

**TOWN OF PITTSBORO
PLANNING BOARD MEETING MINUTES
Monday, October 5, 2015, 7:00 PM**

ATTENDANCE

Members Present: Raeford Bland, Oakley Bennett, Brian Taylor, Carolyn Efland, Shannon Plummer, Wayne Herndon

Members Not Present: Alfreda Alston, Bob McConnaughey

Staff Present: Jeff Jones, Planning Director, Roger Waldon, Interim Planning Department; Paul Messick, Town Attorney, Brian Gruesbeck, Town Manager, Fred Royal, Town Engineer, Denice Bryant, Customer Support Specialist

A. CALL TO ORDER

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

B. APPROVAL OF MINUTES

- **Mr. Plummer moved to approve the minutes.**
- **Seconded by Mr. Oakley.**

Vote: Aye 6 Nay 0

C. OLD BUSINESS

None

D. NEW BUSINESS

➤ SD-2015-02

Suttles Road Subdivision – Final Plat

Action Needed – Discussion, Recommendation to Town Board

Mr. Jones stated that there was one agenda item, the Final Plat – Suttles Road Preliminary Subdivision brought before the board back in spring – **SD-2015-02** for Chatham Park Planned Development District.

The proposed subdivision is for 10 lots located in the Chatham Park Planned Development District, off of Suttles Road near the 15-501 / US 64 interchange. The proposed subdivision totals approximately 52.3 acres.

Since the May 11th approval, Lot 9 boundary has changed slightly. The original preliminary plat had Lot having frontage on Freedom Drive to meet the Towns requirement for frontage on a public right of way. The developer has since acquired land adjacent to Russet Run Road and Lot 9 that provides for the frontage requirement for Lot 9. Additionally, a sanitary sewer easement shown on the plat as a 20 foot easement has been changed to 25 feet to accommodate the actual location of a manhole.

Hydrostructures, PA has reviewed the plat and provided comments. The Fire Marshall, Fire Chief, and Town Attorney have also reviewed the plat. There are going to be some additional easements that need to be shown on this final plat once it goes through for the Mayor's signature when we take it to the Town Board. The applicant is here and he can address those additional easements. We have MOB1, MOB2 and Hospice being built all at the same time, some cross referencing between plans that need to occur that did not occur in time for us to have those easements shown on the plat for you all tonight.

The following items were shown for review by the Planning Board:

1. Site Information from Withers & Ravenel
2. Set of Plans prepared for recordation (if approved by the Board of Commissioners, signed by Mayor Terry).

A letter from Robbie Oldham to Fred Royal, documenting that approximately 61% of the public improvements associated with this approved Preliminary Plat have been completed and a copy of the Preliminary Plat approved on May 11th were distributed with packets to Planning Board.

Mr. Jones pointed out in the future with our new EDO that hopefully is adopted in the next year with Roger's help and his team this process will become more administrative. We will not be coming to the Planning Board and Town Board to sign off on final plats. The Preliminary Plan will still come to the Planning Board and Town Board. In the future it will be up to staff and any

consultants to look at the Preliminary Plans and get it ready for final plat stage and then recorded. This should lessen your burden for review in the future.

Mr. Oakley asked about the reclaimed water access and pipes, are they in the ground and ready.

Mr. Oldham (Withers & Ravenel) stated that they just received the reclaimed water permit, they are being installed hopefully this week and that is why there is stone on the road now, due to the all the rain.

Mrs. Efland asked about the land that Chatham Park acquires from then to now, how were they able to move the line on Lot 9?

Mr. Eagle (Chatham Park Ink) stated that Chatham Development One, Inc. is the applicant on this. The Master Plan for Chatham Park does not necessarily require public road frontage, there is a provision in there that it doesn't have to be, but on this subdivision map we showed it on the preliminary map for every lot to have public road frontage and even extended the road that was intended to be a private driveway, made that a public street to get back to the lot. At the time we first submitted, there was a small piece of land in limbo left over when Mr. Tilley owned the property, except that little piece of land. After a long process that little piece of land was acquired which did in fact connect this Lot 9 to Russet Run Road.

Mr. Bland stated that this was their third time at looking at this and it is pretty clear on what needs to be done. Asked for a motion to accept and send to Commissioners for approval.

- **Ms. Efland made the motion to approve.**
- **Seconded by Mr. Taylor.**

Vote: Aye 6 Nay 0

D. BOARD MEMBER CONCERNS

Ms. Efland asked where we were with UDO.

Mr. Waldon stated that he and Clarion & Associates will be working with the Town to prepare the new unified development ordinance. We came a few months ago with the code assessment, described what we saw as diagnosis. We will be bringing the draft to you in two segments: Modular I (procedures and zoning districts) and Modular II (standards, descriptions that need to be met). Modular I target is to have to Town staff by mid-October for the new Planning Director, so he will be in a position to coordinate the technical review of that module, make comments to the Planning Board and Board of Commissioners.

E. REPORTS AND ANNOUNCEMENTS

Mr. Bland asked if the Planning Director had any more remarks, ideas.

Mr. Jones stated that Mr. Bland came to the office. After new appointments to the Planning Board and first of year, have an orientation meeting, outside of a Planning Board meeting to discuss concerns, zoning ordinances, any questions you have, communication protocol, things that will be coming up in the next year and future. One board appointment will be up for re-appointment in December, 2015. Hopefully we can schedule this orientation meeting in January/February unless we have a Planning Meeting that has nothing for discussion. Mr. Jones reminded board that they are welcome to call and/or email him with any questions that you have at any time.

F. ADJOURNMENT

- **Mr. Bland made the motion to adjourn.**

Vote: Aye 6 Nay 0

Planning Board meeting adjourned at 7:25 pm.

Next Planning Board Meeting is scheduled for Monday, December 7, 2015.

Denice Bryant

Customer Support Specialist