

**Town of Pittsboro
Planning Board
Regular Meeting Minutes
January 4, 2011
7:00PM**

Members Present-Ken Hoyle, John Clifford, Freda Alston, Karl Shaffer, Raeford Bland
Absent-Harold Howard, sitting in for Howard-Shannon Plummer (alternate).

Call to Order-Chairman Hoyle called the meeting to order at 7:00p.m.

Approval of Minutes- Alston made a motion to approve, Shaffer seconded; approved unanimously.

*Clifford stated he had a couple of items that he wanted to bring up before the Board began. Clifford questioned the change in agenda format and the information in the packet referring to "big box" development. Bass stated that the information was FYI. Clifford then stated that the bigger issue for him was that he was under the impression that the Board was going to start off 2011 diving into the Land Use Plan and it is not on the agenda. Bass replied that he was still working it out with Town Manager and staff trying to get some specifics of further direction. Hoyle stated that at the last Board of Commissioners meeting they, the Board, should move forth with this issue since it was tabled for that purpose. Hoyle stated that he felt it should have been on the agenda so they could have at least discussed it because this document has been "hanging in the air" for too long time and another 30 to 60 days to be able to discuss it is too long. Hoyle also stated that when the Commissioners tell the Board to move forth and then they don't see it on the agenda it causes some concern and that he received quite a few emails and calls concerning it.

Bass stated that he is certainly available if anyone wants to talk and that he takes his direction from the Town Manager as well as the Board and that we are currently in the situation where we have a Land Use Plan in place and three drafts so it is a little complicated getting a document that they can all look at. Hoyle reiterated that he feels that they need to hold a special work session because he knows that Bass is the planner but he does not want the Board of Commissioners looking down on the Planning Board questioning why they are not taking any action. Hoyle commented that all the members of the Board have been reading, studying and they have a document so let's move forward with it. Shaffer added that he was under the impression that they also we going to discuss it since it was tabled at the last meeting and that he has done all of his studying, reading and is ready. Shaffer stated that he would like to add it to the agenda tonight if that is appropriate. Hoyle stated he had no problem with adding it to the agenda and asked the other members of the Board. Clifford stated he does not have his materials with him, Alston concurred. Plummer felt that a work session would be beneficial.

Bland stated he was not prepared with materials but that he is ready. Bland also asked if they had to dispose of the Triangle J plan, Hoyle stated that they did have to show the Commissioners what they received regarding that plan. Plummer stated that was a good point but asked if the Commissioners have to act on that plan before the Board can move forward. Bass replied no because that plan is still in draft form and has never been adopted. Hoyle asked the Board when they would be available for a work session. The Board agreed that January 13th at 6:30pm they would discuss the Land Use Plan. Bass wanted to be clear on what exactly they were meeting for. Hoyle stated that they were going to discuss the Land Use Plan both the “big one” and Culpepper’s. Shaffer wanted to talk to Bass in more detail and that there are two or three places in Culpepper’s document that don’t fit with the Triangle J draft plan and he just wonders how they are going to make those work regarding leaving them out or making them work.

Town Board Commissioner Fiocco stated that it may take a couple months in order to accomplish and asked the Board not to feel rushed into having to make decisions quickly but that he felt a work session was great.

Bass stated that the Town does have a Land Use Plan currently in place and there are also three different drafts of the Land Use Plan floating around right now and to go through those are important. Shaffer asked what the timeline was regarding the plan. Culpepper explained the process regarding the DOT requirements. Chairman Hoyle asked if the Board agreed to hold a work session. **Shaffer recommend approval, Clifford seconded; approved unanimously.**

Old Business

1. Better Design by the Robeson Creek Watershed Council

Christie Parrin began by explaining that this was a review of information that has already been presented to the Board. She gave the Board a quick overview of what the group had discussed and come up with for better site design for the Town. Parrin indicated that there are five key strategies for low impact development that is in their guidebook which is how to have strong economic development while better protecting water resources.

Low Impact Development

5 Key Strategies

1. Identifying/conserving your natural resources that provide water protection benefits
2. Minimizing impact on natural resources through site design process
3. Optimizing water infiltrating on site

4. Storage best management practices
5. Pollution prevention and education

The group continued with their review regarding the 22 principles of better site design. Those included impervious surfaces, parking maximums rather than minimums, landscaping requirements, riparian buffers etc.

Hoyle asked if they developed any documents as far as incentives to do these things. Parrin stated that density bonuses are one that is used throughout North Carolina. Hoyle asked about reducing the size of a PUD from 25 acres to five. Parrin stated that this is reducing the minimums for PUD so there would be more sites that could apply the principles. Shaffer asked what mechanism there is to control future development of open spaces. The group stated that deed restrictions are usually the method. Bland asked what the typical street width is currently. Culpepper stated that it varies but that if you keep the streets narrow it automatically creates a traffic calming device. Shaffer asked if staff could produce a document where the comparison between the recommendations and the current ordinance is clearly visible. Bass stated it is on his to-do list. Hoyle asked if the Board had any further questions. **Alston made motion, Clifford seconded; approved unanimously.**

1. New Business-Rezoning of Property-Moncure Pittsboro Road

Bass began by stating the single residence property is currently zoned RA2, the applicant would like to be changed to commercial the three current points of the intersection are zoned commercial and fourth is being utilized as commercial, all facilities of the Town would be available and staff recommends approval. Bass continued that the parcel is located adjacent to C2 property already and an aerial photo is included and an existing zoning map as well; applicant is here for questions (Quaile). Plummer questioned if this would be spot zoned, Bland mentioned straight rezoning. Plummer asked how soon after rezoned is property reassessed. Bass stated that he understood it to be part of the normal reassessing process. Plummer questioned if the Board were to precede the public hearing would be when neighbors would be identified. Bass stated that is correct. Discussion continued on parcel being used in past for retail, church, etc. Hoyle requested that property owner on corner be sent a letter regarding using parcel for commercial purposes when not zoned accordingly.

Plummer made motion, Alston seconded; approved unanimously.

Election of Officers-

Chairman-Shaffer motioned for Hoyle, Alston seconded; approved unanimously.

Vice-Chairman-Clifford motioned for Shaffer, Alston seconded; approved unanimously.

Review of Zoning Map-Bass

Alternate Plummer stated property that he had rezoned was not reflected properly on current map. Bass presented a number of rezonings that had apparently been approved but that were not shown on the current zoning map. The Board went on to discuss others that needed to be updated as well.

1. Spoon property
2. Plummer property
3. CCCC library
4. Freshwater intake-critical area
5. Allen Bodour-West Street
6. Chatham Oaks
7. Habitat
8. 506 West Street-house on corner
9. Foxfire Trace
10. Van Finch property

BOARD MEMBER CONCERNS

Plummer wants to be able to ask questions and be able to take part in discussion or submit to Chair on items so that he is able to act if needed.

Hoyle commented on how great the Board is doing.

Public meeting 4-7pm on January 6th at CCCC regarding Comprehensive Thoroughfare Plan by DOT.

Aslton recommended adjournment, Clifford seconded; meeting adjourned at 8:54pm.