

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



**AGENDA
ORANGE COUNTY PLANNING BOARD**

Wednesday, August 4, 2021

Regular Meeting – 7:00 pm

Due to current public health concerns, the meeting will be virtual. Members of the Planning Board and staff will be participating in the meeting remotely. Interested members of the public can view and participate in the meeting by following the instructions at the end of the agenda. (Please note that pre-registration no later than 3:00 p.m. the day of the meeting is required to speak at the meeting).

<u>No.</u>	<u>Page(s)</u>	<u>Agenda Item</u>
1.		CALL TO ORDER
2.	3 – 4	INFORMATIONAL ITEMS a. Planning Calendar for August and September
3.	5 – 6 7	APPROVAL OF MINUTES July 7, 2021 Regular Meeting Minutes July 7, 2021 Training Notes
4.		CONSIDERATION OF ADDITIONS TO AGENDA
5.		PUBLIC CHARGE Introduction to the Public Charge 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. 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.		ADJOURNMENT

Public Comments / Participation

There are two methods for public comment:

- Written submittals by email or drop-off
- Speaking during the virtual meeting

Written Public Comments

Members of the public are encouraged to provide written public comments by emailing comments to planningboard@orangecountync.gov no later than 3:00 p.m. on the afternoon of the meeting.

Please include in the Subject line of the email the title of the agenda item your comment pertains to.

Emails sent to this address are viewable on Google Groups:

<https://groups.google.com/g/ocplanningboard>

Written comments can also be dropped off at the Planning Department's offices at 131 W. Margaret Lane, 2nd floor, Hillsborough, NC during normal business hours (8:00 a.m. to 5:00 p.m. Monday through Friday). If a staff member is not available, please leave your comments in the drop-off box near the front counter. Written comments will be scanned and sent by staff to the email address indicated above.

Verbal Public Comments

Members of the public must contact Planning Department staff via email at ocpbpubliccomment@orangecountync.gov no later than 3:00 p.m. on the afternoon of the meeting and indicate they wish to speak during the meeting.

When submitting the request to speak, please include the following:

- The date of the meeting
- The title of the agenda item you wish to speak on
- Your name, address, email and phone number
 - The phone number must be the number you will call in from if participating by phone

During the meeting, speakers will be called upon in the order in which requests to speak were received. Each speaker may speak once per agenda item and has 3 minutes to address the board. Ceding time to another speaker is not permitted.

In the event a meeting is continued to a future date due to the length of public comments, the date for the continued meeting will be announced before the meeting adjourns. No additional requests to speak will be taken for the continued meeting, only the speakers who signed up to speak at the original meeting and were not called upon will be able to speak at the continued meeting. Written comments continue to be encouraged and can be sent to the email address indicated in the "Written Public Comments" instructions above.

Zoom Meeting Registration

Both members of the public who wish to **speak at the meeting** and those who wish to **only view** the meeting **must register** to receive a link to the meeting. Persons wishing to speak must register with the same name provided in the email that notified staff you wish to speak. The link to sign up for the meeting is: https://orangecountync.zoom.us/webinar/register/WN_uu4odn7wQfK1Y65ieO0HvQ

If you do not have internet access, you may participate in the meeting via phone. Please call (919) 245-2575 during regular business hours to receive information on the number to call-in to, the meeting ID, and a password.

Review Process

The Planning Board is an appointed volunteer advisory board which makes recommendations to the Board of County Commissioners (the elected officials). The Board of County Commissioners holds a formal public hearing and makes decisions. Section 2.8 of the County's [Unified Development Ordinance](#) contains a flowchart depicting the entire review process for rezoning and text amendment applications.

August 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
			Planning Board 7:00 pm* Virtual Meeting			
8	9	10	11	12	13	14
	Board of Adjustment 7:00 pm					
15	16	17	18	19	20	21
			OUTBoard/TAS Meeting 6:30 pm Virtual Meeting			
22	23	24	25	26	27	28
29	30	31				
				Notes: * Planning Board Member Attendance Required Virtual Meeting		

September 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
			Planning Board 7:00 pm*	BOCC Business Meeting 7:00 pm		
5	6	7	8	9	10	11
	HOLIDAY OFFICES CLOSED			BOCC Work Session 7:00 pm		
12	13	14	15	16	17	18
	Board of Adjustment 7:00 pm	BOCC Business Meeting 7:00 pm	OUTBoard Meeting 6:30 pm			
19	20	21	22	23	24	25
26	27	28	29	30		
					Notes: * Planning Board Member Attendance Required Virtual Meeting	

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MEETING MINUTES
ORANGE COUNTY PLANNING BOARD
JULY 7, 2021
REGULAR MEETING

(Due to current public health concerns, this meeting was held virtually.
Members of the Planning Board, staff and public participated remotely)

MEMBERS PRESENT: David Blankfard (Chair), Hillsborough Township Representative; Adam Beeman (Vice-Chair), Cedar Grove Township Representative; Susan Hunter, Chapel Hill Township Representative; Lamar Proctor, Cheeks Township Representative; Alexandra Allman, At-Large Representative; Melissa Poole, Little River Township Representative; Kim Piracci, Eno Township Representative; Whitney Watson, At-Large Representative; Charity Kirk, At-Large Representative; Statler Gilfillen, At-Large Representative; Carrie Fletcher, Bingham Township Representative (arrived at approximately 7:15p.m.)

MEMBERS ABSENT: Randy Marshall, At-Large Representative

STAFF PRESENT: Laura Jensen, Clerk to the Board of County Commissioners; Craig Benedict, Planning Director; Perdita Holtz, Planning Systems Coordinator; Michael Harvey, Current Planning Supervisor; Tina Love, Administrative Support

OTHERS PRESENT: Alaine Pribisko (arrived at 7:20 and was present for approximately 5 minutes)

AGENDA ITEM 1: CALL TO ORDER AND ROLL CALL

Chair David Blankfard called the meeting to order.

AGENDA ITEM 2: OATH OF OFFICE: Laura Jensen, Clerk to the Board of County Commissioners administered the Oath of Office to the following members of the Planning Board. David Blankfard (Chair); Adam Beeman (Vice-Chair); Susan Hunter; Lamar Proctor; Alexandra Allman; Melissa Poole; Kim Piracci; Whitney Watson; Charity Kirk; and Statler Gilfillen. Except for Mr. Gilfillen, members signed the oaths on camera in the Clerk’s presence for return back to staff via mail. Arrangements will be made for Mr. Gilfillen to sign his oath in the presence of the County Clerk and for the Clerk to administer the oath to the two members who were not present during the time the oath was administered (Carrie Fletcher and Randy Marshall).

AGENDA ITEM 3: INFORMATION ITEMS

- a. Planning Calendar for July and August
- b. Discussion by Vice Chair Adam Beeman regarding solar panels

Adam Beeman shared a PowerPoint Presentation on information and costs he gathered while researching solar panels for his property.

AGENDA ITEM 4: APPROVAL OF MINUTES

- June, 2021 Regular Meeting Minutes
- June 2021 Training Notes

MOTION BY Melissa Poole to approve the June 2, 2021 Regular Meeting Minutes and Training Notes. Seconded by Adam Beeman.

ROLLCALL VOTE:

- Lamar Proctor Yes
- Kim Piracci Yes
- Whitney Watson Yes
- Charity Kirk Yes
- Melissa Poole Yes
- Adam Beeman Yes
- Statler Gilfillen Yes
- Carrie Fletcher Yes

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57 Susan Hunter Yes
 58 Alexandra Allman Yes
 59 David Blankfard Yes

60 MOTION PASSED UNANIMOUSLY

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63 AGENDA ITEM 5: CONSIDERATION OF ADDITIONS TO AGENDA.

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65 There were none

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67 AGENDA ITEM 6: PUBLIC CHARGE

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INTRODUCTION TO THE PUBLIC CHARGE

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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 law 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 citizens 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.

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PUBLIC CHARGE

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The Planning Board pledges to the citizens of Orange County its respect. The Board asks its citizens to conduct themselves in a respectful, courteous manner, both with the Board and with fellow citizens. At any time, should any member of the Board or any citizen fail to observe this public charge, the Chair will ask the offending member to leave the meeting until that individual regains personal control. Should decorum fail to be restored, the Chair will recess the meeting until such time that a genuine commitment to this public charge is observed.

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86 AGENDA ITEM 7: CHAIR COMMENTS

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88 There were none

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90 AGENDA ITEM 8: ADJOURNMENT

91 Meeting was adjourned by consensus at 7:39 p.m.

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David Blankfard, Chair

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SUMMARY NOTES
ORANGE COUNTY PLANNING BOARD
JULY 7, 2021
TRAINING SESSION

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

Due to current public health concerns, the training session was virtual. Members of the Planning Board and staff participated in the meeting remotely.

MEMBERS PRESENT: David Blankfard (Chair), Hillsborough Township Representative; Adam Beeman (Vice-Chair), Cedar Grove Township Representative; Susan Hunter, Chapel Hill Township Representative; Lamar Proctor, Cheeks Township Representative; Charity Kirk, At-Large Representative; Alexandra Allman, At-Large Representative; Whitney Watson, , At-Large Representative; Statler Gilfillen, At-Large Representative; Melissa Poole, Little River Township Representative;

STAFF PRESENT: Craig Benedict, Planning Director; Perdita Holtz, Planning Systems Coordinator; Michael Harvey, Current Planning Supervisor

AGENDA ITEM 1: **PLANNING BOARD TRAINING SESSION** – Staff will lead training on various materials aspects of land use regulation in Orange County
 PRESENTER: Perdita Holtz, Planning Systems Coordinator

Perdita Holtz conducted a training session on various land regulations in Orange County