

**ORANGE COUNTY PLANNING DEPARTMENT  
131 W. MARGARET LANE, SUITE 201  
HILLSBOROUGH, NORTH CAROLINA 27278**



**AGENDA  
ORANGE COUNTY PLANNING BOARD**

**NOTE MEETING LOCATION!!**

**WEST CAMPUS OFFICE BUILDING  
PLANNING DEPARTMENT CONFERENCE ROOM  
131 W. MARGARET LANE, 2<sup>ND</sup> FLOOR  
HILLSBOROUGH, NORTH CAROLINA 27278**

**Wednesday, November 6, 2019**

**Regular Meeting – 7:00 pm**

<u>No.</u>	<u>Page(s)</u>	<u>Agenda Item</u>
1.		<b>CALL TO ORDER</b>
2.		<b>INFORMATIONAL ITEMS</b>
	3 - 4	a. Planning Calendar for November and December
3.		<b>APPROVAL OF MINUTES</b>
	5 - 5	September 4, 2019 Training Session Notes
	6 - 6	September 4, 2019 Regular Meeting
4.		<b>CONSIDERATION OF ADDITIONS TO AGENDA</b>
5.		<b>PUBLIC CHARGE</b>
		<b>Introduction to the Public Charge</b>

The Board of County Commissioners, under the authority of North Carolina General Statute, appoints the Orange County Planning Board (OCPB) to uphold the written land development laws of the County. The general purpose of OCPB is to guide and accomplish coordinated and harmonious development. OCPB shall do so in a manner which considers the present and future needs of its residents and businesses through efficient and responsive process that contributes to and promotes the health, safety, and welfare of the overall County. The OCPB will make every effort to uphold a vision of responsive governance and quality public services during our deliberations, decisions, and recommendations.

**Public Charge**

The Planning Board pledges its respect to all present. The Board asks those attending this meeting to conduct themselves in a respectful, courteous manner toward each other, County staff, and Board members. At any time should a member of the Board or the public fail to observe this charge, the Chair will take steps to restore order and decorum. Should it become impossible to restore order and continue the meeting, the Chair will recess the meeting until such time that a genuine commitment to this public charge is observed.

<u>No.</u>	<u>Page(s)</u>	<u>Agenda Item</u>
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The Planning Board asks that all electronic devices such as cell phones, pagers, and computers should please be turned off or set to silent/vibrate.

Please be kind to everyone.

**6. CHAIR COMMENTS**

**7. 7 - 14 PLANNING BOARD ANNUAL REPORT AND WORK PLAN:** To discuss the annual input form which informs the BOCC of the past year's activities of advisory boards/commissions and assists in overall County work planning.

**Presenter:** Craig Benedict, Planning Director

**8. ADJOURNMENT**

**IF AN EMERGENCY OCCURS, OR IF YOU ARE RUNNING LATE FOR THE MEETING, PLEASE LEAVE A VOICE MAIL FOR PERDITA HOLTZ (919-245-2578).**

<October		November 2019					December>
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
					1	2	
Notes: * Planning Board Member Attendance Required or Encouraged WCOB = West Campus Office Building (131 W. Margaret Lane, Hillsborough)							
3	4	5	6	7	8	9	
			Planning Board and ORC Meeting 7:00 pm*  Optional Training Session 6:00 pm WCOB 204	BOCC Meeting Whitted Building 7:00PM			
10	11	12	13	14	15	16	
				BOCC Work Session Southern Human Services 7:00PM			
17	18	19	20	21	22	23	
		BOCC Meeting Southern Human Services 7:00pm	OUTBoard meeting @ 6:30 pm WCOB 204				
24	25	26	27	28	29	30	
				Holiday	Holiday		

< November		<b>December 2019</b>					January >
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
1	2	3	4	5	6	7	
	Regular BOCC Meeting 7:00 pm Whitted Building		Planning Board Meeting 7:00 pm* WCOB 204				
8	9	10	11	12	13	14	
	Board of Adjustment (BOA) Meeting 7:00 pm Whitted Building	Regular BOCC Meeting 7:00 pm Southern Human Services					
15	16	17	18	19	20	21	
			OUTBoard Meeting 6:30 pm WCOB 204				
22	23	24	25	26	27	28	
		Holiday	Holiday	Holiday			
29	30	31					
					Notes: * Planning Board Member Attendance Required or Expected WCOB = West Campus Office Building (131 W. Margaret Lane, Hillsborough)		

**SUMMARY NOTES  
ORANGE COUNTY PLANNING BOARD  
SEPTEMBER 4, 2019  
TRAINING SESSION**

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NOTE: A quorum is not required for Planning Board Training Sessions.

**MEMBERS PRESENT:** Hathaway Pendergrass, At-Large; Randy Marshall, Bingham Township Representative; Kim Piracci, Eno Township Representative; Carrie Fletcher, Bingham Township Representative; Melissa Poole, Little River Township Representative;

**MEMBERS ABSENT:** Lydia Wegman (Chair), At-Large Chapel Hill Township Representative; David Blankfard (Vice-Chair), Hillsborough Township Representative; Hunter Spitzer, At-Large; Susan Hunter, Chapel Hill Township Representative; Adam Beeman, Cedar Grove Township Representative; Patricia Roberts, Cheeks Township Representative;

**STAFF PRESENT:** Perdita Holtz, Current Planning Supervisor

**AGENDA ITEM 1:        PLANNING BOARD TRAINING SESSION** – Staff will lead training on the review and decision process for subdivisions.

**PRESENTER:** Perdita Holtz, Planning Systems Coordinator

*Perdita Holtz conducted a training session on various aspects of planning.*

Meeting was adjourned by consensus.

**MEETING MINUTES  
ORANGE COUNTY PLANNING BOARD  
SEPTEMBER 4, 2019  
REGULAR MEETING**

**MEMBERS PRESENT:** David Blankfard (Vice-Chair), Hillsborough Township Representative; Hunter Spitzer, At-Large; Hathaway Pendergrass, At-Large; Adam Beeman, Cedar Grove Township Representative; Patricia Roberts, Cheeks Township Representative; Randy Marshall, Bingham Township Representative; Melissa Poole, Little River Township Representative; Carrie Fletcher, Bingham Township Representative;

**MEMBERS ABSENT:** Lydia Wegman (Chair), At-Large Chapel Hill Township Representative; Susan Hunter, Chapel Hill Township Representative; Kim Piracci, Eno Township Representative;

**STAFF PRESENT:** Perdita Holtz, Planning Systems Supervisor

**MEMBERS OF THE PUBLIC:**

**AGENDA ITEM 1: CALL TO ORDER AND ROLL CALL**

Meeting was called to order at 7:10pm.

**AGENDA ITEM 2: INFORMATIONAL ITEMS**

- a. Planning Calendar for August and September 2019

**AGENDA ITEM 3: APPROVAL OF MINUTES**

August 7, 2019 Regular Meeting

**MOTION** by Melissa Poole to approve the August 7, 2019 Regular Meeting Minutes with correction to attendance (Hathaway Pendergrass was marked absent, should have been marked present). Seconded by Hathaway Pendergrass.

**VOTE:** Unanimous

**AGENDA ITEM 4: CONSIDERATION OF ADDITIONS TO AGENDA**

**AGENDA ITEM 5: PUBLIC CHARGE**

**AGENDA ITEM 6: CHAIR COMMENTS**

**AGENDA ITEM 8: ADJOURNMENT**

This meeting was adjourned at 7:15 p.m.

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Lydia N. Wegman, Chair

**ORANGE COUNTY  
PLANNING BOARD  
AGENDA ITEM ABSTRACT**  
**Meeting Date:** November 6, 2019

**Action Agenda  
Item No. 7**

**SUBJECT:** Planning Board Annual Report / Work Plan

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**DEPARTMENT:** Planning and Inspections

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**ATTACHMENT(S):**  
Annual Report / Work Plan Form

**INFORMATION CONTACT: (919)**  
Craig Benedict, 245-2592  
Perdita Holtz, 245-2578

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**PURPOSE:** To provide an annual report and work plan input to the Board of County Commissioners (BOCC).

**BACKGROUND:** Each year the County Clerk's Office collects information from each of the County's advisory boards to prepare a report for an early spring BOCC work session. The annual report informs the BOCC of the past year's activities of advisory boards/commissions, as well as proposed activities for the upcoming year.

Staff and advisory boards are asked to collaborate to complete the form that has been provided by the Clerk's Office and return by January 3. Proposed activities are to be consistent with the goals of the BOCC.

The attached Annual Report / Work Plan form has been completed by staff for Planning Board review and comment. Some topics of prime interest include:

1. Fiscal Impact Analysis
2. Affordable and Senior Housing
3. Analysis of and Revisions to the Economic Development Zoning Districts
4. Preparation for 2020 Census results, development trends, and Comprehensive Plan update
5. New legislation related to planning processes
6. Continue Training Sessions for Planning Board Members

These topics are accented on the final three pages of the attachment.

The Planning Board is involved with approximately 40 - 60% of the work Planning Department staff is responsible for (the percentage varies by year, depending on specific work being completed in a given year). For the upcoming year, Planning staff will be working on some items for which other advisory boards have primary responsibility. Examples of these tasks are transportation planning and economic development issues (not related to the UDO) in partnership with the Economic Development Department. Some work items the Planning staff

is responsible for do not go to an advisory board for a recommendation (for example, water and sewer engineering and the annual report related to the Schools Adequate Public Facilities ordinance [SAPFO]).

**RECOMMENDATION(S):** The Planning Staff recommends the Planning Board:

1. Review the attached document prior to the meeting.
2. Discuss members' ideas about any additional activities to be worked on in 2020.
3. Either:
  - a. Approve the attached Annual Report and Work Plan Form, or
  - b. Ask staff to incorporate the results of any discussion into the Annual Report / Work Plan form and bring the final form back to the December 4, 2019 Planning Board meeting for approval.



**NAME OF BOARD/COMMISSION:** Planning Board

**Report Period:** 2019 calendar year for annual report; 2020 calendar year for work plan

**ORANGE COUNTY ADVISORY BOARDS AND COMMISSIONS  
ANNUAL REPORT/ WORK PLAN FOR THE COUNTY COMMISSIONERS**

The Board of Commissioners appreciates the dedication of all the volunteers on their boards and commissions and welcomes input from various advisory boards and commissions throughout the year. Please complete the following information, limited to the front and back of this form. Other background materials may be provided as a supplement to, but not as a substitute for, this form.

Board/Commission Name: **Planning Board**

Person to address the BOCC at work session- if applicable- and contact information: **Lydia Wegman, Chair, (919) 382-1904, [lnwegman@gmail.com](mailto:lnwegman@gmail.com)** (please note that Chair elections occur in January of each year, so the Chair could change in January)

Primary County Staff Contact: **Craig Benedict, Planning Director**; secondary contact: **Perdita Holtz, Planner III (Planning Systems Coordinator)**

How many times per month does this board/commission meet, including any special meetings and sub-committee meetings? **Generally once per month for a regular meeting + optional Ordinance Review Committee (ORC) which meets prior to the regular meeting several times a year + encouraged attendance at BOCC public hearings which include an item the Planning Board has reviewed.**

Brief Statement of Board/Commission's Assigned Charge and Responsibilities. **Under the authority of NC General Statute, the BOCC created the Planning Board to embark upon a continuing planning program, including but not limited to the preparation and maintenance of a Comprehensive Plan for Orange County, in protection of the public health, safety, and general welfare of present and future residents and businesses, landowners and visitors. The duties of the Planning Board are listed in Section 1.6.3 of the Unified Development Ordinance.**

What are your Board/Commission's most important accomplishments?

**Within last 2 years:**

- **Reviewed and made a recommendation on:**
  - **The Settler's Point MPD-CZ application**
  - **Morgan Ridge major subdivision**
  - **Revisions to Triple Crown Farm major subdivision**
  - **UDO text amendments regarding:**

- flags and flagpoles
  - the subdivision review process
  - Neighborhood Information Meeting (NIM) clarifications
  - additional uses in the HP-CZ zoning district
- Updates to the Efland-Buckhorn-Mebane Access Management Plan
- Completed 10 months of optional training sessions offered by Planning staff

**More recently:**

- Reviewed and made recommendations on:
  - A UDO text amendment regarding the updated Table of Permitted Uses
  - Fairway Hills major subdivision
  - A rezoning on Old Greensboro Highway (Lawton)
  - A rezoning on West Ten Road (Doby)
- Completed three month of optional training sessions offered by Planning staff

List of Specific Tasks, Events, or Functions Performed or Sponsored Annually.

- **Monthly Planning Board meetings**
- **Ordinance Review Committee (ORC) meetings and special meetings as required**
- **Review applications for ordinance amendments, major subdivisions, and Class A special use permits and provide recommendations to the BOCC**
- **Develop and recommend policies, ordinances, administrative procedures and other means for carrying out plans**
- **Coordinate with staff on ongoing planning updates, changes, and new techniques**

Describe this board/commission's activities/accomplishments in carrying out BOCC goal(s)/priorities, if applicable.

**The Planning Board is involved in the ongoing implementation of the 2030 Comprehensive Plan and any potential regulatory revisions resulting from updates to BOCC priorities.**

Describe the collaboration relationship(s) this particular board has with other advisory boards and commissions?

**In 2019, there was not direct collaboration with other advisory boards (e.g., joint meetings). However, after the 2020 U.S. Census data is released, there will need to be an evaluation of the data and perhaps an appraisal report of the Orange County 2030 Comprehensive Plan, which was adopted in 2008. This work would involve multiple departments and advisory boards.**

If your board/commission played the role of an Element Lead Advisory Board

involved in the 2030 Comprehensive Plan preparation process, please indicate your board's activities/accomplishments as they may relate to the Comprehensive Plan's goals or objectives.

*(The Element Lead Advisory Boards include: Planning Board, EDC, OUTBoard, Commission for the Environment, Historic Preservation Commission, Agriculture Preservation Board, Affordable Housing Board, Recreation and Parks Advisory Council)*

**Land Use Overarching Goal:** Coordination of the amount, location, pattern and designation of future land uses, with availability of County services and facilities sufficient to meet the needs of Orange County's population and economy consistent with other Comprehensive Plan element goals and objectives.

**Objective LU-1.1:** Coordinate the location of higher intensity / high density residential and non-residential development with existing or planned locations of public transportation, commercial and community services, and adequate supporting infrastructure (i.e., water and sewer, high-speed internet access, streets, and sidewalks), while avoiding areas with protected natural and cultural resources. This could be achieved by increasing allowable densities and creating new mixed-use zoning districts where adequate public services are available.

**Objective LU-1.2:** Evaluate and report on whether existing and approved locations for future residential and non-residential developments are coordinated with the location of public transportation, commercial and community services, and adequate supporting infrastructure (i.e., water and sewer services, high-speed internet access, streets and sidewalks).

**Land Use Goal 3:** A variety of land uses that are coordinated within a program and pattern that limits sprawl, preserves community and rural character, minimizes land use conflicts, supported by an efficient and balanced transportation system.

**Objective LU-3.1:** Discourage urban sprawl, encourage a separation of urban and rural land uses, and direct new development into areas where necessary community facilities and services exist through periodic updates to the Land Use Plan.

**Land Use Goal 6:** A land use planning process that is transparent, fair, open, efficient, and responsive.

**Economic Development Overarching Goal:** Viable and sustainable economic development that contributes to both property and sales tax

revenues, and enhances high quality employment opportunities for County residents.

**Objective ED-1.5:** Identify barriers to development of desirable businesses and local businesses, and mitigate these barriers.

**Transportation Goal 3:** Integrated land use planning and transportation planning that serves existing development supports future development, and is consistent with the County's land use plans which include provisions for preserving the natural environment and community character.

Identify any activities this board/commission expects to carry out in 2020 as they relate to established BOCC goals and priorities.

If applicable, is there a fiscal impact (i.e., funding, staff time, other resources) associated with these proposed activities (please list).

**The Board will continue its work in partnership with staff to further BOCC priorities, some of which may emerge at the January 2020 BOCC retreat:**

1. **Fiscal Impact Analysis:** Work with a consultant commenced over the summer of 2019 to analyze the impacts of development to County services (revenues and expenditures) and to the cities as necessary.
2. **Analysis of and Revisions to the Economic Development Zoning Districts and Regulations:** In support of economic development efforts, complete an analysis on how to best revise the existing economic development zoning districts to streamline the numerous districts into fewer districts that would apply to all three economic development districts (EDDs).
3. **Affordable and Senior Housing, including Co-Housing:** On-going need for affordable housing opportunities, including senior housing, in the county. Continue to work with the Housing and Community Development Department on the Affordable Housing Strategic Plan and develop any necessary regulatory amendments that will further the plan.
4. **Population Projections:** Continue to analyze regional population and employment projections (including differences between the MPO 2040 and MPO 2045 MTP). Rationalize and offer 'ground truth' (i.e. what can realistically be built) to the amount and location of new development noted from population modeling (i.e. Community VIZ). Work with municipalities to aggregate their projected ceiling density totals based on their densification efforts and create composite countywide total by adding unincorporated projections. Use in eventual update to Comprehensive Plan Data Element.
5. **Additional Rezoning of Efland-Buckhorn-Mebane Commercial-Industrial Transition Activity Node (CITAN) for Economic Development Purposes:** Continue to analyze properties in the indicated geographic area for rezoning to zoning districts that would better promote economic development in the

area.

6. **Continue Training for Planning Board Members:** Planning staff will continue to offer training to Planning Board members on an as-needed basis. Suggestions on additional topics for training are welcome.
7. **Clustering in Rural Areas:** Consider rural village concepts. Examine innovative septic systems whether in individual or community settings. Clustering does not increase density in rural areas but creates a higher percentage of open space.
8. **Legislative Changes:** Amend regulations as necessary in response to legislative changes at the State level. Amend the UDO to provide BOCC-identified uses as potential permitted uses.
9. **2020 BOCC Retreat:** Any priorities that emerge at the January 2020 BOCC retreat.

What are the concerns or emerging issues your board has identified for the upcoming year that it plans to address, or wishes to bring to the Commissioners' attention?

1. **Removal of Uninhabited Mobile Homes in Poor Condition:** Identify funding sources to remove uninhabitable mobile homes and/or investigate ways to compel a property owner to remove such units. (In collaboration with the Housing Department)
2. **Displaced Mobile Home Park Residents:** The County should continue to pursue helping displaced mobile home park residents, including without town limits. (The Housing Department is the lead on this issue)
3. **Accessory Dwelling Units to Promote Affordable Housing:** Ensure existing regulations are not inhibiting the use of accessory dwelling units and investigate whether the existing size limits are appropriate (the existing 1,000 square feet upper limit with 800 square feet permitted to be heated/cooled in the County's UDO may be too small to accommodate families).
4. **Climate Change:** Encourage builders to take into account long-term changes; for example: encourage building locations well beyond the 100-year floodplain to account for possible increases in flooded areas. Encourage better building standards to withstand stronger storms.
5. **Energy:** Continue to allow solar arrays in appropriate areas, perhaps performing a reanalysis of locational criteria. Revisit energy information in the County's Comprehensive Plan to expand information on the variety of energy types (DEAPR is the lead Department on this Element of the Comprehensive Plan).
6. **Rural Enterprises:** Determine need to address innovative water & sewage disposal issues in the Rural Activity Nodes to encourage development in these nodes. Evaluate non-residential acreage thresholds and determine if

changes are necessary.

7. **Transportation Issues:** Evaluate the need for better public transit in rural areas, including senior citizen mobility, transit dependent and commuter populations. Determine if rural “transit oriented development” could be hubs of transit located in the rural community nodes. Accent focus on transit dependent populations and their connection to other transit infrastructure.
8. **Wireless and Broadband Access:** The County (IT Department) completed a study regarding wireless and broadband access in rural areas and is in the beginning stages of partnering with providers to implement a program, which will begin in the northern portion of the county. Coordinate with EMS for comingled use of towers for public safety, private use (with revenue), and public wireless augmentation.
9. **Nuisance Ordinance:** Consider a nuisance ordinance addressing junked cars and unkempt property (old tires, etc.) for Economic Development, Commercial, and Commercial-Industrial Transition Activity Nodes and areas adjacent to these land use classifications to “protect” these areas slated for economic development projects. In addition, consider these “city-like” rules in “urban” transition land use classifications of the county to protect existing community value.
10. **Long-Term Planning for Potable Water and Waste Disposal:** Planning for potable water and waste (wastewater and solid waste) should continue to be a topic for study (i.e., supportive infrastructure analysis) and discussion as growth in Orange County continues.