



Town of Pittsboro, North Carolina

Department of Planning
(919) 542-1655

MEMORANDUM

TO: Bryan Gruesbeck, Town Manager

FROM: Stuart W. Bass, Planning Director

SUBJECT: Unified Development Ordinance
Consultant Selection

DATE: June 18, 2014

The Town of Pittsboro requested proposals for planning services to assist in the development and preparation of a Unified Development Ordinance (UDO). The current Zoning Ordinance was adopted in 1994 and has had numerous amendments made to it over the past years. The UDO would represent the first major overhaul of the Town's development regulations and will work in tandem with the recently adopted Land Use Plan.

The Town currently has a zoning ordinance, subdivision ordinance, floodplain management regulations, riparian buffer ordinance, a stormwater development ordinance, and other development related codes. The Town seeks to consolidate these documents into a cohesive code that meets current regulatory standards; provides consistency; maximizes ease of use for citizens, developers, contractors, town staff and others; and, eliminates conflicting specifications and duplication.

The Board of Commissioners, Planning Board, Staff, citizens and the development community continually express concerns with the current ordinances and the ability to interpret and enforce them fairly and consistently. Many of the processes outlined in the ordinances are not clearly defined or have become obsolete due to long standing practice and will need to be analyzed and rewritten.

Recommendation

After evaluating the proposals that were received, and negotiating the scope of work, we would like to recommend contracting with Clarion Associates, LLC to provide professional services for the development of a UDO. Please see the attached information. As stated in the proposal, we would also recommend the inclusion of Task 5.

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