

CHATHAM COUNTY PLANNING BOARD

MINUTES

December 4, 2007

The Chatham County Planning Board met in regular session on the above date in the auditorium of the Cooperative Extension Building in Pittsboro, North Carolina. A quorum was present to begin the meeting. The members present were as follows:

Present:

Chris Walker, Chair
Sally Kost, Vice-Chair
B.J. Copeland
Karl Ernst
Barbara Ford
Warren Glick
Jim Hinkley
David Klarmann
Randall Sartwell
Judy Sharman
Delcenia Turner

Absent:

Planning Department:

Keith Megginson, Planning Director
Jason Sullivan, Assistant Planning Director
Kay Everage, Clerk to the Board

County Attorney

Kevin Whiteheart

I. CALL TO ORDER: Chairman Walker called the meeting to order at 6:03 P.M.

II.

A. Approval of Agenda: Ms. Kost made a motion; seconded by Mr. Hinkley to approve the agenda as submitted. There was no discussion and the motion passed unanimously.

B. Chris Walker Honored:

Commissioner George Lucier and Commissioner Patrick Barnes were present to recognize and honor Chairman Walker for his service to Chatham County and the Chatham County Planning Board. Commissioner Barnes read the following resolution:

**Resolution
Honoring the Service of
Chris Walker**

WHEREAS, in June 2001, Chris Walker was appointed to the Chatham County Planning Board by Commissioner Bob Atwater and was reappointed by Commissioner Patrick Barnes in June 2004; and

WHEREAS, while a member of the Planning Board, Mr. Walker worked on a number of projects, including co-authoring the Lighting Ordinance; and

WHEREAS, during his tenure on the Planning Board, he served as chair from February 2007 to the present time; and

WHEREAS, recognizing the importance of the mission of the Planning Board at a time when Chatham County experienced a tremendous amount of growth involving complex developments, Mr. Walker always researched proposals thoroughly and was well-prepared to render a recommendation; and

WHEREAS, the County wishes to acknowledge his outstanding public service; and

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of Chatham County that we do honor and commend Chris Walker for his service to Chatham County.

Adopted this, the 3rd day of December, 2007.

Commissioners Barnes and Lucier presented Chairman Walker a plaque engraved with the above wording. A standing ovation was given Chairman Walker by all. Commissioner Lucier thanked Chairman Walker for a terrific job. He noted that he and Chairman Walker were rookies together on the Planning Board several years ago.

Ms. Kost gave Chairman Walker a gift and a card signed by Board members and staff.

Chairman Walker thanked everyone. He stated that he has enjoyed serving on the Board; and that his goal and desire was to see Chatham County move forward in a moderate way; that some of this has been accomplished and he is glad to have been a part of it; and that twenty years ago he finished his PhD in cultural anthropology never imagining that he would have occasion to use his degree in Chatham County.

III. CONSENT AGENDA:

A. Minutes: Consideration of a request for approval of Planning Board minutes for November 5, 2007 meeting.

Ms. Kost made a motion; seconded by Ms. Sharman to approve the consent agenda as submitted (consisting of the November 5, 2007 Planning Board Minutes). There was no discussion and the motion passed unanimously.

End Consent Agenda

IV. 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.

V. ZONING AND ORDINANCE AMENDMENTS: Mr. Megginson stated that the Board of County Commissioners has scheduled a special public hearing December 10, 2007 for the items listed below; that the public hearing would be held in the Superior Courtroom; that the Commissioners do not intend to send these issues back to the Planning Board since the Planning Board has seen the

general format before and specifics are not going back for public hearing; that Board members are welcome to attend the public hearing but are not required and would not be compensated for their attendance; and that he would update the Board on this matter during next month's Planning Board meeting scheduled for January 8, 2008.

1. Public Hearing on consideration of amendments to the Watershed Protection Ordinance including the following:
 1. Amend Section 304:
 - a. Buffer Areas required, to increase stream buffer widths along perennial streams, intermittent streams, ephemeral streams, wetlands, and seeps/springs countywide
 - b. Prohibit additional uses within these buffers.
 2. Amend section 501 (C) and (F), Watershed Administrator duties Administrator and Duties Thereof
 3. Section 503 (Changes and Amendments to the Watershed Protection Ordinance to correct references to state agencies.)
 4. Delete Section 601. Definitions, and replace with Section 109. (New definitions will be added to Section 109.)
2. Public Hearing on consideration of amendments to the Chatham County Subdivision Regulations, Section 5.2 to specify threshold criteria of when environmental assessments or environmental documentation are required. The proposal provides options for when assessments or documentation are required for residential and non-residential development.
3. Public hearing on consideration of amendments to the Chatham County Zoning Ordinance, Section 11.3 to specify threshold criteria of when environmental assessments or environmental documentation are required. The proposal provides options for when assessments or documentation are required for residential and non-residential development.

VI. OLD BUSINESS:

- A. Consideration of revised:
 - Planning Board Rules of Procedure
 - Code of Ethics
 - An Ordinance Establishing A Planning Board

Chairman Walker stated that work on these documents began last March.

Mr. Glick requested switching the review of "Code of Ethics" with "Rules of Procedures". Chairman Walker suggested the following order of review:

- An Ordinance Establishing A Planning Board
- Code of Ethics

- Planning Board Rules of Procedure

It was the consensus of the majority of the Board that discussion of the above items be in the order as suggested by Chairman Walker and noted above.

An Ordinance Establishing A Planning Board

Chairman Walker stated that the Board previously discussed the situation regarding revision of the ordinance by the County Commissioners (last January); that not everything was coordinated with our current rules concerning our terms and elections; and that what has been drafted and presented tonight would have to be discussed and approved by the Commissioners. Chairman Walker reviewed the proposed revisions as submitted and underlined below:

Section 1. B. – “All appointments, except those necessary to fill an unexpired term, shall be for a term that begins in January following the election of the appointing Commissioner and expires on the 31st day of the December following the expiration of the term of the appointing Commissioner”.

“No member shall serve more than two (2) consecutive terms without vacating Planning Board membership”

“Ex-officio members may from time to time be appointed by the Board of commissioners to serve such terms as are fixed by the Appointing Resolution; however, ex-officio members shall not vote on matters before the Planning Board”.

Section 2.

Add last sentence to read: “The procedure for such elections shall be defined in the Chatham County Planning Board Rules of Procedure”.

A copy is filed in the Planning Department.

Board discussion followed. Chairman Walker stated that during his term on the Planning Board there has never been an ex-officio member but that they could be appointed by the Commissioners. Ms. Kost stated that during last month’s meeting Mr. Glick indicated that he is the only Planning Board member appointed by the Board of County Commissioners at large. For clarification Ms. Kost referenced Section I. A. that states:

“The Board of Commissioners shall establish the term of the at large member in the Appointing Resolution. In order for any appointment to become effective the appointee must be approved by a vote of the majority of the Board of County Commissioners”.

Mr. Glick referenced the following:

Section 1. Appointment and Compensation. He stated that the word “compensation” is not referenced in the ordinance. Ms. Kost quoted language from the existing ordinance, Section 1. E. as follows: “Members of the Planning Board appointed hereunder shall receive only such compensation as may be hereafter fixed by the Board of Commissioners”.

Chairman Walker explained that proposed revisions are only for Section 1. B. and Section 2. as stated in tonight's attachment #3.

Motion to accept proposed revisions

Mr. Copeland made a motion; seconded by Mr. Ernst to accept the proposed revisions to Section 1. Part B. and Section 2 as submitted. There was no discussion and the motion passed unanimously.

Code of Ethics

Mr. Glick referenced page three (3), last full paragraph that begins:

“In the case of a conflict of interest – last sentence that states, *“but may address the Planning Board as a private citizen or in an individual capacity”*”.

He stated there could be circumstances with a Board member addressing the Board as an individual or private citizen; that it may very well be an unfair advantage in making the address to the Board by virtue of their relationship with the Board. He noted that this language is repeated in the “Rules of Procedure”.

Discussion followed. Chairman Walker stated that this has been an issue and the situation has occurred in the past; that Board members could recuse themselves from discussion and voting due to a conflict of interest; and that the matter needs to be discussed. Ms. Kost stated that if a person recuses themselves and had an issue that they might then take the matter directly to the Board of Commissioners. Mr. Hinkley suggested that the Board member have a designated person speak for them on a particular issue rather than doing it personally; and that both ethics and appearance is important. Mr. Copeland stated that the Board member should simply recuse him/herself and leave the room until the issue is resolved. Mr. Ernst was concerned that a particular issue could involve a Board member's own property and how that individual would speak for themselves (either personally or through a representative). Ms. Ford stated that in this case the Board member should definitely recuse themselves and obtain attorney representation. Mr. Hinkley stated that when a person is sworn in to serve on the Planning Board that person gives up much of his personal rights because he or she represents the citizens of Chatham County; that personal rights could be construed to be slanted towards that particular person on the Board because of their position on the Board. Attorney Whiteheart stated that a person does not want to give up their rights to make a personal comment about something of importance; and that some of those rights are given up when appointed to a Board. Ms. Kost stated that the “Code of Ethics” basically says that once the Board votes individual members are not to contact the Commissioners directly but that a minority report could be submitted to the Commissioners; and that she suggests the following language (for the “Code of Ethics” or “Rules of Procedure”):

“If a Planning Board member recuses him or herself from the discussion and the vote then this Planning Board member may contact the Board of Commissioners directly”.

Discussion followed. Ms. Turner voiced concern with the above proposed language. She stated she was unsure as to why the Board member would need to comment to the Commissioners. Attorney Whiteheart stated that if a Board member recluses themselves because of a conflict of interest then that member needs to explain why that conflict exists and why they have reclused themselves.

Motion to approve with revision

Following discussion, Mr. Copeland made a motion; seconded by Mr. Ernst to adopt the proposed changes in "A Code of Ethics for the Chatham County Planning Board" as submitted, with removal of the statement on Page 3 that reads, ~~"but may address the Planning Board as a private citizen or in an individual capacity"~~ (i.e. language in last paragraph that begins, "In the case of a conflict of interest"). Discussion followed. Mr. Hinkley asked if the motion could be amended to add the following language: "to recuse oneself and his or her physical presence". Mr. Copeland stated that this would be done in "Rules of Procedure". Ms. Kost referenced Page 3 (top of page) that states, "When a Planning Board member holds elected public office". She stated that the subcommittee reviewed the issue of elected officials serving on the Planning Board; that originally the rules stated that a Planning Board member could hold a public office; that later this was changed stating that it was considered to be a conflict of interest for a Planning Board member to hold and elected public office; and that she thinks this sentence should be removed since this is a Board of Commissioner's decision.

Amend motion

Following discussion, Mr. Copeland made a motion to amend his initial motion to eliminate the following sentence from Page 3 as noted above: It is considered to be a conflict of interest:

~~"When a Planning Board member holds elected public office",~~
because this does not have anything to do with a conflict of interest.

Discussion followed. Attorney Whiteheart stated that the appointment and removal of a Board member is ultimately up to the Commissioners; and that if someone is currently serving on the Board and runs for an elected office and wins then that issue would be resolved by the Board of Commissioners. Mr. Glick referenced Page 3, third paragraph, that begins,

"For clarity in presentation made to the Planning Board, the Planning Director shall provide in his/her agendas and reports distributed before meetings of the Board the names of officers and members of the corporate boards of directors, the names of all partnerships, and names of proprietors of all businesses with business before the Board, both for the information of the Board and to assist in determining whether there is a potential for conflict of interest".

Mr. Glick noted that all of this information is not being provided. Ms. Kost suggested the possibility of adding the language, "when available" as follows:

"For clarity in presentation made to the Planning Board, the Planning director shall provide **when available**....."

Motion to withdraw motion and motion to amend

Following discussion, Mr. Copeland stated that in order to simplify matters he would make a motion to withdraw his original motion and motion to amend. Mr. Ernst seconded the motion and the motion passed unanimously.

Chairman Walker recapped the above discussion regarding additional revisions proposed by Board members (and agreed on by a majority of the Board) as follows:

- Page 3 – paragraph beginning as, “In the case of a conflict of interest.....” insert a period after the word issue and omit balance of sentence that reads, “~~but may address the Planning Board as a private citizen or in an individual capacity~~”.
- Page 3 – 1st paragraph that reads, “It is considered to be a conflict of interest: - omit “~~When a Planning Board member holds elected public office~~”.
- Page 3 - omit 3rd paragraph that reads, “~~For clarity in presentations made to the Planning Board, the Planning director shall provide.....~~”
- Page 1, last line - that reads: “It is not considered to be a conflict of interest if a Planning Board member: Holds membership in, serves as an officer of, or serves as a member of the board of directors of.....”. Mr. Glick stated that this is appropriate except when a business relating to these entities it brought before the Board. Following discussion, it was the consensus of Board members to add language, “**except when businesses relating to these entities are brought before the Board**”.

Mr. Copeland made a motion; seconded by Ms .Kost to approve the recommended language to “A Code of Ethics for the Chatham County Planning Board” as submitted including the four (4) changes (as above). There was no discussion and the motion passed unanimously.

Planning Board Rules of Procedure

Board members discussed this document as follows:

II. General Powers and Duties

- E. “Review and take part in the planning process of any public facilities sponsored and/or funded, whether in whole or in part, by Chatham County”.

Ms. Kost requests striking this since the Planning Board has never been in this loop and she is unclear what the Commissioners expect the Planning Board to do. Discussion followed. Mr. Hinkley stated that comprehensive planning (and not only land use planning) is the charge of this Board; that comprehensive planning includes transportation, water and sewer, disposal of waste, and environmental issues; and that he thinks item E. should not be omitted. Mr. Ernst stated that general powers and duties assigned to this Board should be reflected in the ordinance; and that it is not a function of the Planning Board to assign certain powers. Mr. Hinkley stated that the General

Statutes include community facilities planning, public improvements programming and capital facilities budgeting; and that these three items are included in the charge that local units of government can give their planning entities. Mr. Glick suggested language as follows: "Review and take part in the planning process when charged by the Board of County Commissioners". Mr. Copeland suggested eliminating item E. since the language is out of place. Mr. Hinkley stated that in a number of counties in North Carolina the Board of Education has done the land use planning when they select a school site; that he believes the Planning Board needs to be involved in planning for schools, i.e. where they should be located rather than leaving this up to the Board of Education without any input from anyone else.

- *Remove Item E.*

It was the consensus of the majority of the Board to remove item E. as noted above.

V. Meetings

Ms. Kost cited a concern brought up by Mr. Copeland regarding making decisions without the item being on the agenda. She suggested that if a decision item is brought before the Board without being on the agenda, that the decision be postponed until the next regular meeting. Ms. Kost proposed the following language be inserted between items G. and H. (with renumbering of the remaining bullets):

- "Notes will be prepared for all items for which a vote is required. If a Planning Board member wishes to have an item considered for a vote, a written summary shall be distributed to Board members along with the other materials prepared for the meeting. If an item is brought up at the Board meeting and a vote is required, that vote will be held at the next regular meeting of the Planning Board".

Board discussion followed. Ms. Ford noted that this relates to a completely new subject matter that is not on the agenda for review or is new material that the Board has never seen. Mr. Ernst stated that a section called "Commissioner's matters) is on the Commissioner's agenda layout; that this is a very general section similar to the "Planning Director's Report and/or "Planning Board Member Items" on the Planning Board agenda; that if it is an in-depth issue and needs prior consideration holding the issue until the next meeting would be fine; but that if it is something minor the issue could be reviewed under one of the above sections of the Planning Board agenda. Ms. Kost suggested possibly requiring a two-third (2/3) vote for minor issues. Mr. Hinkley inquired about emergency situations. Mr. Ernst stated that there could be a motion to suspend the rules and deal with the situation.

- Item H. "Notice of the meeting shall be given as required by the North Carolina open meeting law. All meetings of the Planning Board are open to the public subject to the North Carolina open meetings law. The public is encouraged to attend and participate in meetings of the Planning Board".

Ms. Sharman inquired if site visits possibly could not be included in the open meetings law. It was noted that a meeting of the majority of the Board (6 members or more) is subject to the North Carolina open meetings law.

- Item E. "In any case in which a motion results in a tie vote, the Chair shall encourage an alternate motion for consideration. If the alternate motion results in a tie vote, neither motion shall be considered ~~not~~ to have carried, and shall be noted as such to the Board of commissioners".

Mr. Glick stated that he was unsure about the wording of this paragraph. Chairman Walker stated that this language was in the previous document and is not clear. After discussion, it was the consensus of the majority of the Board to remove the word "not" as noted above.

- Item K. "Faithful attendance at Planning Board meetings shall be a prerequisite for continued membership on the Board. A member may miss up to three (3) regular meetings in a calendar year. *If a member misses more than three (3) **regular** meetings in a calendar year,* the Chair and the Vice-Chair ~~will~~ **shall** meet with the member to determine whether to recommend to the Board of Commissioners the removal of the member from the Board".

Mr. Hinkley suggested adding the word "regular" as noted above. Mr. Megginson stated that the Board may want to consider if they want to leave this language in since this was written before Planning Board members served solely at the pleasure of the Board of Commissioners (the Board needed cause to remove a member but now they don't). After discussion, it was the consensus of the majority of the Board to leave this language as is since it sets an expectation that a Planning Board member would be at the meeting; but to change the word "will" to "shall" as noted above.

VII. Conflict of Interest

- "At the beginning of consideration of a matter before the Planning Board, any member who has a potential conflict of interest whether direct or indirect (see A Code of Ethics for the Chatham County Planning Board), shall notify the Chair of this conflict. The Chair shall excuse the member from further participation in the matter, including voting. ~~except that the member may address the Board as a private citizen".~~

Following discussion it was the consensus of the majority of the Board to delete the wording "except that the member may address the Board as a private citizen" as noted with strikethrough above; and to delete the entire paragraph as noted below.

- ~~"For clarity in presentations made to the Planning Board, the Planning Director shall provide in his agendas and reports distributed before meetings of the Board the names of officers and members of the corporate boards of directors, the names of all partnerships, and names of proprietors of all businesses with business before the Board, both for the information of the board and to assist in determining whether there is a potential for conflict of interest".~~

Paper copies of Planning Board agenda attachments

- V. Meetings, G. "County staff shall prepare written notes on each agenda item, so that Planning Board members are aware of the business of the board and may study such information prior to the Planning Board meeting".

Mr. Ernst requested that distribution of paper copies (of agenda attachments) resume. It was suggested that staff run two sided copies to reduce paper usage. Chairman Walker requested that Board members advise staff if they prefer these hard copies. Mr. Copeland noted that he requested copies of attachments several months ago and has been receiving them.

Mr. Megginson noted the following typo:

- V. Meetings, A. Article 33B-of Chapter 143 should read Article **33C**
- IX. Budget
"The budget of the Planning Department shall be submitted to the Planning Board for review and recommendation before submission to the County Manager".

Mr. Megginson asked what the intention was of the Board regarding the budget. He stated that the Planning Department budget process began this past October with major issues; that departmental functional teams meet periodically to look at department needs and etc; that it depends on what interest the Board has in the budget process in order to determine where the issue becomes a part of the budget, i.e. money for meetings and etc. Mr. Megginson noted that if interest is in giving directions where planning issues are going that this should have been presented back in October; and that the budget would not be submitted prior to February.

Board discussion followed. Mr. Hinkley asked if a preliminary report of the direction staff is taking could be submitted to the Board in January to give the Board some time for input before the July deadline. Mr. Megginson stated that the Commissioners would look at the department's reports in December during their annual retreat; and that after this time a detailed budget is prepared based on the Commissioners guidance. Ms. Kost stated that she has prepared a draft annual report of a summary of the work of the Planning Board this past year, i.e. reviewing minutes, comments and etc; that with this evaluation priorities begin merging out; and that she is not sure that the Planning Board would be prepared to present this in October. Mr. Glick asked Mr. Megginson what roll he thought this Board has in the budget process. Mr. Megginson stated that he thought it would be more early on (October deadline) for major issues and etc. Mr. Hinkley inquired (since the October deadline has passed) if the Planning Board could be involved in the budget process for this year. Mr. Megginson stated that for this year the annual report prepared by Ms. Kost would be one method. Mr. Ernst noted that the old document stated that the Planning Board would approve the Planning Department budget; that we are now being told that the Board is to forward budgetary concerns in October; that the Board should have been advised of this in a timely manner; and that January should not be too late for review by the Board. Mr. Megginson stated that sometimes staff gets no direction from the Commissioners on the budget and the process may or may

not be closed after the December retreat. Ms. Kost suggested a special meeting be held in October for discussion of the Planning Department budget. Mr. Hinkley suggested that Mr. Megginson approach the Board with some budget ideas in August and/or September (prior to October budget process) for input from the Board for the 2008 – 2009 budget.

Motion to approve

Ms. Kost made a motion; seconded by Mr. Copeland to approve the “Chatham County Planning Board Rules of Procedure” as amended as follows:

➤ **II. General Powers and Duties**

E. Delete

➤ **V. Meetings**

A. change Article 33B to 33C

E. strike the word “not” – “If the alternate motion results in a tie vote, neither motion shall be considered ~~not~~ to have carried,.....”

(Between) G. and H. – insert the following language: “Notes will be prepared for all items for which a vote is required. If a Planning Board member wishes to have an item considered for a vote, a written summary shall be distributed to Board members along with the other materials prepared for the meeting. If an item is brought up at the Board meeting and a vote is required, that vote will be held at the next regular meeting of the Planning Board” - and then renumber sections

K. insert the word “regular” and change the word “will” to “shall” as follows: “If a member misses more than three (3) **regular** meetings in a calendar year, the Chair and Vice Chair ~~will~~ **shall** meet with the member to determine whether to recommend to the Board of Commissioners the removal of the member from the Board”.

➤ **VII. Conflict of Interest**

1st Paragraph, last sentence to end with the word voting – striking “except that the member may address the Board as a private citizen”.

2nd Paragraph – strike entire paragraph, i.e. “For clarity in presentations made to the Planning Board,.....”

Mr. Hinkley’s concern

Mr. Hinkley asked that the minutes reflect his concern about the comprehensiveness of our planning.

There was no further discussion and the motion passed unanimously.

VII. NEW BUSINESS:

A. Planning Director’s Report

1. *2008 Planning Board Calendar – adopt*

Mr. Megginson stated that each year the Planning Board approves the calendar; and that months usually changed are July 4th week and Election Day in November. Ms. Ford stated that she missed last month's meeting held on the Monday before elections. She asked is members could be reminded of meeting changes a few days in advance. Ms. Kost noted that Board members agreed earlier tonight to have a special meeting in October to deal with the budget. Some Board members were hesitant to schedule a special meeting in October since the regular October meeting possibly could include budget discussion. Mr. Copeland suggested that future Planning Board meetings begin at 6:30 p.m. instead of 6:00 p.m.

Motion to change meeting time

Following discussion, Mr. Ernst made a motion; seconded by Mr. Glick to change the Planning Board meeting time to begin at 6:30 p.m. instead of 6:00 p.m. There was no discussion and the motion passed unanimously.

Motion to adopt calendar

Mr. Megginson stated that there are many changes and processes currently being reviewed; and that at some point we could possibly be reviewing the dates on this proposed calendar (i.e. deadlines) for their consistency.

Mr. Glick made a motion; seconded by Mr. Klarmann to adopt the 2008 Planning Board calendar as submitted. There was no discussion and the motion passed unanimously.

Cake enjoyed by all

At this time, Ms. Kost and Ms. Ford served cake to everyone in honor of Chairman Walker.

B. Planning Board Member Items

1. *Zoning and Subdivision Subcommittees Update*

Zoning Subcommittee update

Mr. Hinkley distributed a hand-out titled, "Sixteen Zoning Principles for Chatham County as proposed by the Planning Board Zoning Subcommittee". A copy is filed in the Planning Department. He stated that the Zoning Subcommittee (consisting of Del Turner, Warren Glick and Jim Hinkley) has had eleven meetings with the next meeting scheduled December 10th; that two of the eleven meetings have been with Paul Black, Triangle J Council of Governments; that Mr. Black would also be attending the December 10th meeting; and that the subcommittee has developed sixteen principles that have been submitted to Mr. Black for consideration in the re-write of the Zoning Ordinance. Mr. Hinkley reviewed the sixteen principles that are summarized below. (Note: See document for complete wording of the various principles).

- Principle #1 - Update, revise, and adopt the Land Use Plan and Map with additions and revisions
- #2 - Zone the entire county in accordance with the adopted Land Use Plan and Map with additions and revisions
- #3 - Separate Agricultural/Residential (AR) districts into individual Agricultural (A) and residential (R)
- #4 - Allow no new spot zoning

- #5 - List Zoning Districts titled as: A, R1, R2, R5, CN, CC, CR, O&I, IL, and IH
- #6 - Create a Zoning Table
- #7 - Prepare Index for Zoning Ordinance
- #8 - Preserve the rural character of the County with allowance for planned, smart and green growth in accordance with the land use plan (see A – D)
- #9 - Designate Natural Heritage Areas
- #10- Establish and appoint a Board of Adjustment to separate clearly the legislative and quasi-judicial decision-making powers and functions of County Government (See A – D)
- #11- Limit major corridor commercial and industrial development to nodes initially designated by the Major Corridor Task Force
- #12 - Protect and enhance existing vegetative buffers and require new vegetative buffers to variable widths on a case by case basis.
- #13 - Access
- #14 - Adopt a county-wide tree ordinance
- #15 - Development along thoroughfares limited to natural grade
- #16 - Locate groups of businesses on parcels no larger than five (5) acres – restrict building footprints.

The Board discussed the above. Ms. Kost suggested omitting principle #16 since it is not consistent with the Major Corridor Ordinance.

Subdivision Subcommittee update

Ms. Kost distributed the following material: (Copies are filed in the Planning Department.)

- Subdivision Regulation Subcommittee
- Draft Subdivision Review Process

She stated that Paul Black has been inundated with the Major Corridor Task Force and has not been readily available for support; that hopefully Mr. Black will finish that project this month (December); that the Subdivision Subcommittee is trying to stay on schedule; that the committee began work with a more ambitious plan and has had to scale back somewhat; that the summary sheet provided indicates some items that need further consideration; that the committee divided the work into three major categories (concept process, preliminary plat review, and construction plan); and that the committee has attempted to make the document user friendly. Ms. Kost reviewed material referenced above titled, “Draft Subdivision Review Process”. A copy is on file in the Planning Department. Ms. Kost stated that a joint meeting was held this past July that included representatives from various departments (Planning, Board of Education, ERB, and others); and that these groups have indicated that they want to be an integral part of this process.

2. Briar Chapel on-site visit

Ms. Kost stated that she recently talked with the developer of Briar Chapel; that he indicated that he would be glad to accompany Board members on a site visit

sometime in late January 2008; and that she would arrange the visit if Board members are interested.

3. *Annual Report*

Ms. Kost distributed copies of the draft annual report to the Board of Commissioners on activities of the Planning Board. (copy on file I the Planning Department). She asked Board members for any additions/changes/ "Annual Report, Chatham County Planning Board, December 2007, She stated that the Commissioners expect the Planning Board to present an annual report of some of the Planning Board accomplishments / endeavors of the past year; that she is continuing to gather additional statistical information; and that Board members should review the document for any additions or changes. Ms. Turner noted that "Citizens volunteered to help" should be added; and that she would furnish Ms. Kost with more specifics.

Ms. Kost noted one specific accomplishment of the Board this past year (under the confines of the existing regulations and ordinances) was that many developers voluntarily increased buffering.

E-mail

Attorney Whiteheart stated that he has just finished reviewing a contract with Embarq regarding a high speed internet connection directly into the county; that the county is currently upgrading the internet; and that this should allow more E-mail addresses on the server (i.e. Planning Board members).

Annual report discussion continued

Ms. Kost stated that the Commissioners' retreat is the second week in January 2008; and that this document needs to be included in their material for review. Ms. Turner stated that all of the task forces need to meet to discuss each others efforts for cross-referencing.

4. *Chatham Conservation Partnership Meeting (CCP)*

Allison Weakley, Environmental Review Board Chair, stated that a meeting of the Chatham Conservation Partnership is scheduled tomorrow (December 5, 2007) from 9:a.m. until 12:30 p.m. at Central Carolina Community College (CCCC) in Pittsboro, NC (building 2, conference room 2); that there are a number of interesting items on the agenda; that CCP is reviewing the county's GIS data to help in planning conservation data; that the information is available on county's website; that CCP would soon have a website; that CCP is encouraging the help of students from UNC; and that the CCP meeting (scheduled tomorrow and referenced above) would include the following:

- 10:00 a.m. – Chatham / Cary joint land use plan – presentation given
- 11:00 a.m. – meet Fred Royal
- 11:20 a.m. - discussion on detailing a conservation vision for CCP

Mr. Hinkley stated that CCP is a very important committee; that he has only attended a couple meetings; and that the Board needs to designate a member to represent the Planning Board and officially attend the meetings. It was the consensus of the majority of the Board that this issue be discussed during next month's Planning Board meeting.

VIII. ADJOURNMENT: There being no further business, the meeting adjourned at 8:50 p.m.

Chris Walker, Chair

Date

Attest: _____
Kay Everage, Clerk to the Board

Date