



**TOWN OF PITTSBORO
PLANNING BOARD MEETING MINUTES
Monday, May 2, 2016, 7:00 PM**

ATTENDANCE

Members Present: Raeford Bland, Brian Taylor, Carolyn Efland, Alfreda Alston, Beth Turner

Staff Present: Jeff Jones, Planning Director; Denice Bryant, Planning Board Clerk; Paul Messick, Town Attorney; Fred Royal, Town Engineer

Guest Speaker: Jennifer Platt

A. CALL TO ORDER

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

B. APPROVAL OF MINUTES

The minutes were approved.

- **Mr. Taylor moved to approve the minutes.**
- **Seconded by Mrs. Alston.**

Vote: Aye 5 Nay 0

C. OLD BUSINESS

None

D. NEW BUSINESS

REZ-2016-01 68 Fayetteville Street

Mr. Jones referenced the above rezoning that has been initiated by Mr. John Justice to rezone approximately .84 acres, on 68 Fayetteville Street from R-12 (Medium Residential) to C-2 (Highway Commercial).

General property surrounding this parcel of land is Residential in nature. North – parcel immediately adjacent is zoned C-2CU, owned by the applicant; South – Residential zoned (R-12) property and is vacant. West – two parcels zoned C2 and R12. C-2 property has converted a house to an office; East - parcel is zoned C-4, Pittsboro United Methodist Church.

Mr. Jones went over the analysis that is to be considered for a map amendment as outlined in the Zoning Ordinance and city zoning enabling statues for the State of North Carolina.

Staff Recommendation: Town Board of Commissioners held a public hearing at last week's meeting, there were no speakers at the meeting. Planning is recommending to the Planning Board to approve the request to have rezoning of this property to C2.

Chairman Bland asked if there were any questions from the Board.

Mr. Taylor asked if there was anything anticipated in going in there or just changing for future use.

Mr. Messick stated that Mr. Justice is not obligated to tell you what he is going to use the house for, the Planning Board is here to decide to approve the rezoning or not.

Mr. Justice spoke and said there was anticipated use.

Mr. Jones stated that Mr. Justice is going through this process because he is wanting to use the home as an office. Mr. Jones said in the future he can see this area as being in Neighborhood Mixed Use in the future that would allow for office and light retail in this area. Applicant chose to go C2 because adjacent properties are C2. Part of the re-write up of the UDO for the Town is going to identify areas they may not need to be rezoned.

This can change at a later date once we adopt the new UDO and it may not be Neighborhood Mixed Use, but some other zone. Unless we have Conditional Use Zoning, we are going to have applicants coming for rezoning.

Mrs. Elfland felt very strongly about not changing this parcel to C2 stating that it was inappropriate, that, in fact should be C1 or C4 for the many reasons: C2 is very expensive, there are a host of things you can do in C2 which leads to businesses that we do not want in downtown Pittsboro (pornographic, tattoo parlors, etc.), and many parcels have already been rezoned C2 in the downtown area.

Mrs. Alston mentioned the fact that she had known Mr. Justice and his family for many years and did not think there would be anything conducted in that house that would be offensive or inappropriate.

Chairman Bland asked the Planning Board to make a vote on the Written Consistency Statement to the Town of Pittsboro Board of Commissioners effective May 2, 2016. Having reviewed the Zoning District Change Application to amend the Zoning Map of the Town of Pittsboro in Town of Pittsboro, Case #REZ-2016-01, 68 Fayetteville Street.

The Planning Board hereby adopts Motion A: Motion to adopt the following resolution: RESOLVED, that the Town of Pittsboro Planning Board hereby advises and comments to the Town of Pittsboro Board of Commissioners that the proposed rezoning is consistent with the Town of Pittsboro comprehensive plan, including the Land Use Plan, and other applicable plans and policies adopted by the Town of Pittsboro. The following reasons and other matters were considered in the deliberations of the Town of Pittsboro Planning Board with the respect to this motion: the proposed rezoning is reasonable considering the size and location of the property subject to the proposed rezoning and the potential benefits to development of the Town of Pittsboro and surrounding community; the adjoining lands are either zoned or used for residential uses; and the proposed rezoning advances the public health, safety or welfare of the Town of Pittsboro.

- **Mrs. Alston** made the motion to approve.
- **Mrs. Turner** seconded.

Vote: Aye 4 Nay 1

The Planning Board reviews the Written Recommendation to the Town of Pittsboro Board of Commissioners effective May 2, 2016 as to the Pittsboro Zoning Case #REZ-2016-01, 68 Fayetteville Street.

The Planning Board hereby adopts Motion A: Motion to adopt the following resolution: **RESOLVED**, that the Town of Pittsboro Planning Board recommends approval of the proposed rezoning. The following reasons and other matters were considered in the deliberations of the Town of Pittsboro Planning Board with respect to this motion: the proposed rezoning is reasonable considering the size and location of the property subject to the proposed rezoning and the potential benefits to the development of the Town of Pittsboro and surrounding community; the adjoining lands are either zoned or used for residential uses; and the proposed rezoning advances the public health, safety or welfare of the Town of Pittsboro.

- **Mrs. Alston** made the motion to approve.
- **Mrs. Turner** seconded.

Vote: Aye 4 Nay 1

Status on Water Efficiency and Reclaimed Water Ordinance and Policies (Fred Royal and Jennifer Plat)

This is being presented to the Planning Board as informational only. It has been before the BOC twice. Pittsboro's part of the Jordan Lake Partnership, includes putting together allocation application to the State because we have requested an additional 6 million gallons of water a day from Jordan Lake. With this being said, we want to reduce our demand of public water on a daily basis.

The Town of Pittsboro is under rapid development pressure and has two significant tracks to travel down when it comes to water and sewer utility planning and capital improvements. One track is to up-grade and expand (where necessary) the water and sewer treatment and distribution infrastructure and the other track is to ensure that all new infrastructure is designed and constructed in accordance to our new specifications and details.

The development we are experiencing requires the Town to plan for and provide sufficient potable water to meet this demand. Potable water is both a commodity and a limited natural resource. In order to meet the growth projection water demands, the Town is planning to enact water efficiency ordinances and policies designed to limit potable water demand to the extent practicable.

This public information session is intended to provide information and obtain feedback from the public concerning all existing water policies and ordinances and to provide areas where we believe new water efficiency ordinances and policies would be prudent and economically feasible for the citizens.

Discussion

We are intending to include “all things water” ranging from drought response protocol to non-revenue water loss reduction measures to water efficiency practices. The overarching intent is to reduce the per capita potable water consumption to a regionally acceptable figure of 60-70 gallons per day per capita. We currently exceed 100 gallons per day per capita.

Water losses are estimated to be twenty (25) percent in Pittsboro. This is an estimate and it needs to be verified with more accurate metering equipment at the Water Treatment Facility in combination with more review of water bills and flush water monitoring. “Acceptable” water losses for a municipality are more like ten (10) percent. Therefore, we have a lot of work to do to better understand the accuracy of our water losses and to develop water loss reduction approaches that are the most efficient and cost-effective. These approaches could include, but are not limited to annually programmed CIP for old water pipe replacement, water fixture program incentives and public education.

Reclaimed water use and demand has to increase with the growth in order to for the Town to continue to provide the needed services but also to maintain state permits and allocation requests. We believe that expanding our reclaimed water system and market can occur with a combination of policies and incentives, such as low cost bulk sales, new development requirements and by identifying the best and highest potential users of reclaimed water in Town and delivering it to them with CIP programming.

A final example is gaining the best and most cost-efficient approaches to potable water expansion. This can include the Jordan Lake western shore stakeholder group, interconnections with Chatham County water system and up-grades to our existing

water treatment facility and distribution system. A recent example of this is with the proposed elevated water tank, where the Town will gain an important automated control valve at the million gallon tank for advanced control and management of the water distribution system throughout Town. This will help with improved water efficiency, water management during emergencies and improved water quality.

Below is a list of the key areas that are planned for tonight's public information discussion. They are based on a review of all existing Town of Pittsboro policies and ordinances though new or recommended policies and ordinances.

Review of Draft Ordinances and Policy Options

Goal: To propose recommendations for ordinances, programs and policies regarding existing and new development water uses, including but not limited to drought and water shortage, public education, efficient plumbing fixtures, reclaimed water use for irrigation, and loss in the water distribution system.

Existing Ordinances

Emergency Water Conservation Provisions Chapter 25, Article 5, adopted 7/14/86

Fold in Town's Water Shortage Response Plan submitted to the State in 2011 and Update/clarify:

- Declaration/Authorization process
- Notification procedures
- Response levels in tanks and Haw River gage triggers
- Triggers – change trigger naming conventions and edit actions required for each trigger
- Enforcement activity/legal and fines

Utility Standard Operation Procedures (SOP):

- De-chlorination Procedure for Water Distribution System Flushing and Main Break or Reclaimed Water System Main Break
- Water Main and Service Line Breaks
- Water Transmission Main Shut Down
- Water Main Break by Contractor
- Fecal Coliform-E.coli/Contamination Response

Possible Additional procedures:

- Drought contingency for non-residential customers
- Variance protocols (e.g. for commercial or institutional uses)
- Ongoing staff training plan
- Other

Town Non-Revenue Water Loss Program Policy/Procedures

The water loss reduction program requires goal setting in combination with public official education, CIP planning and budget approvals, public education, data collection and studies, and long-term planning and CIP programming.

Update/Clarify:

- Leaks detection processes
- Continued meter replacement and testing
- Water supply distribution replacement program
- Metering flushers
- Water plant metering improvements
- Tampering with water or sewer systems

Town of Pittsboro Voluntary Water Conservation Measures, approved 8/27/07

1. Update this list of voluntary indoor and outdoor measures and include additional components

New Ordinances and Policies

Landscape Water Efficiency Ordinance/Policies

Under consideration is a comprehensive ordinance to address efficient water use in landscapes, with options ranging from soil amendments to irrigation system design.

- Irrigation (applies to both potable and reclaimed water) –
 - Irrigation systems must be designed to use high efficiency sprinklers (This precludes the installation of standard spray heads which are often the cause of water waste and run off.)
 - Require use of sensors on irrigation systems to prevent watering during rainfall
 - Flow sensors that detect and report high flow conditions due to broken pipes and/or popped sprinkler heads.
 - An increase in the minimum width of turf from 8 feet to 10 feet that can be irrigated with overhead irrigation (sprinkler). Areas of turf

below this threshold would have to be irrigated with subsurface drip or other technology that produces no over spray or runoff.

- Pressure regulators and master shut-off valves.
- Require separate meters (update of existing policy)
- Cross connection control, backflow prevention assemblies required, program (update existing)

- Landscaping Requirements/Planting Plans
 - Organic matter and other amendments and tillage to increase ability of soil to capture and hold Stormwater and improve soil health, eg: the application and incorporation of four yards of compost per 1000 sq. ft. of area. The addition of organic matter and tillage increases the ability of soil to capture and retain water.
 - May encourage or provide incentives for friable soil in landscape areas to maximize water retention and infiltration
- Turf Requirements
 - Limit the portion of landscapes that can be covered in turf vs. undisturbed or landscaped areas
- Water Waste
 - prohibit wasting of water such that water runs across impervious surfaces into gutters and storm drains; manage waste through leaks or malfunctions beyond reasonable timeline to repair or correct

Reclaimed Water Ordinance

- Purpose and Background:
 - To meet long-term water demand requirements.
 - To prevent peak potable water demand
 - Town's reclaimed water system for secondary plumbing usage, including irrigation, cooling towers, and other potential uses ("secondary water use facilities") as determined by the Town Manager or designee (hereafter "Manager"). The Town would designate reclaimed water service areas where reclaimed water service would be provided according to the Reclaimed Water Master Plan. For development within those designated reclaimed water service areas, the developer shall install, and shall be responsible for the full cost of, reclaimed water facilities within their own properties. Town specifications already exist.
- Customers in designated service districts are required to tap in if they have an irrigation system
- Bulk Reclaimed Water Program – Design and build a Town operated facility for bulk purchase.

Rebate Programs

Rebates for water efficient products would provide another key component to the Town's incentive-oriented programs. Because about 35% of the Town's water customers live in older, less efficient housing stock, significant savings (20-40%) could be achieved by replacing indoor water fixtures. A program that will offer rebates for water efficient fixtures as funding allows could be proposed.

Automated Meter Reading System

The use of automated meter reading (AMR) technology holds one of the strongest opportunities for a water efficient community. As with electric utilities, AMR in a water utility allows staff to monitor usage and alert customers when excessive or unusual usage occurs. The AMR system also allows a utility to spread out demand to manage fluctuations in the system. This feature will be especially useful as new development causes usage spikes and staff learns to manage a rapidly growing system. The Town of Pittsboro began converting to AMR meters in 2010. Over 90% of the Town's meters now use AMR technology.

Status up-date to the Planning Board

Since the Public Information Session, staff has been working with its consultant, Jennifer Platt, to make revisions to the ordinances and policies based on feedback from the BOC, Chatham County Inspections Department, the Town Manager and the Town Attorney.

We plan to finalize the ordinances and policies in the coming months and make a recommendation to the BOC to formally adopt via a resolution.

Mr. Royal introduced Jennifer Platt to take the podium.

Ms. Platt stated she will talk briefly about both of the ordinances, get your feedback, and answer questions before we proceed with the Town Commissioners.

The first ordinance is the Water Efficiency. You are familiar with the term water conservation, but a lot of people think it means sacrifice. What we are trying to do is reduce water in the long term. Habits have to be changed. The norm for now is mostly appliances which have energy savings, but eventually shower heads, faucets, plumbing, etc. will become the norm also to save on energy and water. We are encouraging new developers to embed water sense fixtures into their properties. Other components relate to efficient irrigation, which is another potential big use of water in new development. Irrigation can be one of the largest appliances on your

property during the summer which drives demand on water usage. Standards will be added to the UDO on irrigation systems and landscaping practices.

The other component of the ordinance is water waste. We want to get people to thinking about not running water so long through their irrigation system or sprinklers so that water is not just running down the street and repair leaks.

Ms. Elfland had questions regarding reclaimed water and hot water on demand. Will they be on showers? Will we do away with hot water heaters? A standard electrical panel will not be able to handle hot water on demand and will have to be replaced. Ms. Elfland believes this will put a huge financial burden on people for a major electric bill. Ms. Elfland also made mention that there is a lot more on the commercial side.

Ms. Platt stated that hot water on demand is an appliance that is placed on a sink, facet or shower so that the water is not coming from one source (hot water heater) which heats water right there at the appliance. Ms. Platt stated she would pool the studies on the financial issues involved with whole house hot water on demand and do a cost comparison.

Mr. Royal commented that this is not a proposed requirement and this ordinance is also to recommend any efficiencies possible.

Chairman Bland stated that he knows someone doing this now and it does cost a fortune to do it; however, he is counting on it being productive in the long run. Chairman Bland asked about the pricing structure in Cary, do we have modest sum for the first 10,000 gallons and then does it increase as you use more water. People that can afford the higher water bill does not penalize people that are using less water. Chairman Bland asked how we charge here in Pittsboro.

Ms. Platt stated that to her knowledge it is generally a tiered rate structure, they figured out the average household usage which was in the 4-6 thousand gallon range. People that used less water and more efficient were in the first tier, middle tier was average and high tier was above average, 4th tier level was the people using extremely large amounts of water. Some people that are motivated to conserve water, will actually use less water because they will follow the ordinances and the law.

Mr. Royal stated that the Town of Pittsboro uses 3 tier rate structure.

Ms. Platt made mention that the Town is now using automatic meters and will be hugely beneficial for long term tracking of consumption and if there is a leak on someone's property, it will be found sooner.

Ms. Elfland stated that with all this, the big water users will not cut down and leave the regular or low usage left to pay. The expenses will still remain and have to be paid. How is this going to effect the revenue?

Mr. Royal stated that our biggest customer is Chapel Ridge, they pull water continuously, pull heavily in August due to golf course. Our goal is to reduce overall water use while maintaining reasonable rates and cost structures. Another goal is to make sure we balance it out.

D. Board Member Concerns

Mr. Jones asked the Planning Board to consider continuing joint work sessions with the Board of Commissioners the 3rd Monday of each month from 6 – 8PM.

The Planning Board all agreed that is well worth their time and efforts to meet jointly because it was helpful and useful.

D. Reports and Announcements

None

F. ADJOURNMENT

- **Mrs. Alston made the motion to adjourn.**
 - **Seconded by Mrs. Turner.**
- Vote: Aye 5 Nay 0**

Planning Board meeting adjourned at 8:15 pm.

Next Planning Board Meeting is scheduled for Monday, June 6, 2016.

Denise Bryant

Customer Support Specialist