# A RESOLUTION APPOINTING THE PITTSBORO ADVISORY COMMITTEE ON CHATHAM PARK ADDITIONAL ELEMENTS

WHEREAS, the Town of Pittsboro is currently reviewing certain Additional Elements received from Chatham Park Investors LLC pursuant to the Chatham Park Master Plan; and

WHEREAS, the Board of Commissioners of the Town is interested in the opinions of and input from the Pittsboro community regarding such Elements; and

WHEREAS, while the Town of Pittsboro has its staff and additional resources available to assure that the future development of the Chatham Park Planned Development District is consistent with the Master Plan, the Board of Commissioners of the Town is of the opinion that the appointment of community residents to serve upon an advisory committee for these matters is in the best interest of the Town;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISISIONERS OF THE TOWN OF PITTSBORO AS FOLLOWS:

1. There is hereby established an advisory committee to be known as the "Pittsboro Advisory Committee on Chatham Park Additional Elements", hereinafter referred to as the "Committee".

2. The mission of the Committee shall be to assist the Board of Commissioners in its assessment of the Additional Elements received from Chatham Park Investors LLC pursuant to the Chatham Park Master Plan.

3. The role and responsibility of the Committee shall be as follows:

   a. To help focus attention on specific issues and problems anticipated as a result of implementation of the Elements in the development of Chatham Park;

   b. Review the Additional Elements and provide a report on:

      i. Compliance with the Master Plan;
      ii. Recommendations on the character of the Elements in promoting the goal of exceptional community development; and
      iii. If appropriate, make recommendations on modifications to the Elements to promote the goal of exceptional community development.

   c. Recommend actions and alternatives for Board consideration;

4. The Committee shall consist of at least fourteen (14) members who shall fairly represent the Pittsboro community in terms of gender, race, civic involvement, and business experience.

5. Members shall be appointed by the Board of Commissioners and shall serve at the pleasure of the Board or until approval of the Additional Elements by the Town, whichever is earlier.

6. The Committee shall meet and select a chair to lead the Committee's discussions. To assure accurate record-keeping, the Committee shall also appoint a member to serve as recording secretary to take and keep minutes of its proceedings. Minutes shall be forwarded to the Board of Commissioners promptly after every meeting of the Committee.

7. The Committee shall review the Elements and make a report at the conclusion of its review. The Committee shall coordinate its review of the Elements with the review schedule adopted by the Board of Commissioners incorporating the required public hearings and Town Planning Board review. It is incumbent upon the Committee to make sure its review of an Element is complete by the time the Town Planning Board shall make its recommendation to the Board of Commissioners as to that Element. It is anticipated that the Elements should be considered independently. Any reports received from the Committee shall be considered by the Board of Commissioners in addition to the input received from public hearings and other resources available to the Town.

8. In the event an Element is amended or revised prior to the issuance of a report by the Committee such changes shall also be considered by the Committee. Revisions or changes to an Element after the issuance of a Committee report shall not be reviewed by the Committee unless specifically requested by the Board of Commissioners.

9. The Committee shall meet at Town Hall on a regular basis, but not less frequently than monthly. A quorum must be present for the conduct of all regular meetings. A majority of the members appointed shall constitute a quorum. The chairperson may call a meeting or a meeting may be called upon the written request of three members. All such meetings shall be subject to the open meetings law of North Carolina.

10. Members shall be automatically removed for lack of attendance. Lack of attendance is defined as failure to attend two (2) consecutive meetings or failure to attend more than one-half of the meetings scheduled. Participation for less than three-fourths of a meeting shall be the same as a failure to attend a meeting. Excused absences due to illness, absence from the county due to personal hardship, if approved by a majority vote of the Committee, shall not constitute lack of attendance. Excused absences shall be entered into the minutes at the next regularly scheduled meeting. Members removed pursuant to this paragraph shall not continue to serve on the Committee and such removal shall create a vacancy which may be filled by the Board.

11. The Board of Commissioners may appoint one or more of its members to serve as ex officio members of the Committee or as a liaison to it.

12. Notwithstanding the creation of this Committee, the Board of Commissioners has not thereby relinquished its discretion or authority to approve any Element as provided in the Master Plan. The Board is not obligated to adopt or incorporate any recommendations received from the Committee and expressly reserves the right to review, comment upon, or approve any Element with or without a report from the Committee at any time and from time to time.

Adopted this 22nd day of August 2016.

TOWN OF PITTSBORO

By: Cindy S. Perry
Cindy S. Perry, Mayor

ATTEST:

Alice F. Lloyd
Alice F. Lloyd, CMC, NCCMC
Town Clerk