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**C L A R I O N**

## **MEMORANDUM**

**TO:** J.B. Culpepper, Planning Director  
**FROM:** Roger Waldon, Clarion Associates  
**SUBJECT:** Status Report on Neighborhood Conservation District Initiative  
**DATE:** November 15, 2005

This memorandum offers an update and status report on work related to the Neighborhood Conservation District initiative. The project calls for preparation of draft Conservation District proposals for each of four neighborhoods:

- Coker Hills
- Greenwood
- Morgan Creek / Kings Mill Road
- Pine Knolls

It is our intent to prepare similar reports on a monthly basis during this project.

### **NEIGHBORHOOD KICKOFF MEETINGS**

Last month we reported that we had just completed the four initial Neighborhood Kickoff meetings, one in each proposed Neighborhood Conservation District. In that report, we described that approximately 150 people have participated in the neighborhood meetings and through individual correspondence, and we summarized the issues that have been raised in each neighborhood. People have been telling us what they like and value about their neighborhoods, what concerns they have, and what issues they would like to see addressed. In addition to the kickoff meetings, we have been conducting individual interviews and telephone calls to talk to people who were not able to attend the kickoff meetings, or who wished to have additional time to talk about their concerns. Nearly all of the participants in these initiatives to date have been residents of the neighborhoods being studied.

We had a strong Planning Board presence at each of the four meetings, and the process is clearly benefiting from the active participation of Planning Board members.

## PUBLICITY & OUTREACH

Outreach to the neighborhoods is a continuing effort. At each of the Kickoff meetings, Clarion collected the names and contact information of participants. These lists, along with prior compiled contact lists for each neighborhood are being used to provide updates on the process, to provide information pertaining to future meetings, and to solicit input from neighborhood residents and landowners.

Materials are posted on the Town's website, and this is becoming a good tool for providing both background information and current status / updates. The link to the material posted on the website follows: <http://www.townofchapelhill.org/index.asp?NID=144>

We are collecting input from neighborhood residents and using that feedback to develop draft regulations. The need for resident and landowner input has been stressed at both the kickoff meetings and in email correspondence with the neighborhoods. Clarion is soliciting input from neighborhood residents and landowners via email, mail, and phone. We have also had the help of the Town's Public Information Officer, who has been running information in the Town's weekly section in the Chapel Hill Newspaper. Finally, we note that some neighborhoods have listserv mechanisms in place to distribute information electronically to a distribution list, and we have used those as well.

Statistics on the participation at the neighborhood meetings were requested at the October Planning Board meeting. These statistics are shown in the table below. As the initial meeting was a "kickoff" meeting, we are not concerned that most of the meetings had low attendance; and we expect that attendance will be higher at future meetings.

	Mailed Notices	Attendance at Kickoff Meeting	% Attendance
Coker Hills	136	20	15%
Greenwood	161	28	17%
Morgan Creek	156	50	32%
Pine Knolls	178	28	16%

## SECOND NEIGHBORHOOD CONSERVATION DISTRICT MEETINGS

We are scheduling the second round of Neighborhood Conservation District meetings for each neighborhood. We have the following dates confirmed:

The focus of these "second" meetings will be discussion of potential regulatory responses to neighborhood challenges that have been identified. Materials have been produced for the first of these meetings - November 17 for the Morgan Creek – Kings Mill Road neighborhood – and that material (called "Report #1") is attached here. In addition to reviewing background and process, the report offers a menu of potential regulatory responses and also a preliminary recommendation for what might be included in the new overlay district. A key objective of these meetings will be to hear citizen response to the preliminary recommendation.

As we described from the beginning of this process, some of the concerns that are being discussed can be addressed through adjustments to zoning regulations, others need to be addressed otherwise. In our preliminary recommendations, we outline zoning items for consideration, and also suggest how the neighborhoods might follow-up on the non-zoning issues.

For the Morgan Creek – Kings Mill Road neighborhood, we have prepared a preliminary recommendation. It is included in the attached report, and summarized below:

*Morgan Creek – Kings Mill Road*

Preliminary Recommendation for zoning provisions:

1. Increase the required minimum lot size (preliminary recommendation: 0.6 acre)
2. Increase required minimum setbacks (preliminary recommendation: 50' front, 25' interior)
3. Prohibit fences within setback areas
4. Specify height limit of no more than two stories, plus attic
5. Specify maximum building size of 5,000 square feet
6. Reduce permitted number of unrelated people per dwelling unit from 4 to 2
7. Reduce the maximum % of front yard that can be used for parking from 40% to 25%
8. Notification of property owners within 100' when building permit applications submitted
9. Develop Design Guidelines for new construction; refer to in ordinance
10. Require Town permit prior to removal of any trees, with notification to properties within 100'

Preliminary ideas for pursuit of ideas not related to zoning:

1. Invite Police Department representative to a neighborhood meeting to discuss break-in issues
2. Invite Engineering Department representative to a neighborhood meeting to discuss street issues
3. Prepare a written statement to the Town Council with requests for attention to selected issues

## NEXT STEPS

The next steps will be continuing to meet and talk with neighborhood residents and landowners, and work on mapping and issue analysis with a focus on ideas that have come out of the kick-off meetings. It is likely that all four neighborhoods will have had their “second meetings” by the time the Planning Board next meets in December, and we can review the ideas that come out of these meetings.

## **SUMMARY**

We have received considerable neighborhood input regarding conditions, challenges, concerns, and objectives for each of these four neighborhoods. We are currently preparing preliminary recommendations for regulations for each neighborhood, and are starting the process of receiving feedback on those recommendations. Revisions will follow to respond the feedback that we will be receiving.

We appreciate the Planning Board's review of this Status Report, and welcome reactions and suggestions.

## **ATTACHMENT**

Attachment 1: Report #1 for Morgan Creek – Kings Mill Road Neighborhood