

MEMORANDUM

TO: Roger L. Stancil, Town Manager

FROM: J.B. Culpepper, Planning Director
Loryn Clark, Housing and Neighborhood Services Manager

SUBJECT: Receipt of Hidden Hills Neighborhood Petition to Initiate Phase One of the Neighborhood Conservation District Process

DATE: September 14, 2009

PURPOSE

The purpose of this memorandum is to forward to the Town Council a petition that was submitted from the Hidden Hills neighborhood to initiate Phase One of the Neighborhood Conservation District process. Adoption of the attached resolution would accept the petition and initiate Phase One of the Neighborhood Conservation District process.

BACKGROUND

Section 3.6.5 of the Land Use Management Ordinance states that Phase One of the Neighborhood Conservation District process may be initiated “by the Town Council; by property owners representing 51% of the land area within the proposed district, upon submittal and acceptance of a petition by the Town Council; or by 51% of property owners in a proposed district upon submittal and acceptance of a petition by the Town Council.”

On November 11, 2008, staff attended a Hidden Hills Neighborhood meeting to present information about the Neighborhood Conservation District designation and development process.

On July 17, 2009, we received a petition to initiate Phase One of the Neighborhood Conservation District process for the Hidden Hills neighborhood. Please see Attachment 1 for a map of the neighborhood boundary described by the petition and Attachment 2 for a copy of the neighborhood’s petition. We have evaluated the petition and determined that it is sufficient with 72% of the owners of property represented by signature.

DISCUSSION

According to Section 3.6.5(c) of the Land Use Management Ordinance, Phase One of the Neighborhood Conservation District process is informational in nature. The Ordinance states that the Neighborhood Conservation District process “shall consist of a Town sponsored Public Information Meeting to provide general information about Neighborhood Conservation Districts including a review of existing Neighborhood Conservation Districts and an explanation of the rezoning process.”

If the Council accepts the petition to initiate Phase One of the Neighborhood Conservation District process for the Hidden Hills neighborhood, the petition would be forwarded to the Planning Board.

Following the process in the Land Use Management Ordinance, the Planning Board would review the petition, designate a preliminary notification boundary and set a date to hold a Public Information Meeting regarding the proposed Neighborhood Conservation District. Notification of the Public Information Meeting would be sent to all property owners located within the preliminary boundary and within 500 feet of the boundary.

Once a Neighborhood Conservation District Public Information Meeting is held, Phase One of the Neighborhood Conservation District process would be considered to be complete. A second petition by the Hidden Hills neighborhood would be required to proceed to Phase Two of the Neighborhood Conservation District process to consider the development of regulations for a Neighborhood Conservation District.

We note that the development of two other Neighborhood Conservation Districts is underway. The Glen Lennox Area neighborhood has completed Phase One of the process and we anticipate that they will submit a petition to proceed to Phase Two. Also, on June 8, 2009, the Council accepted a Phase I petition from the Highland Woods neighborhood.

RECOMMENDATION

We recommend that the Town Council adopt the attached resolution accepting the petition to initiate the informational phase, Phase One of the Neighborhood Conservation District process for the Hidden Hills neighborhood.

If the Council accepts the petition to initiate Phase One of the Neighborhood Conservation District process for the Hidden Hills neighborhood, we would propose to transmit the petition to the Planning Board in October.

We believe the initiation of Phase One of the Neighborhood Conservation District process will be helpful in providing information to the property owners about the advantages and disadvantages of a Neighborhood Conservation District, as well as what can be accomplished through the designation.

ATTACHMENTS

1. Map of the Hidden Hills Neighborhood Conservation District Petition Boundary
2. Town of Chapel Hill Neighborhood Conservation District Process Phase One Petition from the Hidden Hills Neighborhood
3. Description of the Neighborhood Conservation District Process