



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 Committee

DATE: September 22, 2016

On Tuesday September 20th, the Chatham Park Additional Elements Committee met for an orientation meeting. During this meeting a Chairperson was elected, Jim Nass, a Vice Chairperson, Wayne Britt, and a Recording Secretary, Rebecca Mabe were also elected.

Chatham Park has offered to hire a court stenographer to take the minutes of the committee meetings. The Committee accepted this offer and staff will work with Chatham Park to hire an independent court stenographer. All meetings will be recorded and minutes taken to ensure a complete record of discussion is made available to all.

The Committee also discussed their meeting schedule. The Committee agreed to meet every other week on Wednesdays starting October 5.

The schedule for reviewing all elements will be as follows:

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 4th

Group 3 meeting dates: January 18th, January 25th, February 8th and February 22nd

PO Box 759 ~ Pittsboro, NC 27312

Email: jjones@pittsboronc.gov

Phone: (919) 542-1655

Fax: (919) 542-2310

After each set of elements reviewed by the committee the Town could then start the process of setting and holding a Public Hearing and the then sending on to the Planning Board for recommendation.

Group 1 target dates: November 14th set Public Hearing for November 28th. Planning Board recommendation on December 5th and to the Town Board of Commissioners on December 12th for Action.

Group 2 target dates: January 9th set Public Hearing for January 23rd. Planning Board recommendation on February 6th and to the Town Board of Commissioners on February 13th for Action.

Group 1 target dates: March 6th set Public Hearing for March 20th. Planning Board recommendation on April 3rd and to the Town Board of Commissioners on March 10th for Action.

While the committee is working through their process staff and any consultants the Town engages for various elements will be working to compile our comments and recommendations. The goal would be to mirror the committee's timeline for review of the elements.

Action Required: Receive the information.