



# Town of Pittsboro, North Carolina

Department of Planning

(919) 542-1655

## MEMORANDUM

TO: Bryan Gruesbeck, Town Manager

FROM: Jeff Jones, Planning Director

SUBJECT: Chatham Park Additional Element Review

DATE: August 3, 2016

This new committee needs to know what role they play and what value they are adding to the Chatham Park review process. They need to know their relationship to the board and how they relate to the wider public.

In contemplating an advisory committee, the Board should consider the following:

- Size of Committee – Generally a manageable size of 8-10 is preferable, but this is up to the Board as to the size.
- Who should be on this Committee -Is the make-up of the committee lay persons who have a general interest to be involved or is the make-up of the committee of those person that have specific knowledge base to assist in areas of the Additional Elements.
- Who will facilitate this Committee?
- What are the directives of the Board to this committee?
  - Is this to be an advisory role?
- Before Chatham Park reviews of the Additional Elements and future Small Area Plan move forward to the Town Board must a recommendation be given by this committee?
- How long does the Town Board anticipate this Committee's work to be?

PO Box 759 ~ Pittsboro, NC 27312

Email: [jjones@pittsboronc.gov](mailto:jjones@pittsboronc.gov)

Phone: (919) 542-1655

Fax: (919) 542-2310

- Consider adopting a protocol of communication between the Committee and the Board
  - Committee Members *to*
  - Committee Chairperson *to*
  - Planning Director *to*
  - Town Manager *to*
  - Town Board
  
- All Committee meetings will be subject to the Open Meeting Statute.

Having a communication protocol will help everyone involved in the process who they communicate with during this process. This will assure that committee members know they are to speak to their Chairperson prior to speaking with those persons outside of the protocol. Failure to adhere to this protocol may result in being removed from the committee.

Attached please find Resolution from Paul Messick, Town Attorney, with language outlining the possible purpose and ground rules for an Additional Elements Advisory Committee.

**Action Required:** Give direction on the Committee purpose and Make-up to be ready to appoint committee members at the August 22<sup>nd</sup> meeting.