

**Town of Pittsboro Planning Board Meeting Minutes**

**March 1, 2021 ~ 7:00 p.m.**

Held via Zoom Meeting ~ Pittsboro, NC 27312

**Board Member Present:** Alfreda Alston, William Baker, Ray Bland, Eric Braun, Ray Carney, Steve Cockman, Charity Mize, Karl Shaffer

**Staff Present:** Theresa Thompson, Kayleigh Mielenz, Jennifer Davis

**Additional Attendees:** Paul Messick Michael Fiocco, Cassandra Bullock

**CALL TO ORDER**

Board Chair, Raeford Bland, called the meeting to order.

**APPROVAL OF MINUTES**

Eric Braun made a motion for approval of the approval of the minutes of February 1, 2021 meeting. Steve Cockman seconded the motion and the motion passed unanimously 6-0.

**I. NEW BUSINESS**

**1. ZTA-2021-01 – Zoning Ordinance Text Amendment Accessory Dwelling Units & Secondary Ingress and Egress**

Planning Staff is requesting text amendments to the Pittsboro Zoning Ordinance concerning secondary means of vehicular access and accessory dwelling units:

**Bold Text** – additions to the ordinance

~~Strikethrough Text~~ - deletions from the ordinance

1. ADD Section 3.5 *Multiple Means of Vehicular Access*, as follows:

**In order to enhance safe and convenient mobility within and between developments, all developments including proposed subdivisions, shall provide at least two separate means of vehicular access meeting Fire Code requirements for fire apparatus roads if the development includes:**

- A. More than 30 single-family detached, duplex, or manufactured home dwellings or more than 60 single-family attached or multifamily dwelling units.**
- B. A nonresidential or mixed-use development shall provide at least two separate means of vehicular access to each building or facility that has a height exceeding 30 feet or three stories or to each building or facility that has a gross floor area exceeding 62,000 square feet.**

- C. **These requirements may be waived by the Board of Commissioners for reasons including, but not limited to, it is impractical due to topography, natural features, cultural resources, the configuration of adjacent developments, and/or the dwellings, buildings, or facilities are equipped with an approved automatic sprinkler system.**

REASON. Based on direction from the Town Board, staff has drafted secondary access standards.

2. AMEND Section 5.3.3.1 *Accessory Dwelling Units* and relocate to Section 5.2.2 *Notes to the Table of Permitted Uses*, as follows:

**Note 12. Section 5.3.3.1 Accessory Dwelling Units In Front Yards**

~~A. Where Required: RA-2 and RA-5 districts.~~

B. General Requirements

1. The accessory dwelling unit is permitted on the same lot with a principal unit.
2. No more than one accessory dwelling unit is permitted on the same lot with a principal dwelling unit.
3. No accessory dwelling unit shall be permitted on the same zone lot with a two-family or multi-family dwelling or family care home.

C. Accessory Dwelling Unit Within a Principal Single-Family Dwelling

1. The principal building shall not be altered in any way so as to appear from a public or private road to be multi-family housing. Prohibited alterations include, but are not limited to, multiple entranceways, or multiple mailboxes. Access to the accessory dwelling unit shall be by means of an existing side or rear door, except where a new entrance is required by the N.C. Building Code. No new doorways or stairways to upper floors are permitted if they are attached to the side of a building facing a public or private street.
2. An accessory dwelling unit shall occupy no more than ~~25~~ **50** percent of the heated floor area of the principal building **or 1,200 square feet whichever is lesser.** ~~The sum of all accessory use (including home occupations) in a principal building shall not exceed 25 percent of the total floor area.~~

D. Detached Accessory Dwelling Units

1. A detached accessory dwelling unit may be:
  - a. a manufactured home in zones which permit this use;
  - b. a dwelling unit which is part of an accessory garage; or
  - c. a freestanding dwelling unit meeting the NC Building Code.
- ~~2. The lot containing both the principal and the detached accessory dwelling units shall have 1.5 times the minimum lot area required for the district.~~
3. The detached accessory dwelling unit shall:
  - a. have an approved sewage disposal connection or system;
  - b. meet all setbacks applicable to the principal building;
  - c. be erected ~~behind and~~ at least 10 feet from the principal building; and
  - d. not exceed the maximum lot coverage when added to the square footage of all accessory buildings on the lot.
4. **The height of the accessory dwelling unit shall be visually subordinate and shall not exceed the height of the principal structure.** A detached accessory dwelling other than a manufactured home shall have no more than ~~50~~ **70** percent of the gross floor area of the principal building **or 1,200 square feet whichever is lesser.**

**5. Accessory dwelling units shall not count towards the maximum density standards.**

3. AMEND Section 7.2.1 *Off-Street Parking Requirements*, as follows:

USE	SPACES REQUIRED
Accessory Dwelling Units	<del>1/attached unit; 2/detached unit, located on the same lot</del> <b>No requirement</b>

REASON. Based on direction from the Town Board, staff has revised the accessory dwelling unit standards to be more accommodating and enhance housing affordability in Pittsboro.

Discussion: The Planning Board had discussion and was agreeable to the Fire Marshal’s recommendations, except for the requirement of a sprinkler system, due to being too restrictive. Regarding the ADU request, the Planning Board discussed potential concerns of developers constructing principal dwelling units and ADU’s specifically for rental properties. Staff informed the Board that the Town cannot regulate on owner versus rental uses, except for short-term rentals, which is a different topic. Staff explained that in general issues can be addressed in the future, if they arise. The Planning Board also discussed the possibility of not having adequate parking for ADU’s if the parking standard is removed, though it is likely parking will be self-regulated.

Motion #1: Eric Braun made a motion to recommend the Pittsboro Planning Board Land Use Plan Consistency Statement for approval. The motion was seconded by Alfreda Alston. The motion passed unanimously 6-0.

Motion #2: Eric Braun made a motion to recommend approval to the Pittsboro Board of Commissioners of the text amendment request to the Zoning Ordinance. The motion was seconded by Alfreda Alston. The motion passed unanimously 6-0.

**2. UDO Discussion**

Each Board member received an electronic copy of the red-lined UDO document that was presented to the Board of Commissioners on December 14, 2020. Board members are asked to review the document and be prepared to share any concerns or comments in future meetings. Theresa Thompson shared the date of May 24, 2021 as the tentative date for the UDO to be adopted by the Board of Commissioners. Clerk to the Planning Board, Jennifer Davis offered to print out a clean version for any members desiring to have a clean copy.

**3. Board Training**

Interim Planning Director Theresa Thompson led a training presentation for the Board. Theresa shared why we plan; how we plan; where we plan; tools that used in planning; types of planning decisions; duties of the Planning Board; meeting laws; and how to work effectively as a Board.

## **II. BOARD MEMBER COMMENT**

Chairman Ray Bland thanked the Planning Staff for their hard work during these busy times.

Karl Shaffer shared that the Board needs to go back to the discussion on M-2 Zoning for the property on the edge of town. The discussion was started with Jeff Jones prior to the pandemic but had not been returned to the forefront with the craziness of meeting within the pandemic. Karl asked the board members to start thinking about this important subject.

## **III. PLANNING DEPARTMENT COMMENTS**

Theresa Thompson encouraged board members to feel free to reach out to staff if they have any questions or concerns throughout the month.

## **IV. ADJOURNMENT**

With no further comments, Alfreda Alston made the motion to adjourn the meeting. The motion was seconded by Eric Braun. The motion passed unanimously 6-0.

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Approved

Minutes respectfully submitted on March 22, 2021, by Jennifer B. Davis, Clerk to the Planning Board, Town of Pittsboro

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Date