



MEMORANDUM

TO: Mayor and Board of Commissioners

FROM: Bryan Gruesbeck, Town Manager

SUBJECT: Updates

DATE: April 11, 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 by early 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.

Engineering/Planning/Parks/Utilities Office Space – Paul Horne developed a map of the location of the new location. It has been placed in your Agenda packet under FYI. We have copies at Town Hall and will distribute electronically through the Town's website and Facebook.

Finance Director: Heather Meacham started last week and will attend the Board meeting on April 11, 2016.

Planner II Hiring: An additional position was budgeted to accommodate an increased workload associated with development associated with Chatham Park and other developments. With the move to the new office in Chatham Mills complete we are ready to bring on a qualified planner. Staff has placed a "help wanted" advertisement in various publications, listserves, and the local newspaper. Applications and resumes will be accepted until April 1, 2016. We will be selecting candidates for interviews in the next week. The successful candidate could start work in early/mid-May 2016.

Unified Development Ordinance (UDO) Joint Meeting w/Planning Board: A second joint meeting to continue discussion on the UDO Module 1 draft has been scheduled for Monday, April 18, 2016.

Downtown Vision – Traffic Circle: A meeting has been scheduled for 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, will also be attending to speak to

the possible coordination of storm water controls at the northwest corner of the intersection.

Chatham County Affordable Housing: During the Joint Elected Officials meeting held on November 12, there appeared to be a consensus to allow the County Manager and the Town Managers to discuss the formation of a “working committee” and guide next steps based on the Chatham County Board retreat (held on October 1, 2015). During my meeting with the County Manager and Siler City’s Town Manager, we agreed to contact the Triangle J Council of Government and to ascertain possible technical support from a 3rd party consultant for next steps. The County Manager and the Town Managers will be meeting with staff from Triangle J on February 1, 2016 to determine the feasibility of working with Triangle J to help assemble a task force to oversee an Affordable Housing Plan for Chatham County.

In the FYI portion of the Agenda packet I included a cost estimate that Renee Paschal, County Manager forwarded to me as well as the tasks that would undertaken in each activity area. It should be mentioned that the “Notes” section at the bottom of the page indicates “cost shares among participating local governments would need to be determined.” However, Ms. Paschal has informed me that Chatham County is not anticipating the assessment of any costs to the Towns under this plan.

Action Requested: Receive the information and provide feedback.