



# 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: June 22, 2016

**Background:** Following the submittal of the Additional Elements on May 3<sup>rd</sup>, Staff has been actively reviewing the submittal and would like to give the Town Board a progress report and suggestions on completing a review of the Elements. Attached please find a table intended to outline the nature of the Elements as well as review responsibilities.

The “Category” column which indicates whether the Elements are, in the opinion of Staff, an “Ordinance” type Element that would give details on how a particular site Plan\subdivision should develop, to “Policy” type that would have the Town accept the nature of the Element and agree to a policy that might include outside organizations, such as Chatham Arts Council, Chatham County, Habitat for Humanity to name a few. These Policies Elements could include ordinance language to make the policy implementable.

Lastly, an “Acceptance” type Element that the Town generally accepts the Element for what it is and will use this Element to base future decision of the Town. These two “Acceptance” Elements can be thought of similarly as the phasing of Chatham Park will impact future Facilities needs of the Town. Much of the phase information can be duplicated in the Public Facilities Element and similarly Public Facilities information could be in the Phasing Element.

The “Reviewer” column indicates whether Town Staff is able to review the Element internally or whether community stakeholders should lend assistance. These community stakeholders would help Staff review particulars of the Element that might not be Staff strongest expertise.

The last column – “Consultant Suggested” – indicates whether Staff is requesting the assistance of a professional consultant to assist with particular issues in each Element. In some instances, Staff is suggesting that a consultant come on board to advise Staff and the Town Board on standards and ideas that could be considered for the Element. The two Elements that Staff suggest for consultants are Affordable Housing and Public Facilities.

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As mentioned at the previous Town Board of Commissioners meeting, Staff has been working through this model of Staff review with Community Stakeholders on 5 of the 12 Elements: Open Space, Tree Protection, Landscaping, Public Art, and Affordable Housing. Chatham Conservation Partnership (CCP) has been helping Staff with the Open Space, Tree Protection, and Landscaping Elements. This group has conducted extensive work in and around Pittsboro in regards to these three Elements and Staff felt that this group would be a good resource to help with the review of these Elements. Chatham County Arts Council has been engaged to help with the review of Public Art Element. Staff is actively looking for additional stakeholders to assist with this Element. Chatham County Habitat for Humanity has been helpful reviewing the Affordable Housing Element. They have provided comments and ideas from their prospective as a single family affordable housing organization. There will need to be others including a consultant that will assist with this Element.

Of the remaining 7 Elements, Staff - including but not limited to Planning, Engineering, Parks, Legal, Administration - have been reviewing these Elements. Comments and direction will be forthcoming to Chatham Park and to the Town Board. Other departments, stakeholders may be brought into the conversation if needed.

As we have discussed, this process will take an appropriate amount of time to complete. Chatham Park had put forth a schedule for public hearing in August. Town Staff has been clear with Chatham Park Staff that September or October is more realistic. So any review by Staff, community stakeholders and consultants should be with the mindset of a fall 2016 deadline. What is going to assist with the review timeline will be the submittal of a Small Area Plan that will help further identify the goals and vision of Chatham Park on a much smaller scale. Additionally, the Town has Module 2 of the UDO submittal from Clarion. This module will help Staff understand the Town's consultant's ideas for much of the same Elements that Chatham Park is considering. Elements such as Signage, Parking and Loading, Landscaping, Tree Protection, Lighting are in Module 2 and will be the basis for Staff to provide comments to Chatham Park.

As we move through the process it is important to continue to remember that at the end of this process we need to have clear understanding of how development is going to occur in Chatham Park through their ordinances and standards that we get to approve through a Public Hearing legislative review process.

**Action Required:** Provide Feedback and Direction on the Review Process

<b>Additional Element</b>	<b>Category</b>	<b>Review</b>	<b>Consultant Suggested</b>
<b>Development Phasing</b>	Acceptance	Staff	No
<b>Open Space</b>	Ordinance	Staff, Community Stakeholders	No
<b>Tree Protection</b>	Ordinance	Staff, Community Stakeholders	No
<b>Landscaping</b>	Ordinance	Staff Community Stakeholders	No
<b>Stormwater</b>	Ordinance	Staff	No
<b>Parking &amp; Loading</b>	Ordinance	Staff	No
<b>Signage</b>	Ordinance	Staff	No
<b>Lighting</b>	Ordinance	Staff	No
<b>Public Art</b>	Policy	Staff, Community Stakeholders	No
<b>Affordable Housing</b>	Policy/Ordinance	Staff, Community Stakeholders, Consultant	Yes
<b>Transit</b>	Policy/Ordinance	Staff, Community Stakeholders	No
<b>Public Facilities</b>	Acceptance	Staff, Consultant	Yes