

Minutes

PLANNING BOARD

Regular meeting

6:30 p.m. Nov. 21, 2024

Board Meeting Room of Town Hall Annex, 105 E. Corbin St.



Present: Chair Frank Casadonte, Vice Chair Hooper Schultz, Jeanette Benjey, John Giglia, Sherra Lawrence, and Tiffney Marley

Absent: Robert Iglesias and Christian Schmidt.

Staff: Planner Molly Boyle

1. Call to order and confirmation of quorum

Chair Frank Casadonte called the meeting to order at 6:30 p.m. Planner Molly Boyle called the roll and confirmed the presence of a quorum.

2. Agenda changes and approval

Motion: Member Hooper Schultz moved to approve the agenda as it stands. Member John Giglia seconded.

Vote: 5-0. Motion passed.

3. Minutes review and approval

Minutes from Joint Public Hearing on Oct. 17, 2024.

Motion: Schultz moved to approve the minutes as presented. Member Jeanette Benjey seconded.

Vote: 5-0. Motion passed.

4. Discussion items

A. 3013 Rippy Lane annexation and rezoning requests (applicant-initiated)

Boyle described the annexation and rezoning request to the board, and they discussed the proposal's potential favorably.

B. Text amendment to UDO Sec. 6.18.10, *Billboards* (staff-initiated)

Boyle summarized the text amendment presented at the Oct. 17, 2024, Joint Public Hearing. The Planning Board discussed the proposed amendment.

Motion: Schultz moved to recommend approval of items 4A and 4B to the town board. Giglia seconded.

Vote: 5-0. Motion passed.

Member Sherra Lawrence arrived at 6:33 p.m.

5. Planning Board workshop

Boyle shared a PowerPoint presentation and reviewed Planning Board basic procedures, ideas, and goals for 2025. Discussion topics included the following:

- Changing the Joint Public Hearing schedule and potentially removing the Planning Board from the public hearing process,
- Removing one of the vacant extra-territorial jurisdiction (ETJ) seats from the Planning Board,
- The upcoming UDO rewrite, and
- Planning Board training opportunities.

The Planning Board was in favor of adjusting the Joint Public Hearing schedule to February, May, August, and November. It also supported removing one of the vacant ETJ seats from the Planning Board, noting one of the seats had been vacant for years.

The board indicated the public hearing process was informative and that it preferred to continue being involved. Board members also expressed strong interest in more training opportunities in 2025.

6. Updates

A. Board of Adjustment

Boyle reported the Board of Adjustment granted a variance from the front setback requirement at the town's water treatment facility.

B. Parks and Recreation Board

Schultz said the Parks and Recreation Board did not meet in November and would not meet in December.

C. Staff and board members

Boyle stated the Planning Technician position was vacant. Also, the Paliouras Tract Master Plan amendment was denied by the town board. Boyle said Senior Planner Tom King was not proceeding with the text amendment to UDO Sec. 3.8.11, *Notice of Evidentiary Hearing*.

7. Adjournment

Motion: Giglia motioned to adjourn the meeting. Lawrence seconded.

Vote: 6-0. Motion passed.

Casadonte adjourned the meeting at 7:53 p.m.

Respectfully submitted,



Molly Boyle

Planner II

Staff support to the Planning Board

Approved: January 16, 2025

Planning Board Workshop

November 21, 2024

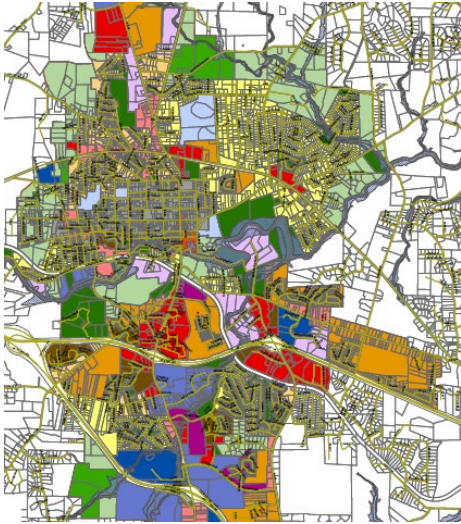
Molly Boyle, Planner II
molly.boyle@hillsboroughnc.gov



TOWN OF
HILLSBOROUGH

Planning Board Basics

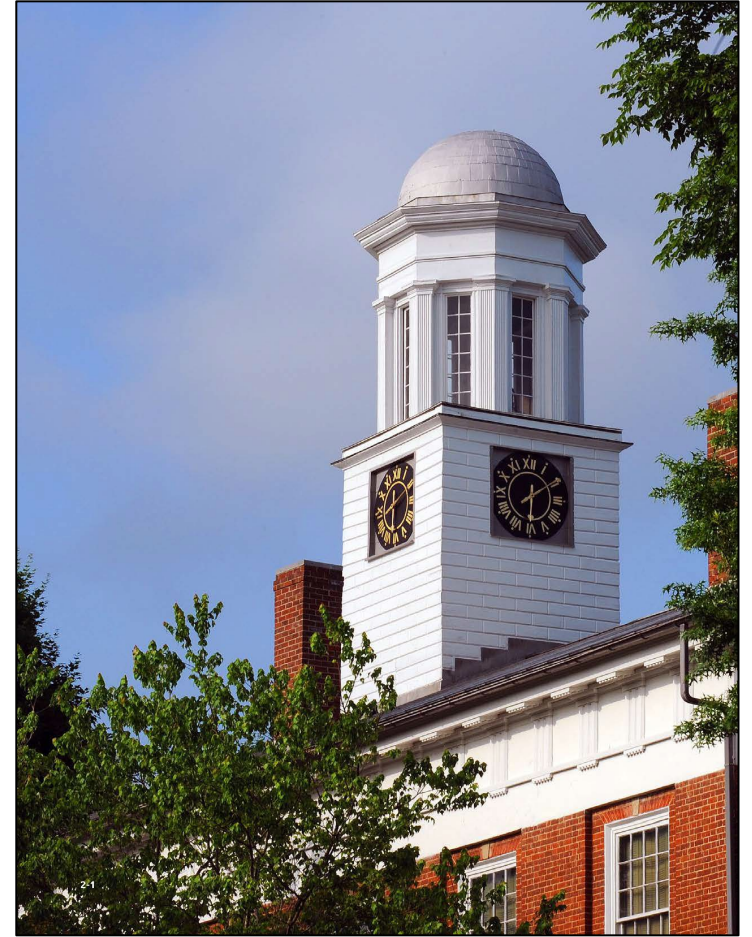
What is the Planning Board?



- An **advisory board** that makes recommendations on certain planning proposals in Hillsborough's planning jurisdiction.
- Recommendations are made to the Town Board of Commissioners. The Town Board is the final approval authority.
- Input from the Planning Board is valuable to the Town Board when it makes decisions.

Planning Board Duties & Functions

- UDO Sec. 2.3, *Planning Board* establishes the Hillsborough Planning Board and lists its powers and duties.
- Main, ongoing function is to help draft and/or review revisions to the following town documents:
 - [Unified Development Ordinance \(including Zoning Map\)](#)
 - [Comprehensive Sustainability Plan \(including Future Land Use Map/Plan\)](#)

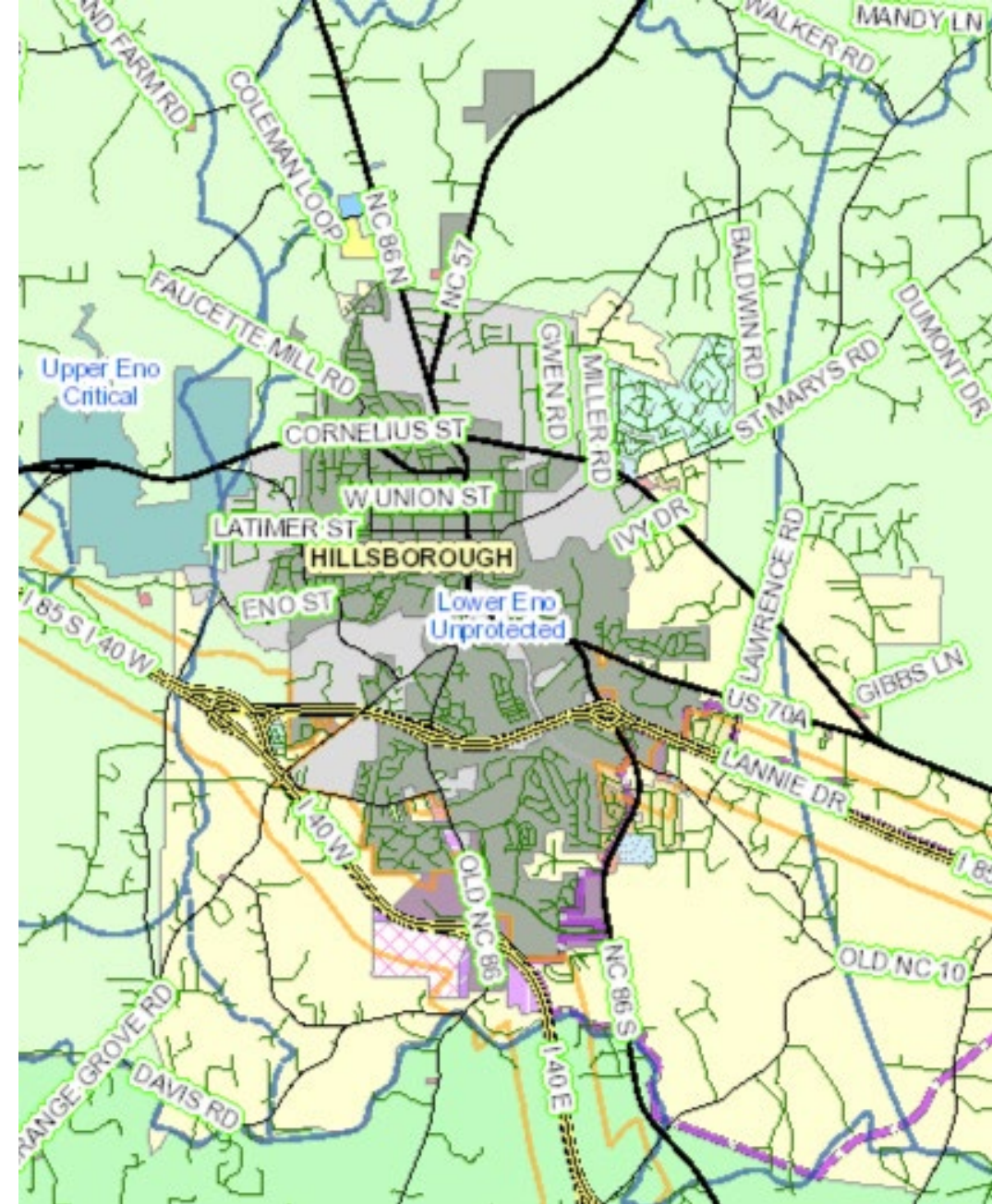


Planning Board Terms and Offices

- 10 members: 7 in town limits and 3 in extra-territorial jurisdiction (ETJ – see next slide).
- Terms are 3 years.
- You can serve 2 full terms in a row. After that, you must rotate off for at least 1 year.
- We hold a business meeting every March to elect a Chair, Vice Chair, Parks & Rec Rep, and BOA Rep.

Extraterritorial Jurisdiction (ETJ)

- An area drawn around the Town Limits where the Town's jurisdiction is expected to expand and where we have zoning/development regulation authority.
- Orange County has its own Planning Department, Planning Board, UDO, and Zoning Map (but no water/sewer utility).



Attendance Policy

- No distinction between excused and unexcused absences.
- If you miss 4 regularly scheduled meetings in a 12-month period, staff sends a letter.
- If you miss 6 regularly scheduled meetings in a 12-month period, you're automatically removed from the Planning Board.
- More info in Code of Ordinances Article VIII.

Meeting Prep



- There are no stupid questions! Feel free to ask me questions before, during, and after meetings.
- I'll email the agenda packet out one week before the meeting. I can print you a paper copy if you prefer.
- If you're short on time and/or confused, I recommend focusing on the abstracts and the staff reports (if applicable).

Submittals you'll see

- Rezoning requests
- UDO text amendments (also rewrite)
- Comprehensive Plan amendments

Submittals you won't see

- Subdivisions
- Site plans (unless in PDD)
- Variances, special use permits, appeals (BOA)
- Permits

UDO vs. Comprehensive Plan

Comprehensive Plan vs. Unified Development Ordinance

Comp Plan

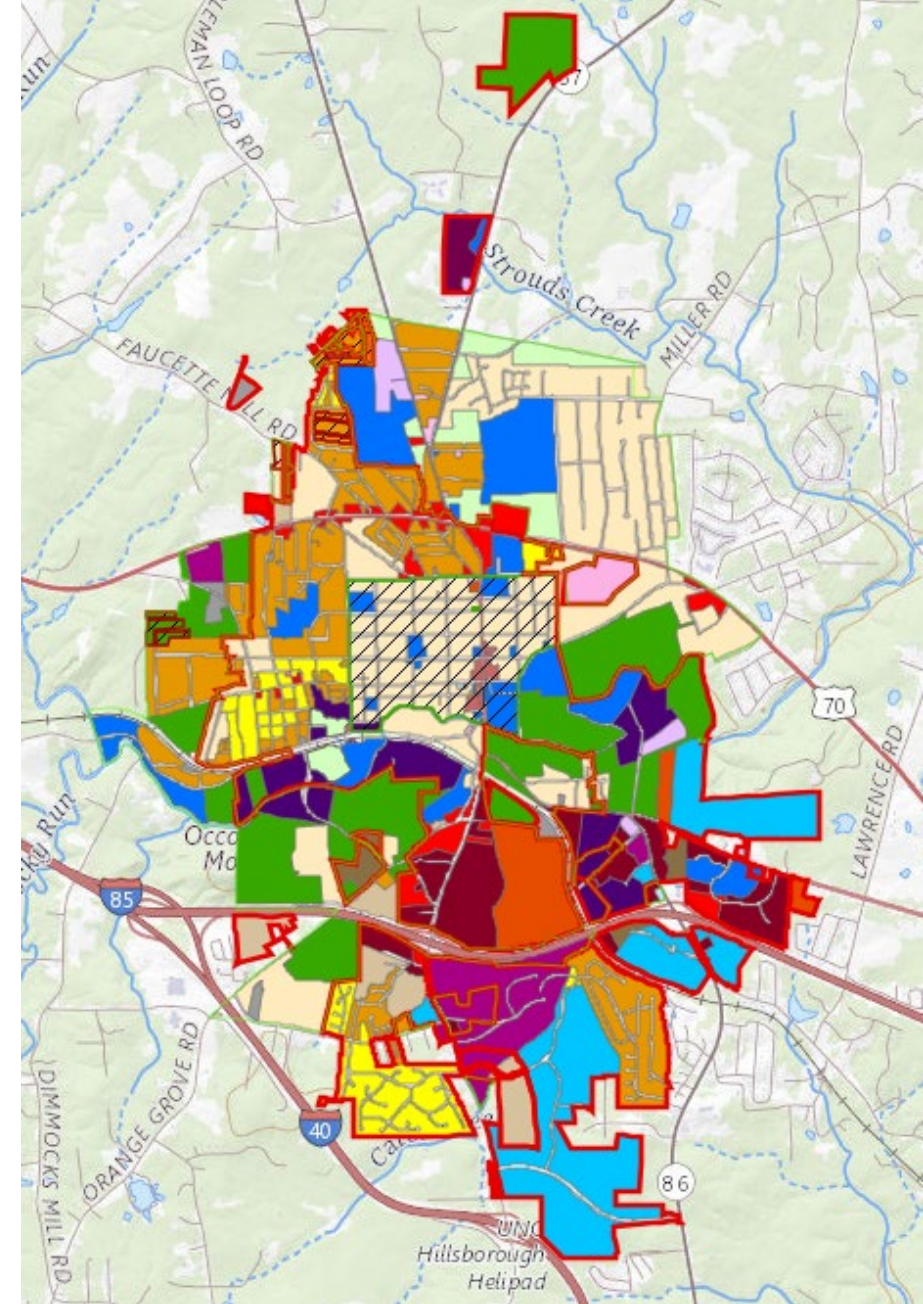
- Visionary
- Future (what *could* be)
- Associated with the [Future Land Use Plan](#)
- Looking for *consistency*

UDO

- Regulatory
- Present (what *is*)
- Associated with the [Zoning Map](#)
- Looking for *compliance*

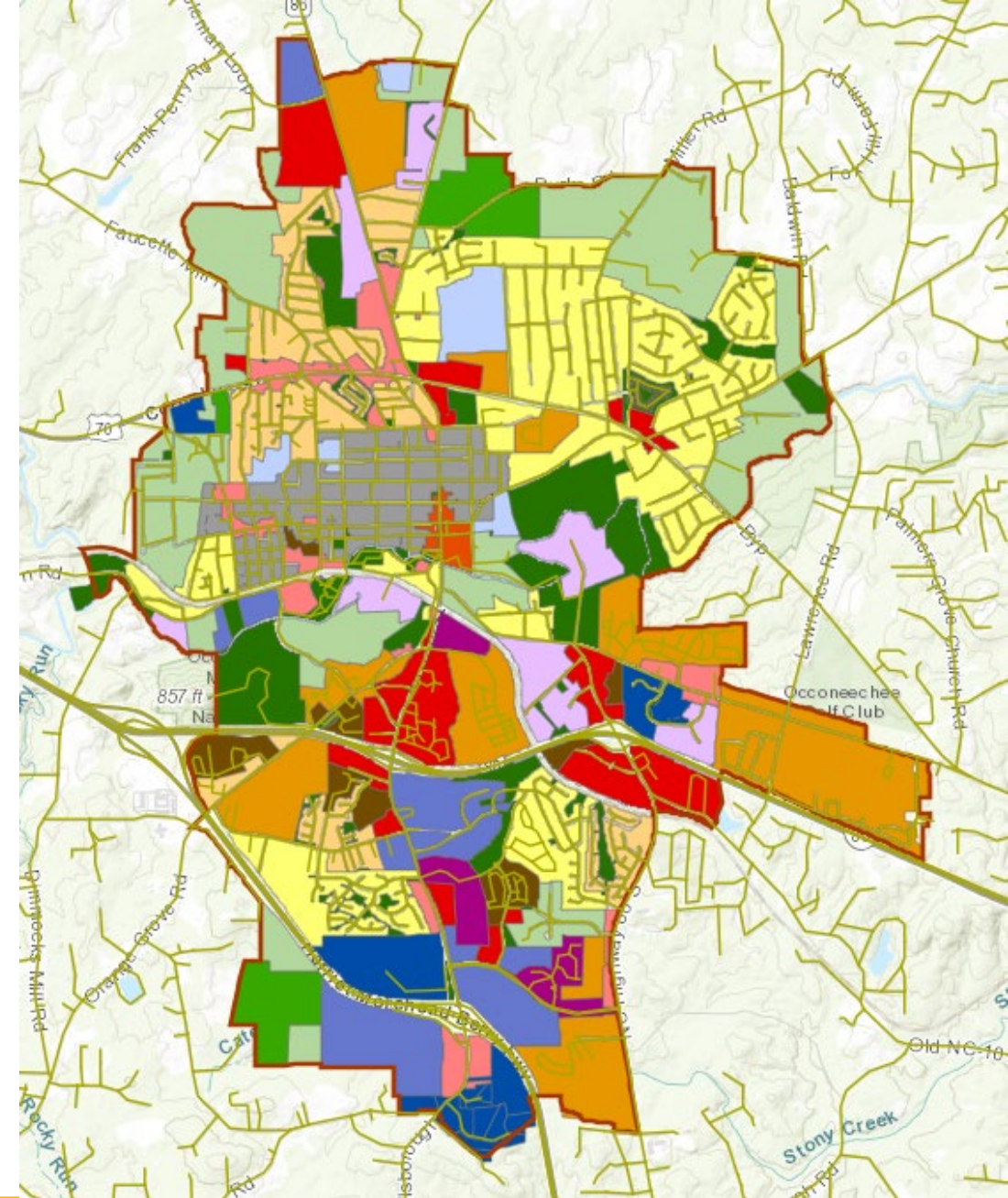
Zoning Map

- The [Zoning Map](#) shows the current zoning district for each parcel in the town's jurisdiction.
- The colors represent different zoning districts, which are all defined in the [Unified Development Ordinance](#).
- The zoning of a property determines which land uses are allowed on it.



Future Land Use Map

- This map is associated with the [Comprehensive Sustainability Plan](#), a long-range plan that describes the town's values and goals for the future.
- The [map](#) shows how the town envisions developing in the future, usually within the next +/- 20 years.
- Each color/category indicates what kind of land uses we expect to see there in the future (may not match the current zoning).



Discussion Topics

Joint Public Hearings

- Joint Public Hearing schedule
 - Currently January, April, August, and October.
 - Change to February, May, August, and November?
 - Town Board will need to weigh in too.
- Do you want to be continue being involved in Joint Public Hearings?
 - Were more common in the area in the 1960s – 70s. Now generally overseen by Town Board alone.
 - Other town advisory boards don't hold Joint Public Hearings.



Remove Seat and/or Have Alternates

- [NC GS § 160D-307, Extraterritorial representation on boards](#) requires “proportional representation” from ETJ on appointed boards. Statutes don’t specify exactly what “proportional” means.
- UDO establishes 10 Planning Board seats. Based on GIS and tax data analyzed earlier this year, proportional representation would be 7 in-town and 2 ETJ (not 3 ETJ).
- Options:
 - Leave as-is (proportionate enough)
 - Remove one ETJ seat, leaving 7 in-town and 2 ETJ seats
 - Consider having alternates. Would still have 10 members, but alternates would just fill in when a regular member was absent.

UDO Rewrite

- Request for Proposals posted last week. Closes on Jan. 8, 2025. Anticipate signing contract in February 2025.
- We're assuming a two-year timeline, but the project schedule is TBD with consultant.
- We'll discuss the project more in 2025, but staff's vision is:
 - Modern (does not necessarily mean more urban)
 - User-friendly
 - Pared down
 - More graphics/graphic organizers

General Project Schedule

Staff anticipates the UDO update will be completed within two (2) years and in eight (8) major phases, some taking longer than others to complete:

Hillsborough UDO Update: Tentative Project Schedule	
Phase	Objective for Consultant
1. Project initiation	Sign contract and hold kick-off meeting with town staff
2. Project definition and planning	Finalize scope of work, project schedule, and communications and public outreach plan
3. Public outreach 1	Identify key stakeholders and hold a public outreach meeting introducing project and getting feedback on current UDO
4. Research	Review town's current UDO and other relevant documents; review staff-identified issues with current UDO
5. Public outreach 2	Hold a second meeting to inform public of progress and direction of new UDO
6. Design, draft, and revise	Design and draft new UDO and revise based on staff feedback (anticipate several rounds of staff review)
7. Public outreach 3	Hold third meeting to share draft product with public and get thoughts/feedback on draft
8. Legislative process and adoption	Present project to Planning Board and Board of Commissioners, make revisions mandated by Board of Commissioners (if any), and submit final document to town staff



Planning Board Training



- Looking into training opportunities for you in 2025 (*e.g.*, webinars, recommended reading, staff-led training, UNC SOG-led training).
- Send any training ideas to molly.boyle@hillsboroughnc.gov and/or shannan.campbell@hillsboroughnc.gov.