

MINUTES
CHATHAM COUNTY BOARD OF COMMISSIONERS
WORK SESSION
SEPTEMBER 19, 2011

The Board of Commissioners (“the Board”) of the County of Chatham, North Carolina met in the Agricultural Building Auditorium, 45 South Street, Pittsboro, North Carolina at 3:00 PM on September 19, 2011.

Present: Brian Bock, Chairman; Commissioners Mike Cross, Sally Kost, and Pamela Stewart

Absent: Walter Petty, Vice Chair

Staff Present: Charlie Horne, County Manager; Jep Rose, County Attorney; Renee Paschal, Assistant County Manager; Vicki McConnell, Finance Officer; Sandra B. Sublett, Clerk to the Board; and Lindsay Ray, Deputy Clerk to the Board

Work Session

1. **Public Input Session**
2. **Presentation by NCDOT on Pittsboro Comprehensive Transportation Plan:** Request to endorse and adopt Pittsboro Comprehensive Transportation Plan
3. **September Employee of the Month**
4. **North Carolina Cooperative Extension Presentation** – Family and Consumer Sciences and the Chatham County Extension and Community Association are in the process of celebrating their 100th Anniversary this year.
5. **Planning Department:** Discuss amendments to the Zoning Ordinance and receive direction from the Board of Commissioners. Topics will include conditional zoning, public hearing schedules, sign regulations, and updates to comply with recent legislation.
6. **Justice Center Presentation:** Architects will make a presentation to seek approval of the material/color selections in the public spaces (lobbies, courtrooms, hearing rooms). Materials will include porcelain tile, stone wainscot, wood doors and trim in the Lobby spaces and the wood paneling, acoustical panel fabric and carpet in the courtrooms.
7. **Transportation Advisory Board Annual Report**

CALL TO ORDER

The Chairman welcomed everyone in attendance and called the Work Session to order at 3:02 PM. He explained that Commissioner Petty was out of town and would not be at the afternoon Work Session or the evening meeting. He asked that the order of Agenda Items #5 and #7 be changed.

PUBLIC INPUT SESSION

There was no one present who wished to make public comments.

PITTSBORO COMPREHENSIVE TRANSPORTATION PLAN PRESENTATION

Sarah Lee, Transportation Engineer, NCDOT TPB, presented the Pittsboro Comprehensive Transportation Plan and PowerPoint as follows:



CTP Progress

(What has been accomplished?)

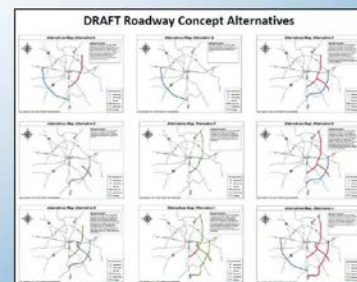
- Kicked off study in May 2010
- Established CTP Steering Committee
- Developed Vision and Goals Statement
- Developed a website and comment submission site
- Determined future land use projections
 - Developed on TAZ level
 - Significant interaction with Town staff, developers, and RPO
 - Sewer plan formed the basis
- Data collection



CTP Progress

(What has been accomplished?)

- Projected future no-build traffic volumes
- Established roadway concepts
 - Scenario modeling
 - Environmental considerations
- Refined roadway solutions
 - 19 alternatives produced (A – S)
- Developed final alternative



In Summary

- 6 steering committee meetings
 - (+1 kickoff meeting)
 - 2 public meetings (January and May, 2011)
 - Concerned Citizens meeting
 - 3 presentations to Pittsboro Commissioners
-
- Adopted by Town of Pittsboro on August 22nd
 - Endorsed by Triangle Area RPO on August 18th

Vision and Goals

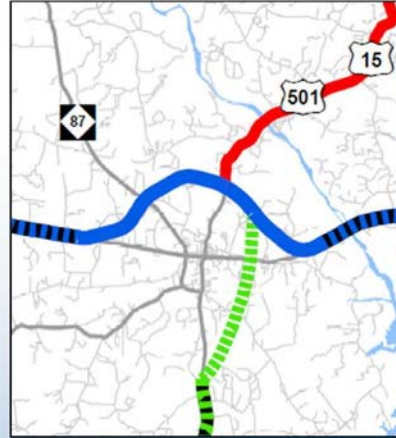


- Encourage planned and strategic development
- Right of way preservation
- Identify transportation system needs
- Promote roadways that encourage alternative modes
- Improve safety and congestion
- Link the Town with surrounding areas
- Educate the Public
- Provide alternative truck routes
- Minimize need for roadway expansion downtown

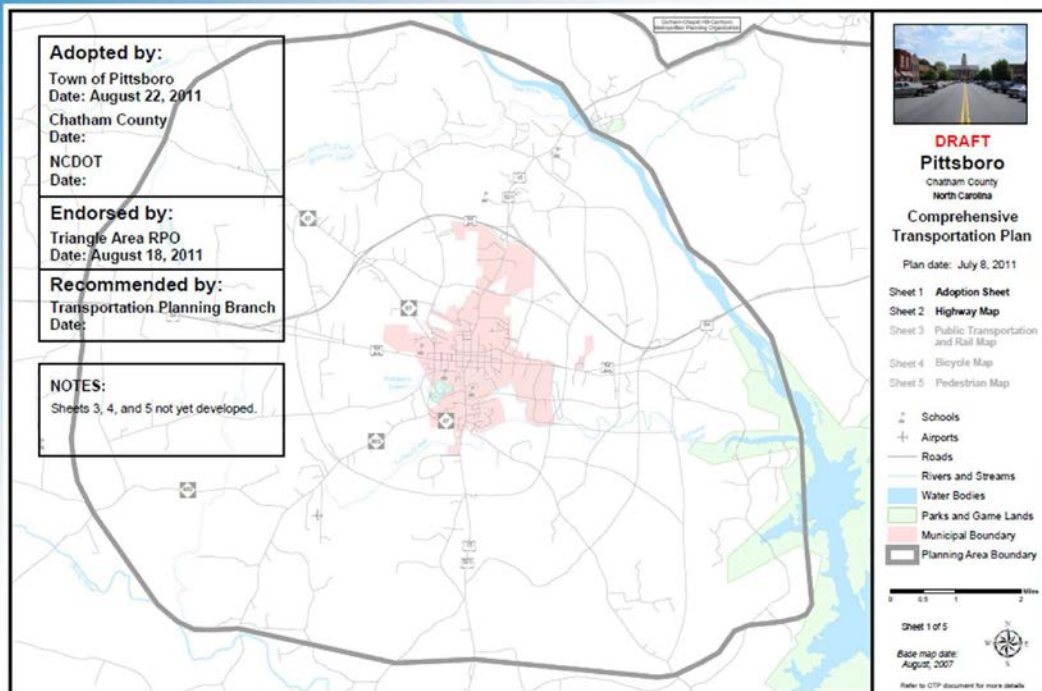
Quick Reminder: Strategic Highway Corridors

- Direct impact on Pittsboro

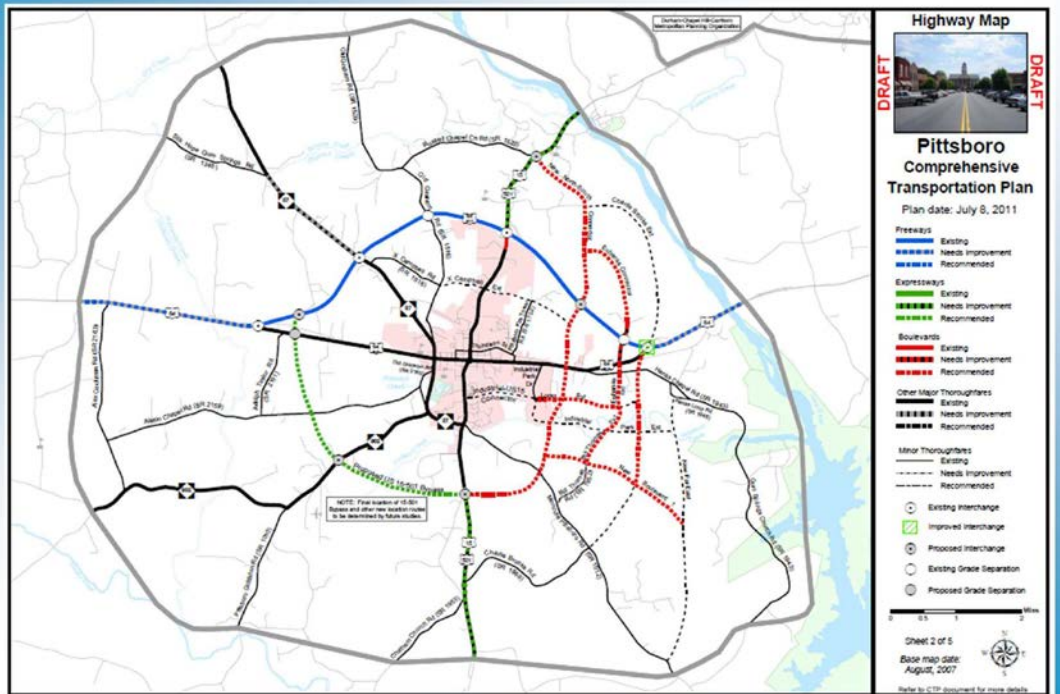
- US 64
- US 15-501



CTP Recommendations



CTP Recommendations



CTP Recommendations

- 3 major components
 - US 15-501 Bypass west of town
 - Meets NCDOT's needs for an Expressway
 - “High Level” Boulevard east of town
 - Will serve as 15-501 bypass for many years
 - 6-lane cross section to accommodate traffic
 - Signals will be limited, no driveways allowed
 - Grid street network east of town
 - Essential to accommodate future traffic
 - Some are 4-lane boulevards, others are 2-lane minor thoroughfares

In Conclusion

- Extensive modeling of potential roadway alternatives
- Final alternative meets CTP Vision and Goals (defined by the steering committee) while still meeting NCDOT's criteria
- Proposed roadway system should meet Pittsboro's needs well into the future
- Remember that these recommendations are concepts – future alignments will depend on further analysis
- Next step is adoption by NCDOT Board of Transportation

Thank you! Questions?

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Transportation Engineer
NCDOT TPB
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selee@ncdot.gov



www.ncdot.org/doh/preconstruct/planning/pittsboro.html

Expressway Facility (US 15-501 Bypass)



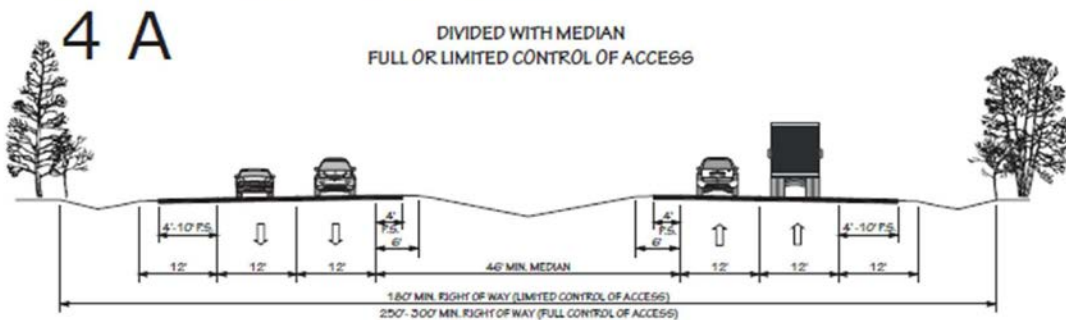
US 221 (Marion Bypass)



US 220 in Rockingham County

- High mobility, low access
- 45 to 60 mph
- Cross section: minimum 4 lanes with median
- Connections at interchanges (major cross streets) and at-grade intersections (minor cross streets)
- Driveways limited in location and number, right-in/right-out only
- Traffic signals not allowed
- Examples: US 117 north of I-40, US 74 just east of I-277 in Charlotte

Expressway Facility (US 15-501 Bypass)



- 4 lanes
- No signals or driveways
- Interchanges at US 15-501 and US 64
- Possible interchange at NC 906

Boulevard Facility (High Level Boulevard)



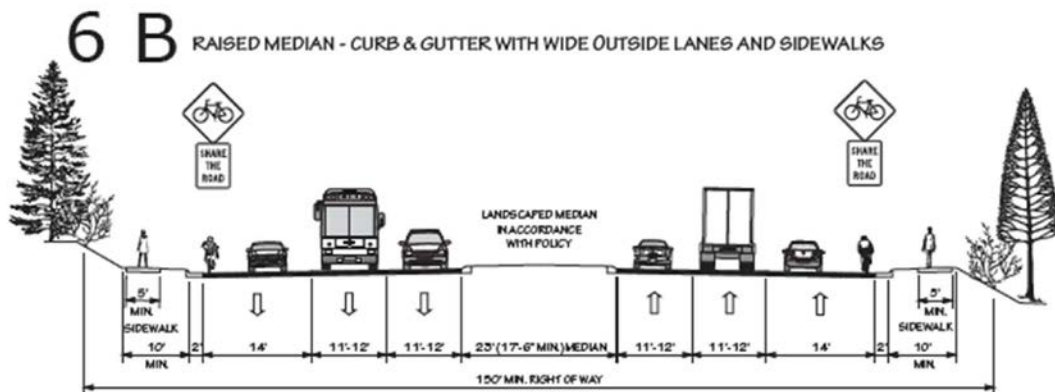
US 70 East of Goldsboro



Cary Parkway

- Moderate mobility, moderate access
- 30 to 55mph
- Cross section: minimum 2 lanes with median
- Connections are at-grade intersections for most major and minor cross streets
- Driveways allowed – primarily right-in/right-out; consolidation and sharing access is encouraged
- Traffic signals allowed
- Examples: US 1 in Raleigh, NC 55 (Holly Springs Bypass), US 70 from Clayton to Garner

Boulevard Facility (High Level Boulevard)



- 4 lanes initially, expandable to 6
- No driveways
- Limitation on signals

Chairman Bock asked if our Transportation Advisory Board is involved in this. Ms. Lee stated that they were as they presented to them a month or so ago and that they recommended approval.

Commissioner Kost stated that she feels the plan is sound and is consistent with what they have heard. She stated that the former Board of Commissioners did not support Highway #64 becoming a freeway, but this is all within Pittsboro's ETJ. Ms. Lee stated that all of the 64 recommendation is in the Town of Pittsboro's ETJ.

Commissioner Kost asked if there were chances for the citizens to give public input. Ms. Lee stated that they held two public drop-ins. One was held in January where a couple of different alternatives were presented and one in May.

Commissioner Kost stated that their notes stated there was a three to two vote by the Town of Pittsboro and the two people who voted against it was because there had been no public hearing.

Ms. Lee stated that was for the formal public hearing for the Town Commissioners to hold at their meeting before the adoption. She stated that they didn't think it was necessary since they had had two public drop-ins already.

Commissioner Kost asked if there would be a formal public hearing when the State Department of Transportation adopts it. She stated that until there is a formal public hearing, people do not really consider it a plan. They consider it an option.

Scott Walston, Triangle Group Supervisor for the NCDOT Transportation Planning Branch, stated that the State Statute 13666.2 that covers Comprehensive Transportation Plans specifies that we have to have public comment. He stated that we generally leave that public comment to the local municipalities of the areas of the county and however they want to do it. He stated that he had had some that want to have the public hearings and some that do not. All through this process, it has been left up to the Town of Pittsboro and how they want to handle it. He stated that he didn't know what more, at the State level, they can do on this. At the County level, when the County Comprehensive Transportation Plan, it will be fine if the Board of Commissioners wants to hold a public hearing.

Commissioner Kost stated that she was on-record for saying that the more public input you can have, the better.

Mr. Walston stated that they feel they have gone over and above to try to get public comment on this plan. The intention of the public comment part of the State Statute is so that plans are not adopted in a "smoky backroom" that no one knows about. He stated that they definitely tried to get the word out on this.

Commissioner Kost stated that the RPO recommended that the Chatham County Board of Commissioners hold a public hearing on this.

Chairman Bock stated that they endorsed the plan. Mr. Walston stated that was correct. Chairman Bock stated that there was a concerned citizens meeting that was advertised, there were six steering committee meetings that were open to the public, two public meetings, three presentations to the County Commissioners that were also advertised, and an agenda published and all were open to the public all within a year which seems like a lot of opportunity to make comments.

Commissioner Kost stated that normally until there is a plan and there is press coverage and people know about it, they are not paying attention through the process. It's when there is something at the end. She reiterated that she would have liked to have seen a public hearing.

Commissioner Stewart moved, seconded by Commissioner Cross, to adopt **Resolution #2011-____ Adopting the Comprehensive Transportation Plan for Pittsboro, North Carolina**, attached hereto and by reference made a part hereof. The motion carried four (4) to zero (0).

Commissioner Kost asked that in the "Therefore be it resolved..." it needs to say within the Town of Pittsboro's planning jurisdiction as it is not clear if it is the Town of Pittsboro or Chatham County.

By consensus, the Board agreed.

EMPLOYEE OF THE MONTH

Carolyn Miller, Human Resources Director, stated that the Employee of the Month program was instituted in FY 2009 to honor Chatham County employees for exemplary service to citizens and their fellow employees. She explained that the September 2011 Employee of the Month is Ben Howell, Planner, of the Planning Department who has been with Chatham County for three and a half years. An excerpt from her nomination form follows:

“I respectfully request that Mr. Benjamin Howell, Chatham County Planner, be considered for Chatham County Employee of the Month Award. In the short time that Mr. Howell has been with Chatham County he has been instrumental in coordinating many projects that have not only benefited the Central Permitting Department but also the citizens of Chatham County. Mr. Howell’s preparation and knowledge of the subject matter discussed in Technical Review Committee (TRC) meetings has been extremely helpful in bringing all divisions together in discussing issues that will affect our County as to future growth and development. Mr. Howell is extremely attentive to detail ensuring that material that is reviewed is accurate and concise. Mr. Howell has also played a very important part in issues concerning the NCDOT. Mr. Howell has kept in constant communication with NCDOT engineers and planners to keep all parties concerned well informed and up to date. Mr. Howell seems to have the unique ability to recognize the different codes, regulations, and ordinances and how they affect developments such as Briars Chapel.

The most significant recent project that Mr. Howell has worked with is the emergency vehicle access crossover that was recently constructed at the North Chatham Fire Department sub-station located on US Highway 64. Mr. Howell provided precise information and accurate depictions/maps for both the NCDOT as well as the County. Mr. Howell’s efforts in this project will have a very positive impact on many Chatham County homeowners. Most importantly the crossover will decrease emergency response time to citizens east of the North Chatham Fire Department substation that will result in the saving of lives and property. Many homeowners who reside in the area will also realize a better insurance Public Protection Class Rating and a significant and substantial reduction in their homeowners due to Mr. Howell’s performance and accomplishments.

Once again, I request that Mr. Howell’s hard work and efforts be recognized by him being considered and selected as “The Employee of the Month”. Mr. Howell will most definitely be an important asset to his fellow professionals and the citizens as our County moves forward into the future.”

The Chairman congratulated Mr. Howell.

NORTH CAROLINA COOPERATIVE EXTENSION PRESENTATION

Phyllis Smith, Family Consumer Science Agent with the NC Cooperative Extension, explained that they are celebrating their 100th Anniversary this year for the formation of both family consumer sciences and the NC Extension and Community Association (formerly The Homemaker’s Association). She presented the Board of Commissioners and the County Manager with the history book. She stated that in the first part of the book, it should be noted that it begins with the formation in 1911 with Jane McKinnon. On the NC State University Campus, there is a building, The McKinnon Center, that was named after Jane McKinnon and was built in recognition of her. The book will show the important roles that Family Consumer Sciences and Extension and Community Association has given back to, not only Chatham County, but the State of North Carolina. Earlier programs such as Victory Gardens, canning and food preservation, farm safety, working with the beginnings of farmers’ markets, working with the school lunch programs, economics environment, energy savings programs were all due to Family Consumer Sciences. It goes through the entire history. The last half of the book gives an overview of the different counties.

Ms. Smith stated it was fun tracing the history throughout the years. The Board thanked Ms. Smith for the wonderful book.

BOARD PRIORITIES

Justice Center Presentation: Architects will make a presentation to seek approval of the material/color selections in the public spaces (lobbies, courtrooms, hearing rooms). Materials will include porcelain tile, stone wainscot, wood doors and trim in the Lobby spaces and the wood paneling, acoustical panel fabric and carpet in the courtrooms.

David Taylor, Corley, Redfoot Architects partner, reviewed the Justice Center project and updated the Board on material selections of carpet, wood paneling, and porcelain tile that are items which require long lead-times. He stated that he would return sometime in the near future with a complete palate of materials. Mr. Taylor explained the specifics of each selection, and after considerable discussion, the Board decided on the following:

Commissioner Cross moved, seconded by Chairman Bock, to approve the “Warm Gray” carpet. The motion carried four (4) to zero (0).

Commissioner Cross moved, seconded by Commissioner Stewart, to approve the cherry wood paneling. The motion carried four (4) to zero (0).

Commissioner Kost moved, seconded by Commissioner Stewart, to approve the Travertine Wall Tile. The motion carried four (4) to zero (0).

Commissioner Stewart moved, seconded by Commissioner Kost, to approve the floor tile/materials, charcoal gray, Nero VA 105, by Crossville Ceramics. The motion carried four (4) to zero (0).

Transportation Advisory Board Annual Report:

Philip Bors, Vice Chair of the Transportation Advisory Board presented an update on the Chatham County Transportation Advisory Board annual report. He presented a PowerPoint as follows:



Chatham County Transportation Advisory Committee (TAC)

Update to Commissioners

Sept 19, 2011

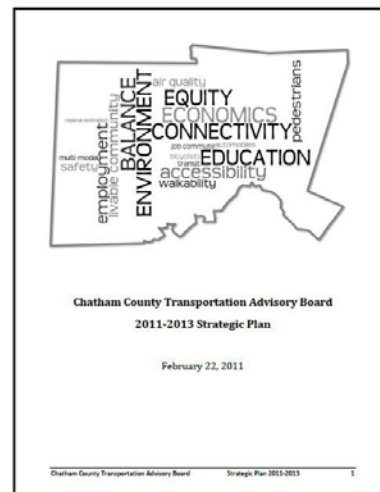
Philip Bors, Vice-Chair

TAC Mission & Goals

- To advise the Board of Commissioners
- To serve as a venue for public discourse in matters related to transportation impact including:
 - Public health
 - Economics
 - Environment
 - Inclusiveness
 - Education
 - Quality of life
- To achieve a sustainable, multi-modal transportation system that provides mobility and access for people and goods.

TAC Strategic Plan Contents

- Statement of values, priorities
- Current conditions
 - Road network
 - Non-motorized transportation
 - Public transportation providers
 - Regional planning
- Goals and strategies
- Detailed background references



Accomplishments & Activities

- Developed and approved Strategic Plan
- Input on Capital Projects – DCHC MPO
- Input on Capital Projects – TARPO
- Input on Bike Plan
- Input of PBO CTP
- Input on and venue for Chatham CTP (in process)
- Commuting Flyer (in process)

Current Barriers & Challenges

- Advisory committee policy limiting membership on more than one committee
- Membership recruitment

Recommended Changes

- BOC attendance at TAC meetings
- BOC include TAC in transportation related decisions and planning

Chairman Bock asked how many vacancies there are on the Transportation Advisory Board. Mr. Bors stated that there are eleven voting positions and five members there now.

Melissa Guilbeau stated that she was preparing an abstract for six board appointments at the next Board of Commissioners' meeting.

Mr. Bors stated that they could use the help. He stated that they are sensitive to members that represent a diversity of opinion and perspective on transportation. He stated that it would also be good to have members that have particular interests in transportation and alternative modes of transportation or commerce.

Chairman Bock stated that he would be interested in receiving all applications received from citizens who are interested in serving in any capacity. The Deputy Clerk said there were approximately six applications and she would forward them to the Board.

Mr. Bors stated that with the Comprehensive Transportation Plan process, they are definitely busy with the small membership that they have. He stated that they certainly welcome new members. He also commended Chairman Bock for attending their past meetings. He asked that if there were issues with regard to policy that need their input, to please let him know.

Commissioner Stewart asked Mr. Bors if they help in getting information out to citizens regarding the area of transportation and related public hearings or input sessions. Mr. Bors stated that they had relied on staff of the NCDOT that is working on the plans to do so, but that he is open to exploring the possibility.

Chairman Bock asked the timeline on Chatham Transportation Plan. Mr. Bors stated that it was his understanding that it is about an eighteen month process stating that there are a lot of complex elements to it because it involves recently approved Pittsboro Comprehensive Transportation Plan. He stated that they want it to crosswalk to the bike plan and plan a more specific element about Siler City.

Ms. Guilbeau stated that they have heard it will be next summer.

PLANNING DEPARTMENT

Discussion of Amendments to the Zoning Ordinance

Jason Sullivan, Chatham County Planning Director, discussed conditional zoning, public hearing schedules, sign regulations, and updates to comply with recent legislation and presented a PowerPoint as follows:

Streamlining Processes

Zoning Ordinance



Agenda

- ▶ Status Report
- ▶ Zoning Ordinance
 - Check-in on direction provided at April 4, 2011 BOC work session on conditional zoning
 - Number of public hearings per year
 - Definitions
 - Non-conforming provisions
 - Table of Permitted Uses
 - Outdoor lighting
 - Off-street parking
 - Signs
 - Home Occupations
 - Enforcement
 - Site Plan Requirements
- ▶ Direction from the Board



Status Report

- ▶ Items since February 8, 2011 BOC Retreat
 - Subdivision Regulations
 - amendments adopted September 6, 2011
 - Zoning Ordinance
 - Minor amendments to date
 - Fire Access Road Appeal
 - On-going discussions with the Office of the State Fire Marshal



Zoning Ordinance

- ▶ Conditional Zoning
 - BOC direction April 4th – proceed with preparing amendments?
 - Currently a two step process (CUD and CUP)
 - Combine into one step process and legislative
 - Increase number of public hearings
 - Briefly discussed at previous BOC meeting
 - Currently six per year
 - Increase to twelve?



Zoning Ordinance

- ▶ Definitions
 - Staff has identified deficiencies that need to be addressed
 - Address issues from court proceedings
- ▶ Non-Conforming Provisions
 - Need to address some inconsistencies
- ▶ Table of Permitted Uses
 - Need to review against recent court case
 - Some uses are vague
 - Possibly tie to North American Industrial Classification System



Commissioner Kost suggested that when the items are returned to the Board, it would be helpful to have the ones that are really changing things in one category and the clean-up things in another category so that the clean-up items can be quickly reviewed and additional time be spent on the ones that are actually changing the intent of the ordinance.

Zoning Ordinance

- ▶ Outdoor Lighting
 - Need to address internally illuminated signs
 - Amortization for vehicular canopies
- ▶ Off-street parking
 - General review of parking requirements
 - Will need to reconcile with modifications to Table of Permitted Uses



Zoning Ordinance

- ▶ Signs
 - General review of sign requirements
 - Maximum allowed square footage
 - Method of calculation (currently based on amount of road frontage)
 - Signs in right-of-way
 - Session Law 2011-408 (Political signs allowed in right-of-way)
 - Department of Transportation authorized to enforce in the right-of-way
- ▶ Home Occupations
 - Neighborhood and Rural
 - Standard when no permit is required
 - Broaden the scope when a permit is not required?
 - Other state mandated regulations still apply



By consensus, the Board directed staff to send a letter to North Carolina Department of Transportation (NCDOT) requesting that they enforce temporary sign regulations in the rights-of-way.

Zoning Ordinance

- ▶ Enforcement
 - General review for minor modifications
- ▶ Site Plan Requirements
 - New section with specific details for site plan submittal
 - Formalize the submittal process and provide clarity to applicant



Direction from the Board

- ▶ Proceed with drafting amendments
 - All at one time or prepare in parts?
 - Could proceed with conditional zoning and increase number of public hearings (could recycle previous work from 2005)
 - Follow-up with other amendments as discussed today (more intensive for staff)



By consensus, the Board agreed for staff to proceed with drafting amendments to the Zoning Ordinance for conditional zoning, to increase the number of public hearings and other minor amendments, and to follow up with the other items as a second step.

LIBRARY

Chairman Bock explained that some citizens at the Goldston Branch Library saw that funds had been allocated to expand Saturday hours at the Central Library and asked to have their hours also expanded. He stated that there were four to six people using the Goldston Library on Saturdays. He asked that this be addressed at the next budget session.

Commissioner Kost suggested that they ask the Library Board to take a look at this and to have a process where they receive citizens' input (i.e. feedback from library patrons) and find out what the citizens want. She stated that they might be able to realign the hours within the existing hours with staff and make it more conducive to the citizens. She stated that we now have "banker hours" and may need to open later and stay open in the evenings and base it on what they hear from citizens.

Commissioner Cross agreed stating that he had had several emails and telephone calls from people asking him to see what he could do to get some Saturday hours. He stated that he felt the hours should be adjusted to when the citizens could get there.

Renee Paschal, Assistant County Manager, stated that the hours that were recommended for elimination were based on actual traffic. Even though they have not done a survey, the hours were based on when citizens were coming/not coming to the library.

Commissioner Kost stated that there were no surveys when the library is closed and people are coming. She stated that that was the issue, there may be times when the hours can be cut and hours added. There are no Saturday hours in Goldston now.

Commissioner Cross stated that six people in Goldston on Saturday did not sound like a small number compared to the Goldston population. He stated that he is not suggesting that they spend more money, he thinks that they are open a lot of hours that could be adjusted to accommodate the population.

Chairman Bock stated that they needed to be careful when surveying people as there may be some that never use the library that say they would love to see it open all day on Saturday.

Commissioner Cross stated that he feels that the same thing occurs on weekdays when children are in school. He stated that the library did need to be open when the children can come.

ADJOURNMENT

Commissioner Cross moved, seconded by Commissioner Kost, to adjourn the meeting. The motion carried five (5) to zero (0), and the meeting was adjourned at 4:48 PM.

Brian Bock, Chairman

ATTEST:

Sandra B. Sublett, CMC, NCCCC, Clerk to the Board
Chatham County Board of Commissioners