

Subcommittee members: Del Snow, John Ager, Michael Collins

Re: Initial items for Planning Board discussion: (1) intent, (2) proposed process, (3) timeline

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The Shelter Design Guideline Subcommittee held two meetings, May 18 and May 25. Members of the public and staff representatives were present at each meeting.

Per the Planning Board's decision at its May 4 meeting, the subcommittee was tasked with developing a statement of intent for consideration of the full board. In addition, the subcommittee considered the proposed process and timeline in greater detail.

#### Items for discussion

##### 1. Statement of intent:

"The goal of the Planning Board's efforts shall be to present a clear and coherent set of guidelines and/or standards that can be used to guide the successful establishment of shelters in the town of Chapel Hill.

It is the intent that these guidelines and/or standards will ensure that any and all types of shelters respect the community, balance community concerns and fulfill community obligations to those less fortunate."

##### 2. Proposed process:

That the process include at least two public information/comment sessions, at least one to fall before any guidelines and/or standards are drafted and at least one to fall after the guidelines and/or standards have been proposed by the Planning Board

##### 3. Proposed timeline:

- The subcommittee will gather information for discussion by the full Planning Board at its August meetings.
- The first public information session(s) should be scheduled for early to mid-September.
- The Planning Board will work with staff to draft guidelines and/or standards at its two October meetings.
- The second public information sessions will be held in late October or early November.
- The Planning Board will complete its work on the design guidelines/standards during November and December, and present its results to the Town Council in January.

The Planning Board will make periodic progress reports and requests for feedback to the Town Council in the interim.

In addition to these items, the subcommittee considered the following items and agreed to present them to the full Planning Board for consideration:

- Should the definition of '(homeless) shelter' be revised? (see below for current definition from LUMO Appendix A)
- Is a task force appropriate for this issue?
- Regarding the public information sessions, should there be multiple sessions with staggered times to facilitate citizen involvement?

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Current definition of shelter in LUMO:

*Appendix A. Definitions*

*Shelter:* A building or group of buildings owned or operated by a non-profit organization intended to be used solely for temporary occupancy of homeless persons, with on-site supervision during all hours of operation, with or without board for the occupants and staff of the shelter. The number of homeless persons permitted to occupy a shelter shall be established by special use permit and based on the findings required for the special use permit.

Prepared by: Michael Collins, Chair, Planning Board

May 26, 2010