



Town of Pittsboro, North Carolina

Department of Planning

(919) 542-1655

TO: Bryan Gruesbeck, Town Manager

FROM: Jeff Jones, Planning Director

SUBJECT: **Proposed Adjustment to Fee Schedule for Submittal of Development Agreements**

DATE: November 23, 2016

Background: The Chatham Park Master Plan approved by the Pittsboro Board of Commissioners contains a provision that calls for Development Agreement to be prepared and submitted by December 8th, 2016. Staff understands Chatham Park is ready to submit the Development Agreement to the Town for review. Staff believes there will be items contained within the Development Agreement that may facilitate the need to contract with outside consultants for help in review this document.

Staff recommends an adjustment to the Town's Fee Schedule for Planning-related applications to add a fee for review of Development Agreements. We recommend that the application fee for submittal and processing of a Development Agreements be added to reflect the recovery of Town costs that will be incurred with review and approval of a Development Agreement.

Staff recommends that the fee be set at a rate of \$500.00 plus \$10.00 per acre for the area to be covered by the Development Agreement. Finally, a cap on this fee should be set not to exceed \$80,000.

Attached please find a Resolution formalizing the adoption of the Development Agreement Review fee.

Action recommended: Staff recommends that the fee be set at a rate of \$500.00 plus \$10.00 per acre for the area to be covered by the Development Agreement. With an overall cap of fee to be no more than \$80,000.

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