

**TOWN OF PITTSBORO  
PLANNING BOARD MEETING MINUTES  
Tuesday, September 15, 2015, 7:00 PM**

**ATTENDANCE**

**Members Present:** Raeford Bland, Oakley Bennett, Brian Taylor, Carolyn Efland, Shannon Plummer, Alfreda Alston, Wayne Herndon (ETJ Member)

**Members Not Present:** Bob McConnaughey (Alternate)

**Staff Present:** Roger Waldon, Interim Staff, Planning Department; Paul Messick, Town Attorney, Brian Gruesbeck, Town Manager, 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. Bennett** made a correction to the August 3, 2015 minutes “due to increase in traffic of pocket neighborhood in the residential neighborhood”.

**Mr. Bland** asked about 2<sup>nd</sup> page, 1<sup>st</sup> paragraph of August 3, 2015 minutes regarding the number of units - 8 or 9? There will be 8.

- **Mr. Bennett moved to approve the minutes.**
- **Seconded by Ms. Alston.**
- **Vote: Aye 6 Nay 0**

**C. OLD BUSINESS**

None

**D. NEW BUSINESS**

- **REZ-2015-03 Thompson Street Townhouses Rezoning and Special Use Permit**  
*Action Needed – Discussion, Recommendation to Town Board*

**Mr. Waldon** asked the Planning Board to make a recommendation to the Pittsboro Board of Commissioners regarding a proposal to construct three townhouses on Thompson Street.

There are two parts to the application: First is a request to rezone the subject property from its existing C-2 to R-10 zoning designation. This proposed property is an undeveloped portion of an existing medical office lot. The portion fronting on Thompson Street is requested to be rezoned. Second is a request for approval of a Special Use Permit to authorize construction of three townhouses on the rezoned lot.

Information regarding the proposed development is attached.

This request was considered at a Public Hearing on August 24, 2015. There were no public comments at the hearing.

The Planning Board is required to provide, for zoning items, a statement of consistency regarding whether or not the proposed action is consistent with Pittsboro's Land Use Plan. A draft statement is attached for the Board's consideration.

**Staff Recommendation:** We believe that the proposed rezoning and accompanying request for a Special Use Permit are consistent with Pittsboro's Land Use Plan, and meet Pittsboro's Zoning Ordinance requirements. We recommend that the Planning Board adopt the attached statement regarding consistency, and adopt the attached resolution recommending approval of the Rezoning and Special Use Permit applications.

**Mr. Ashness** explained the location of the townhouses, the site plan and landscape plan for the Thompson Street Townhouses.

The Board had several questions about the rezoning, special use permits, runoff of water and parking.

**Ms. Elfland** asked about the landscaping from behind the site and that you could see the office space.

**Mr. Bennett** asked what the zoning was for that area. Also the zoning ordinances should be reviewed and revised.

**Mr. Ashness** pointed out on the aerial view that the area was R10 except for the doctor's office building that was C2.

**Ms. Efland** asked whether or not there was enough space for parking.

**Mr. Ashness** pointed out that there was sufficient space for parking, sidewalks and handicapped parking.

**Mr. Bennett** asked if the doctor's office would be a good site for the police department to relocate to.

**Mr. Ashness** stated that the owner of the office will be keeping that space for another doctor's office to relocate to in the town.

**Ms. Efland** made the motion to approve written recommendation of the Town of Pittsboro Planning Board to the Town of Pittsboro Board of Commissioners as to Pittsboro Zoning Case #REZ-2015-03 / Thompson Street Townhouses Rezoning.

Having reviewed the most recently amended application in Town of Pittsboro Case #REZ-2015-03, pursuant to Section 160A---383 of the North Carolina General Statutes the Town of Pittsboro Planning Board, at its regularly scheduled meeting on September 15, 2015:

A. Adopted one of the following motions, effective March 2, 2016:

(A)-----Motion to advise that based upon the application to rezone the property described in Application REZ-2015-03 and incorporated herein by reference, and upon the recommendations and detailed information developed b staff the proposed amendment, as submitted is consistent with the comprehensive plan of the Town of Pittsboro, including the Land Use Plan and other applicable adopted plans, policies and documents.

(B)-----Motion to advise that based upon the application to rezone the property described in Application REZ-2015-03 and incorporated herein by reference, and upon the recommendations and detailed information developed by staff the proposed amendment, as submitted is inconsistent with the comprehensive plan of the Town of Pittsboro, including the Land Use Plan and other applicable adopted plans, policies and documents.

Be it further moved to recommend to adopt the staff report which addresses plan consistency and other matters.

Such vote shall be included in the official minutes as the written recommendation of the Commission. This motion was adopted by a vote of 6 (for) to 0 (against);

The Planning Board, pursuant to Section 160A-383 of the North Carolina General Statutes, hereby forwards this Written Recommendation to the Board of Commissioners.

- **Ms. Elfland made the motion to approve.**
- **Seconded by Ms. Alston.**
- **Vote: Aye 6 Nay 0**

**Ms. Elfland** made the motion to approve the resolution recommending an amendment of the zoning ordinance of the Town of Pittsboro for Thompson Street Townhouses.

WHEREAS, the Planning Board of the Town of Pittsboro has considered the application to amend the zoning map of the Town of Pittsboro to rezone property as requested to allow for construction of Thompson Street Townhouses and finds that the amendment is consistent with the comprehensive plan of the Town of Pittsboro, including the Land Use Plan and other applicable adopted plans, policies and documents; and

WHEREAS a Public Hearing was held on this proposed rezoning on August 24, 2015; and

WHEREAS, the Town Planning Board recommends the following findings and Conclusions:

1. Based upon the application to rezone the property described in Application REZ-2015-03, the proposed rezoning is consistent with the comprehensive plan of the Town of Pittsboro, including the Land Use Plan and other applicable adopted plans, policies and documents.
2. The proposed rezoning is reasonable considering the size and location of the tract and the potential benefits to the economic, cultural and urban development of the surrounding community while providing quality design features and sensitivity to environmental issues.
3. The proposed amendment advances the public health, safety or welfare of the Town.

NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING BOARD OF THE TOWN OF PITTSBORO to recommend to the Board of Commissioners of the Town of Pittsboro as follows:

1. That the property described in Application REZ-2015-03 and incorporated herein by reference, be rezoned from C-2 to R-10.

- **Ms. Elfland made the motion to approve.**
- **Seconded by Mr. Taylor.**
- **Vote: Aye 6 Nay 0**

**Ms. Elfland** made the motion to approve the resolution recommending approval of a special use permit for Thompson Street Townhouses.

WHEREAS, the Planning Board of the Town of Pittsboro has considered the application for a Special Use Permit to allow for construction of Thompson Street Townhouses and finds that the proposed development is consistent with the comprehensive plan of the Town of Pittsboro, including the Land Use Plan and other applicable adopted plans, policies and documents; and

WHEREAS a Public Hearing was held on this proposed Special Use Permit on August 24, 2015; and

WHEREAS, the Town Planning Board recommends the following findings and Conclusions:

1. The proposed Special Use Permit is reasonable considering the size and location of the tract and the potential benefits to the economic, cultural and urban development of the surrounding community while providing quality design features and sensitivity to environmental issues.
2. The proposed amendment advances the public health, safety or welfare of the Town.

NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING BOARD OF THE TOWN OF PITTSBORO to recommend to the Board of Commissioners of the Town of Pittsboro as follows:

1. That the requested Special Use Permit for Thompson Street Townhouses be approved.

- **Ms. Elfland made the motion to approve.**
- **Seconded by Mr. Taylor.**
- **Vote: Aye 6 Nay 0**

#### **D. BOARD MEMBER CONCERNS**

None

## **E. REPORTS AND ANNOUNCEMENTS**

**Mr. Waldon** made the announcement that a new Planning Director has been made an offer and he has accepted the position. His name is Mr. Jeff Jones and will begin on September 28, 2015. Mr. Waldon made mention that his last position was with the Town of Holly Springs and comes to us well qualified for this position. His talents are aligned with what the Town of Pittsboro is needing.

## **F. ADJOURNMENT**

- **Mr. Alston made the motion to adjourn.**
- **Seconded by Mr. Bennett.**
- **Vote: Aye 6 Nay 0**

**Planning Board meeting adjourned at 7:45 pm.**

*Next Planning Board Meeting is scheduled for Monday, October 5, 2015*

*Denice Bryant*

**Customer Support Specialist**