

## MEMORANDUM

**TO:** Stuart Bass, Pittsboro Planning Director  
**FROM:** Stephen Sizemore, Senior Associate  
**DATE:** 21 November 2014  
**RE:** Status of Pittsboro Unified Development Ordinance Project

---

As of this date, we have completed Task 1, Project Initiation and Scoping, and have made significant headway on work for Task 2, Code Assessment.

Specifically, we have completed the following activities and milestones since initiating the project:

- Obtained and reviewed the Town's Zoning Ordinance, Subdivision Regulations, Lighting Ordinance, Flood Damage Prevention Ordinance, Riparian Buffer Protection Ordinance, Stormwater Management Ordinance, Utility Specification, and other Town regulations related to development and development review authorities.
- Obtained and reviewed the Town's Land Use Plan, Pedestrian Transportation Plan, Downtown Vision Plan, Parks & Recreation Master Plan, Main Street Community Goals, Better Site Design Ordinance Review, the Conservation Plan for Chatham County, the Planning Tools Project's Model Natural Resources Conservation Ordinance and Model Tree Preservation Ordinance, and other background documents relevant to Pittsboro.
- Developed and activated a project website ([www.PittsboroUDO.com](http://www.PittsboroUDO.com)) to disseminate information and gather input about the project and its products; have regularly checked the website for submitted comments and requests to be added to the Town's e-mail list of people notified of project events and products.
- 3 September Meeting with the Planning Board to kick off the project and receive input on project goals and needed regulatory changes.
- 30 September Meeting with the Technical Advisory Committee established by the Town as the sounding board on project drafts – we received considerable input on project goals and needed regulatory changes.
- 30 September Public Forum to kick off the project and receive input on project goals and needed regulatory changes – turnout was good for code rewrite project and a wide range of comments were received.
- Interviewed approximately a dozen stakeholders identified by Town planning staff as representative of the various interests and entities potentially affected by or otherwise with an interest in the UDO project (including developers, environmentalists, business owners, members of Pittsboro Matters, etc.) - we gathered a wide range of comments about project goals and needed regulatory changes.
- Met with the Planning Tools team currently completing natural resources conservation area and tree canopy analyses of the Pittsboro planning jurisdiction and preparing draft natural

resources conservation and tree preservation ordinances (currently being reviewed by Town staff and then by a citizen committee being set up by the Town) – discussed how to coordinate that project and the UDO project and share information and drafts for review.

- Prepared a working outline of key issues identified by the project RFP, Land Use Plan and other plans and background documents, and input from Town staff, the public forum, and stakeholder interviews.
- Prepared a detailed preliminary outline of the suggested contents of the Code Assessment (scheduled to be submitted to the Town in early to mid-January) and submitted the outline to Town planning staff for review and comment – we will discuss staff comments with staff and finalize the outline before drafting the Code Assessment .

Our next steps focus on drafting a staff review draft of the Code Assessment based on the finalized outline, staying involved with the independent efforts of the Town and the Planning Tools project in developing natural resources conservation and tree preservation regulations, and following up as necessary to gather additional input from identified stakeholders.



