



MEMORANDUM

TO: Mayor and Board of Commissioners

FROM: Bryan Gruesbeck, Town Manager

SUBJECT: Updates

DATE: April 25, 2016

Background: Below please find updates on many current projects:

Chatham Park PDD Master Plan: Additional Elements – Preston Development reports that the Additional Elements will be submitted to the Town in April 2016. Staff will provide an overview of process for the Additional Elements to the Town Board of Commissioners during a subsequent meeting. The first Small Area Plans are anticipated by early May 2016.

Unified Development Ordinance (UDO) Joint Meeting w/Planning Board: A second joint meeting to continue discussion on the UDO Module 1 draft was held on Monday, April 18, 2016. Roger Walden will be assimilating the notes and comments from the Town Board and Planning Board and producing a document for public review and comment. Jeff Jones, Town Planner, will be scheduling a public review session upon completion of Module 1.

Downtown Vision – Traffic Circle: A public information meeting was held April 12, 2016 at the Pittsboro Roadhouse and General Store at 6:30 to discuss the most recent design of the Traffic Circle. I have included a drawing from Kimley Horne of the proposed improvements that will be presented by Kimley Horne Staff. Fred Royal, Town Engineer also attended to speak to the possible coordination of storm water controls at the northwest corner of the intersection. The coordination of these improvements appears favorable.

Town Hall Offices – Minor Remodels and Improvements: Police Chief Crutchfield is seeking a rehab of the Police Department's evidence storage and seeks to accommodate room for existing and future police officers. John Poteat, Utilities Director, Chief Crutchfield and I have discussed a couple of minor options to create additional space within Town Hall within the current police budget at an estimated cost of under \$4,000. Our anticipated process, such as it is, would go something like this:

1. I would vacate my current office. This would become office space for police officers.
2. We will clean out Paul Horne's old office (former copy room) and clean out the closet in the rear of the Board Room.

3. In Mr. Horne's old office, we would knock down the walls between my current office and the current closet in the rear of the Board Room, which would create additional space for a new, slightly larger office. This would become my new office location.
4. We would paint and rewire the rehabbed offices.
5. The "half wall" in the lobby area would be rehabbed to allow for the Police Department to escort visitors from the front lobby directly to the current Police Department offices, as opposed to escorting them through the file/mail/computer network room or office hallway.

Action Requested: Receive the information and provide feedback.