with exceptions permitted on a case-by-case basis during the small area plan process.	Reject	Reject Aye-5 ~~Applicant~~	~~Before approval of Small Area Plans~~
6.9 Additional Elements	29 (p24)	The Town should prepare comprehensive updates to the land management ordinance that specifically modernize the requirements for tree protection, signage, parking, lighting, landscaping, and stormwater.	Accept	Planner, Planning Board, Consultant, Manager	Upon approval of UDO
6.9 Additional Elements	30 (p24)	Use the Development Agreement process for Phasing and Master Facilities Planning.	Accept	Manager, Town Attorney, Applicant, Stakeholders	Within two (2) years of approval of the CP PDD MP
	31 (p24)	Create baseline goals for public art projects (e.g. total percentage of construction value) and affordable housing (e.g. % of units based on income strata).	Accept	Stakeholders, Town Board, Manager, Consultant Approve with changes in red Aye-5	Upon approval of UDO
	32 (p24)	Cooperatively create town-wide strategic plans for affordable	Accept	Stakeholders, Town Board, Planner, Planning Board, Consultants, Manager	Upon approval of UDO

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		housing, transit, and public art, with specific implementation action to be incorporated into the PDD as a part of the Small Area Planning process.			
	33 (p24)	Within two years, a detailed set of design guidelines should be created to help bridge the PDD Master Plan to the small area plans and subsequent development plans.	Accept	Stakeholders, Planner, Planning Board, Applicant, Manager, Consultant Approve with changes in red Aye-5	Within two (2) years of approval of the CP PDD MP
6.11 Small Area Plans	34 (p26)	Produce a set of design guidelines and perhaps a form-based code that will help guide the small area planning process.	Accept	Planner, Planning Board, Applicant, Consultant, Town Board, Manager Approve with changes in red Aye-5	Prior to approval of Small Area Plans
	35 (p26)	Include building typologies and supporting illustrations/three dimensional visualizations with each small area plan.	Accept	Applicant, Stakeholders	Prior to approval of Small Area Plans
	36 (p26)	Finalize an approval process for each small area plan as a part of the PDD Master Plan.	Accept	Planner, Town Board, Applicant, Consultant Note: Staff recommends clarification and definition of what is meant by "Small Area Plan."	Before approval of CP PDD MP

	Question #/(page)	Recommendation	Accept/ Reject	Action/Responsibility	Completion Date
	37 (p26)	Consider an advisory committee or project team to help ensure that each Small Area Plan appropriately reflects the goals and intentions of the PDD Master Plan.	Accept	Planner, Town Board, Consultant, Manager Approve with changes in red Aye-5	Prior to approval of Small Area Plans
	38 (p26)	Create a Fiscal Impact Analysis methodology and criteria by which to judge the outcomes.	Accept	Manager, Finance Director, Town Attorney, Town Board, Consultant	ASAP

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6.11 Small Area Plans	39 (p26)	Do not permit any development to proceed without an adopted Small Area Plan.	Reject	Note: ~~5% Residential; 5% Commercial Development was suggested on p27 of the Lawrence Group Chatham Park PDD: Analysis and Recommendations. CP PDD MP (11/25/13) allowed 5% Residential and 15% Commercial. Board should which threshold to apply.~~ Development will be allowed to proceed within 5% Residential/15% Non-Residential limits as described in the 11/25/13 CP PDD MP. Commissioner Foley is for 5 & 5 Approve staff recommendation to reject Aye-4 Baldwin/Fiocco/Farrell/Turner Nay-1 Foley	Not Applicable