

**CHATHAM COUNTY PLANNING BOARD  
MINUTES  
November 1, 2010**

The Chatham County Planning Board met in regular session on the above date in the classroom of the Henry H. Dunlap Building in Pittsboro, North Carolina. Members present were as follows:

Present:

James Elza, Chair  
B.J. Copeland, Vice - Chair  
Karl Ernst  
Barbara Ford  
Warren Glick  
Jim Hinkley  
Delcencia Turner

Absent

Judy Harrelson  
Susan Levy  
Timothy Keim  
Bill Sommers

Planning Division:

Jason Sullivan, Planning Director  
Angela Birchett, Zoning Administrator  
Ben Howell, Planner

Others Present

Tom Glendinning  
Board Parliamentarian

- I. CALL TO ORDER: Chair Elza called the meeting to order at 6:31 p. m.
- II. DETERMINATION OF QUORUM: Mr. Sullivan stated that a quorum was present to begin the meeting (6 Board members).
- III. APPROVAL OF AGENDA: Mr. Glick made a motion; seconded by Mr. Hinkley to approve the agenda as submitted. There was no discussion and the motion passed unanimously (6 Board members).
- IV. APPROVAL OF CONSENT AGENDA:  
Minutes: Consideration of a request for approval of the October 5, 2010 Planning Board minutes.  
  
Mr. Hinkley made a motion; seconded by Mr. Glick to approve the consent agenda as submitted. There was no discussion and the motion passed unanimously (6 Board members).
- V. PUBLIC INPUT SESSION: Fifteen-minute time of public input for issues **not** on agenda. Speakers limited to three minutes each.  
  
There were no requests to speak at this time.
- VI. ZONING AND ORDINANCE AMENDMENTS: *Item from 9-20-10 and 10-18-10 Public Hearings:*  
Request by HBP Properties, LLC for a revision to the existing conditional use permit on Parcel No. 2407, known as Polk's Village, 10677 US 15-501 N, to add additional uses on the property.

Ms. Ford arrived at this time. (6:36 P.M.)

Ms. Birchett reviewed the agenda notes and the required five (5) findings. She stated that staff recommends denial of the request based on findings 3-5 not being met.

LeAnn Brown, attorney, was present representing the applicant. Ms. Brown asked that the request be continued until next month's Planning Board meeting (December 7, 2010) to allow the applicant additional time to address staff concerns.

Motion to postpone

Following Board discussion, Mr. Ernst made a motion; seconded by Mr. Glick to postpone this request until next month's Planning Board meeting (December 7, 2010), as requested by the applicant. Ms. Birchett noted that this motion does not allow any new evidence. The motion for postponement passed unanimously (7 Board members). It was noted that others having concerns would be recognized at the December meeting.

VII. NEW BUSINESS:

No reports were submitted.

VIII. STAFF ITEMS:

Planning Director Staff Report

1. *Minor Subdivisions Update*

Mr. Sullivan stated that the minor subdivision update was included in tonight's agenda packet.

2. *Consideration of a request for approval of the 2011 Planning Board Meetings and Deadlines*

Mr. Howell stated that possibly moving the Planning Board meeting date came up because some deadlines have been changed for submittal to the Board of Commissioners requiring more time before the meetings; that some developers and applicants are concerned with the length of time between the Planning Board meeting and requests getting to the Board of Commissioner's meeting; that there has been some discussion about changing the Planning Board meetings to shorten this timeframe; that after reviewing the options of changing the Planning Board meeting date to a different week in the month, the only two options that might possibly work would be to move the meeting to either the third or fourth week of the month, i.e., other advisory board meetings; and that keeping the Planning Board meetings at its regularly scheduled time (first Tuesday of every month) makes the most sense and would avoid having to reschedule a lot of things. Mr. Howell noted that most of the deadlines in the new Subdivision Regulations were based on the Planning Board meeting the first Tuesday of every month.

Motion to accept proposed 2011 calendar

Mr. Hinkley made a motion to accept the proposal for "Planning Board Meetings and Deadlines for 2011" as submitted by staff. Ms. Ford seconded the motion and the motion passed unanimously. (7 Board members)

*3. Permit Extension Act Public Hearing scheduled for November 15.*

Mr. Sullivan stated that today the Board of Commissioners set the public hearing for the Permit Extension Act discussion for November 15 at 6:00 p.m.

*4. Jordan Lake Buffer Rules public hearing on November 15 (as an amendment to the Watershed Protection Ordinance).*

Mr. Sullivan stated that also on November 15 a public hearing is scheduled to discuss the "Jordan Lake Buffer Rules"; that this is a proposed amendment to the Watershed Protection Ordinance; that Fred Royal, Environmental Resources Director has been working with Tim Sullivan, attorney, to incorporate the required "Jordan Lake Buffer Rules" passed by the Legislature into the Watershed Protection Ordinance; and that the Watershed Review Board (which is now the Environmental Review Board) has recommended that the Commissioners accept what has been proposed.

*5. Update on Comprehensive Land Use – Forming Steering Committee*

Mr. Sullivan stated that today the Commissioners discussed the steering committee composition regarding the Land Use Plan update; that the Board discussed the application process and selecting members to sit on the Land Use Plan Update Committee (i.e., members from different advisory boards in the county, representatives from the towns in the county, and at-large members); that the actual work for updating the Plan would probably begin this January; and that the Commissioners should take this issue up again at their December 13, 2010 meeting. Mr. Sullivan noted that the Commissioners requested that the Planning Board Chair or designee serve on this committee.

IX. BOARD MEMBER ITEMS:

*1. International Code Council Conference on Energy Conservation*

Karl Ernst gave an update on the above conference he recently attended in Charlotte, NC.

X. ADJOURNMENT: There being no further business, Mr. Copeland made a motion; seconded by Mr. Ernst to adjourn the meeting. There was no discussion and the motion passed unanimously (7 Board members). The meeting adjourned at 7:33 p.m.

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James Elza, Chair / Date

Attest:

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Kay Everage, Clerk to the Board / Date