

**MINUTES
TOWN OF PITTSBORO
PLANNING BOARD MEETING
Monday, January 7, 2013, 7:00 PM**

ATTENDANCE

Members Present: Kenneth Hoyle, John Clifford, Raeford Bland, Karl Shaffer, Shannon Plummer, Bob McConnaughey

Members Absent: Alfreda Alston, Bob Butler {Alternate}

Staff Present: Stuart Bass, Planning Director, Ileana Platon, Administrative Support Specialist, Paul Messick, Town Attorney, Brian Gruesbeck, Town Manager.

A. CALL TO ORDER

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

B. APPROVAL OF MINUTES

- **Motion made by Mr. Plummer to approve the minutes of September 5, 2012.
Seconded by Mr. Clifford.
Vote: 6-0**
- **Motion made by Mr. Shaffer to approve the minutes of November 5, 2012.
Seconded by Mr. Clifford.
Vote: 6-0**

Minutes for December 3, 2012 will be presented at the February 4th meeting.

C. ELECTION OF OFFICERS

Mr. Hoyle entertained nominations for Chairman.

Mr. Bland moved to leave it as is for one more year unless Mr. Hoyle or Mr. Shaffer disagreed.

Mr. Shaffer was disagreeable for the time being.

Mr. Bland made motion to nominate Mr. Hoyle as Chairman.

Vote taken: Mr. Hoyle was elected unanimously.

Mr. Hoyle then entertained nomination for Vice Chairman.

Mr. Shaffer requested to remove himself from the position of Vice Chairman and nominated Shannon Plummer.

Mr. Hoyle nominated John Clifford.

Mr. Shaffer requested to hear what the interest of each nominee is prior to voting.

Mr. Plummer stated that he is willing to assume the position unless the other candidate wants it more.

Mr. Clifford said he was flattered by the nomination and expressed his interest in the position. He feels that exciting times are coming to Pittsboro and is looking forward to it. The Town has a new manager, 2013 will be a good year and there will be new building going on. He also stated that with the knowledge and expertise of each member plus the leadership of Mr. Hoyle they have a very good team. In agreement with Mr. Clifford's comments **Mr. Plummer** decided to withdraw his nomination and **Mr. Shaffer** also withdrew his motion.

John Clifford was accepted as Vice Chairman by acclamation.

D. OLD BUSINESS

1. Chatham Park Investors LLC Request for Expansion of the Town of Pittsboro Extraterritorial Jurisdiction / Proposed Zoning

Action Needed – Recommendation to the Town Board of Commissioners Regarding Appropriate Initial Zoning.

Mr. Hoyle explained that they had quite a long discussion on this topic at the last meeting and it was left up to Mr. Bass and Mr. Culpepper to work it out on terms of how to make a proposal for the zoning of the additional 1900 acres coming into the Extraterritorial Jurisdiction of Pittsboro. As per the map included in their packages it is a large plot of land. RA-5 is shown in the area near the river; the rest is RA-2. Ultimately, Chatham Park LLC will come back with a rezoning request prior to any proposed development.

Mr. Culpepper stated that they just need to put a zone in there before the ETJ. He wanted to highlight a couple of items by explaining in the map the zoning placement, what they were trying to do is continue the general pattern of the RA-5 in places that were similar. With the current zoning suggestion on the map all of Chatham Park would be zoned.

Mr. Shaffer moved that the Planning Board recommend to the Commissioners the proposed zoning as it is laid out on the map in their packages.

Mr. Plummer seconded the motion.

Vote taken: 6-0

Mr. Hoyle added that it would be beneficial if the Planning Board members would attend the Public Hearing but **Mr. Culpepper** said it was not necessary. The Public Hearing will be on Monday, January 28, 2013.

Mr. Bass explained that there will be two separate hearings, the first is to adopt the ordinance expanding extraterritorial planning jurisdiction and expand its boundary, the second is to amend city zoning ordinance to add area to zoning map. This action also must comply with the notice and hearing requirements for all zoning map amendments. Answering Mr. Bland's question he stated that the meetings will run consecutively.

E. NEW BUSINESS

1. Small Town Main Street Program Update

Action Needed - Presentation and Discussion

Mr. Hoyle announced that Mr. Clifford is now their representative on the Main Street committee.

Mr. Bass provided an update that was given to the Board of Commissioners which he thought would be beneficial to share with the Planning Board. It is basically an update of the Small Town Main Street Program to date in Pittsboro. The Small Town Main Street Program is a spinoff of the larger Main Street Program. Both ideas use what is called a four corner approach. First is economic restructuring, he has provided a copy of the business plan to each Board member. The second idea is promotion, what can be done to promote, enhance and market businesses and events in the downtown area. Third is the design aspect, some of the things listed are façade grants, benches, trashcans and aspiration of some crosswalks. For the Façade grant the Town budgeted for 2012-2013 about \$20,000.00. This is up and running and there are fairly simple applications available for these grants. Today they completed one grant application with a couple of more in process. This grant is a 50/50 match and the maximum amount is \$3,000.00. There is also the vision of situating benches and trashcans throughout the area. Another idea they are looking at in the future is crosswalk treatments and presented some illustrations of different crosswalks. He explained that all this is conceptual in addition Paul Horne is doing a monthly e-newsletter.

Mr. Hoyle asked when the next meeting is and **Mr. Bass** said that they did not have one in January so the next meeting will be in February and is always the first Tuesday of the month. Initially there was greater attendance from the community but now they are down to a core group of 6-8 people.

Mr. Plummer asked if in this core group were any property owners.

Mr. Bass responded that it's mainly downtown business operators and occasionally one or two property owners show up. He went on to describe a little bit about the Program. A larger municipality would hire a Main Town Manager to develop some kind of non-profit to handle the program. About ten years ago the State realized that smaller municipalities did not have the resources to hire a Main Town Manager and they developed the Small Town Main Street Program. The town then receives some assistance from the State Main Street representative for the first year but the second year it is expected that the town does it on their own.

Mr. Hoyle asked in regards to the storefront who signs off on the final design and hopes that there will be some consistency in the way the upgrades are done.

Mr. Bass responded that it would be a staff function but that a committee member also reviewed it.

Mr. Shaffer asked if there are design parameters that must be met.

Mr. Bass replied that there were some, as outlined in the application.

2. Review of the Ordinances Action Needed - Discussion

Mr. Hoyle said this was mentioned at the last meeting and requested if they could be provided with something that they can go by.

Mr. Bass stated that they went through a very intense Ordinance Review last spring and summer and he still has all the information. He has been trying to get into the direction of getting a formal ordinance review update and somehow come up with a new land development code or Unified Development Ordinance. He has had some preliminary discussions with the Town Manager and tried to inform him on some of the history. One of the things he has been trying to do for the Board is to present different planning items and issues as they come up as a way to provide general planning information for the Board. Past examples over the last six months include: Complete Streets in NC, Chatham County School Impact Fees, Triangle J Area Water / Sewer Rates Report (after the Board raised the Town's rate), 2012 Statewide Zoning Survey prepared by the IOG, Info on design standards for alternative energy, presentation on TARPO and their annual report, David Owens post on Ownership Considerations for rezoning, plus a lengthy discussion and reviews of Conditional Zoning and Traffic Impact Analysis.

Mr. Hoyle asked what can they expect on the next planning board meeting.

Mr. Bass said he will get together with the Town Manager and Mr. Fiocco and try to clarify more detail and direction.

F. BOARD MEMBER CONCERS

Mr. Hoyle asked where the town was in enforcing the off premise signs.

Mr. Bass explained that he has spoken to the culprit several times.

Mr. Clifford went back to the issue of the Small Town Street program referencing shingles on a building and asked if this was an issue for code enforcement as far as making the store front look presentable.

Mr. Hoyle said it was more of a safety issue.

Mr. Gruesbeck stated that the way the program is set up is not an issue of enforcement but a voluntary participation. He came from a community that actually established architectural standards and offered a 50/50 grant similar to what Pittsboro is offering and it got very good participation over time specially when one property saw the other do enhancements. It would be ideal at some point and time to establish some design standard, but you need the buy in from the community since not everybody may be as interested at the idea.

Mr. McConnaughey distributed to the Board a packet containing data on fracking.

Mr. Shaffer asked if the Town Board took any action on fracking whether it be a statement or ordinance.

Mr. Messick responded that the Town Board is not taking any initial position but is interested in trying to come up with some local regulations that would apply. The state is in the process of developing standards from the state wide perspective and there is also some question what the limit of local regulation would include. That report was due in the first part of the year.

Mr. Shaffer said that to his understanding any of the geology features that are needed for this shell gas do not occur in Pittsboro or its ETJ, these areas are east or south of town.

Mr. Culpepper stated that there are some small areas within Pittsboro's future ETJ. One of the things that came up in the Public Hearing was that the town may not be able to deal with fracking directly but the indirect things that were associated with fracking came up as a discussion.

Mr. Shaffer stated that if Pittsboro is not in a fracking zone what can be done to affect the result of activities that derives from fracking.

Mr. Messick said that the Town has no jurisdiction on a state road. If the area is not within the Town's jurisdiction there can be an opinion but there is little that can be done.

Mr. Shaffer suggested that they get a better handle on this before spending more time on the ordinances if there is nothing the ordinances can do.

Mr. Hoyle and Mr. Plummer agreed and recommended to wait till the County representative returns and provides the Planning Board with some kind of report or guidelines from the state.

G. REPORTS AND ANNOUNCEMENTS

Mr. Bass announced that the NC Supreme Court overturned the ruling that had allowed Electronic Internet Sweepstakes gaming to operate. But that there would surely be some additional rules / considerations coming and that the issue was still not settled.

Mr. Hoyle would like to suggest the consideration of changing the speed limit on 15-501 North from the traffic light at the Lowes intersection till past the High School from 55 to 45 and asked if the request could be brought up to the Town Board.

Next meeting is scheduled for Monday, February 4, 2013 at 7:00pm.

Mr. Shafer made motion to adjourn. Mr. Clifford seconded

Vote: 6-0

Meeting adjourned at 8:03pm