



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 Elements/Small Area Plan Update

DATE: January 5, 2017

Background: Chatham Park has submitted responses to the comments generated by the Committee, Planning Board and by Staff. Those responses are attached. As part of the process these responses now go on to the Planning Board for a formal recommendation, and not back to the Committee. If the Town Board wishes these responses to go back to the Committee, that can be arranged, but doing so will alter the previously set schedule for the Elements review.

The Committee will be wrapping up the second set of elements next week and will be presenting these to the Town Board either at the January 23rd meeting or the first meeting in February.

The Planning Board could make a formal recommendation in February regarding the first set of elements. That set of elements would then be forward back to the Town Board for action. Below is a reminder of the schedule as presented in the Fall.

Review the Additional Elements in three groups:

1. Phasing, Parking & Loading, Signage, and Lighting
2. Open Space, Tree Protection, Landscaping, and Stormwater
3. Public Facilities, Public Art, Transit and Affordable Housing

Group 1 meeting dates: October 5th, October 19th and November 2nd

Group 2 meeting dates: November 16th, November 30th, December 14th and January 11th

Group 3 meeting dates: January 25th, February 8th and February 22nd, March 8th

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Additionally, Chatham Park will be submitting their first small area plan. As such the process for reviewing Small Area Plan indicates a Technical Review Committee (TRC). The TRC shall be comprised of Town Staff and third-party consultants as the Town determines are reasonably necessary for a thorough review of the Small Area Plan.

Staff would like the Town Board to discuss the Small Area review process and to determine if there will be a need to have a committee formed to help with the review. This committee if deemed necessary could be a newly appointed committee or you may change the charge of the already formed additional elements committee to include reviewing the small area plan. Reviewing both the Elements and the Small Area Plan in conjunction may help everyone understand Chatham Park's intent of Development.

Action Required: Receive the information and direct Staff