

## MEMORANDUM

**TO: Jeff Jones, Planning Director, Town of Pittsboro**  
**FROM: Roger Waldon, Clarion Associates**  
**DATE: November 19, 2015**  
**RE: Update on Status of Work for new Unified Development Ordinance**

This memorandum provides an update on status of work for Pittsboro’s new Unified Development Ordinance and outlines the next steps in the process.

### Overview

The objective of this project is to consolidate, coordinate, and update Pittsboro’s current array of land use ordinances and regulations. Earlier this year we presented a “Code Assessment” which offered our observations regarding existing regulations and suggested a framework for a new Unified Development Ordinance. That document was reviewed by Town staff and a UDO Advisory Committee, and benefitted from citizen comments, Planning Board comments, and Board of Commissioner comments. Using all of that feedback, we have been working to draft the new UDO for community review.

As described in the Code Assessment, this new UDO will fold together the following existing separate ordinances: Zoning Ordinance, Subdivision Regulations, Flood Damage Prevention Ordinance, and Stormwater Management Ordinance, Lighting Ordinance, Riparian Buffer Protection Ordinance, and processes for Small Area Plans and Development Agreements. The UDO is organized into ten articles, and this organization helps consolidate provisions and make the document easier to navigate and interpret. The structure for the UDO is shown in the box to the right. We will be presenting the UDO to the Town Board, Planning Board, and community in two installments, or modules. Articles shown in bold text in the box are included in Module 1, and remaining items are scheduled for review as part of Module 2.

UDO Structure	
<b>Article 1</b>	<b>General Provisions</b>
<b>Article 2</b>	<b>Zoning Districts and District Regulations</b>
<b>Article 3</b>	<b>Use Standards</b>
Article 4	Environmental and Open Space Standards
Article 5	Site Development Standards
<b>Article 6</b>	<b>Nonconformities</b>
<b>Article 7</b>	<b>Administration and Review Authorities</b>
<b>Article 8</b>	<b>Development Review Procedures</b>
<b>Article 9</b>	<b>Enforcement</b>
<b>Article 10</b>	<b>Interpretation and Definitions</b>

### Schedule for Presentation and Review

We would like to begin the community review of Module 1 in conjunction with the Town Board’s December 14 meeting. Our intent is to have the Module available in print and digital versions, and posted on the project’s website, during the week prior to that Town Board meeting. We would not be asking for comments on the draft at that meeting, but present the draft and highlight key issues and suggestions that will be helpful in review of the

document, and announce to the community that the draft is ready for review and comment. We also intend to work with you to prepare a schedule for presentation and review events in January-February, including a community meeting, meetings of the UDO Advisory Committee, and work sessions with the Planning Board and Town Board. We would highlight that schedule in our presentation to the Town Board on December 14.

While community review is underway on Module 1, which focuses on the structure of zoning districts, uses, and procedures, the consultant team will be working on Module 2, which focuses on development standards, environmental standards, and open space standards. As review of Module 1 is drawing to a close, we will have Module 2 ready for a similar schedule of events. Following review and comment on Module 2 the full UDO will be assembled for presentation at a Public Hearing.

### **Summary**

If this item can be scheduled for the Town Board's December 14 meeting, we will be ready to use that meeting as a kick-off for community review and comment on Module 1 of the new Unified Development Ordinance. We look forward to these discussions.