



**Planning and Zoning Board
February 8, 2018 at 6:30 pm**

MINUTES

Attendance

Board members present for the meeting were:

Chairman Peter Prichard
Vice Chairwoman Harlean Botha
Member Lee Langston
Alternate Member Catherine Willis
Alternate Member Sanjay Acharya

Board members absent for the meeting were:

Member Rob Taylor

Staff members present for the meeting were:

Courtney Tanner, Planning Director
Benjamin Howell, Long Range Planning Manager
Marty Saunders, Secretary to the Board

1. Call to Order

Chairman Peter Prichard called the meeting to order at 6:32 pm.

2. Invocation

Member Botha opened the meeting with the invocation.

3. Adoption of Agenda

MOTION: *Member Botha* made a motion to adopt the February 8, 2018 agenda as submitted. *Member Langston* seconded the motion, which passed unanimously.

Chairman Prichard stated that Marty Saunders, Secretary to the Board, would now swear in *Alternate Members Acharya* and *Willis* as alternate Planning and Zoning Board members.

4. Adoption of Minutes

MOTION: *Member Langston* made a motion to approve the Planning and Zoning Board January 11, 2018 meeting minutes. *Member Botha* seconded the motion, which passed unanimously.

5. Presentations

None

6. Old Business – Public Comment

None

7. Old Business

Draft Comprehensive Transportation Plan Update

Benjamin Howell, Long Range Planning Manager, stated that he would review the directives from the January meeting as well as provide an update on the draft Comprehensive Transportation Plan (CTP). He would also provide a tentative schedule for the public input opportunities and the Comprehensive Awareness and Engagement Plan.

He began by reviewing the primary discussion item, which was the Crabtree Crossing Parkway Extension. The Board's prior decision was to leave the proposed road extension in the draft CTP, with modifications. The recommended modifications were:

- Require further study of potential impacts to Crabtree Crossing once NC 147 construction is completed (cannot construct until NC 147 built).
- Reinforce prioritization of roadwork projects. Crabtree Crossing extension designated as a long-term project.
- Review potential ways to limit cut-through traffic and messaging on traffic congestion navigation mobile applications, such as Waze.

He then addressed the tentative schedule for moving forward. The revised draft CTP will be on the March agenda, and the Planning and Zoning Board review is expected to take 3-4 months. The staff presentation of the CTP will take approximately 1-2 months. Following the presentation of the draft Plan, the Planning and Zoning Board will open a second public comment session. Once public comment has been received and discussed, a recommendation on the draft CTP will be forwarded to Town Council.

There are still many public input opportunities remaining. The Public Comment Portal is still open on the new website. All comments will be available to the PZB and Town Council. Other public input opportunities will be available at the public comment session and the public hearing. The dates will be set by the Board and the Town Council.

Staff is preparing a Comprehensive Awareness and Engagement Plan. The Public Information Officer and Community Relations Liaison are assisting in developing this plan. This will include the use of social media, neighborhood meetings and mailings. No dates have been set yet.

Chairman Prichard asked if the volume of comments on the public portal had tapered. *Mr. Howell* indicated that the comments have ebbed and flowed, but typically increases before and after PZB meetings.

Alternate Member Acharya wanted to know if discussions on social media were captured. *Mr. Howell* explained that social media comments are not captured.

Member Botha stated that there have been approximately 700 comments related to the draft CTP. *Director Tanner* explained that the consultant is working to address those comments.

8. New Business – Public Comment **None**

9. New Business **None**

10. Staff Comments

Director Tanner reviewed the January 2018 Planning Newsletter. A new application was received for the North Hampton Townhomes. Staff also approved the exterior modifications to the Gander Mountain building in Park West Village and the site plan for the Shiloh Animal Hospital.

Director Tanner stated that a Draft Planning and Zoning Board Handbook was placed at each member's seat tonight. *Michele Stegall, Current Planning Manager*, initiated the creation of this document. It will be on the March agenda for discussion. It addresses duties, procedures, and policies for the Board.

She welcomed the two new members, soon to be three members. She looked forward to having a full Board moving forward.

11. Planning and Zoning Board Comments

Alternate member Acharya had a question regarding the increased traffic due to the North Hampton townhome project. *Director Tanner* explained that this project did not meet the criteria for a transportation impact analysis (TIA).

Member Botha inquired about the new tenants for the Gander Mountain store. *Member Langston* reported that signs are up for Michaels and Homegoods stores.

Chairman Prichard was pleased to report that the Town Council was pushing ahead on the Town Center project. The streetscape amenities and lighting were discussed at the Town Council Meeting, and while not final decisions were made he wanted the Board to participate in future processes.

Director Tanner reported that the proposals submitted in response to the RFP for the Town Center demonstration project have been reviewed and that the Council has selected a preferred developer. The Town core of this project would be defined as the heart, or future downtown, of Morrisville. Options for benches, light fixtures and bike racks are currently being explored by the Town Council. Some of these improvements will require code amendments, which will be reviewed by the PZB. PZB would then make a recommendation to Town Council.

Chairman Prichard also welcomed the two new members to the Board, *Sanjay Acharya* and *Catherine Willis*.

12. Upcoming Term Expirations

None

13. Upcoming Events

None

14. Adjournment

Alternate Member Willis made a motion to adjourn the meeting. *Member Acharya* seconded the motion, which was approved unanimously.

The meeting adjourned at 6:58 pm.

Peter Prichard,
Planning and Zoning Board Chair

Marty Saunders,
Secretary to the Board

Date

Date