



Planning Commission Memorandum

TO: The Honorable Members of the Planning Commission
FROM: Darla Orr Odom, Deputy Zoning Administrator
COPY: India Adams-Jacobs, Town Manager
SUBJECT: **Comprehensive Plan Review – Outreach with Town Staff and Partners**
DATE: June 18, 2026

SUMMARY:

Understanding the existing state of the Town is important to evaluating the Town's path forward. Part of the existing conditions are derived from construction records and demographic data pulled from the census.

Staff has worked to pull the data necessary to capture the existing conditions of the Town and has met with community facility staff and partners to gain data and operational details to better inform the Plan chapters.

BACKGROUND:

As part of the Town's current Comprehensive Plan review, an important component for evaluation is the Plan's chapters on community facilities and services and existing land use.

Since prior to the Commission's March 19, 2026, meeting, Staff has been pulling demographic information and projections from the Census and the American Community Survey. This information as well as staff's outreach to town staff and community partners will help capture the current state of the community and facilities to serve the community.

Staff began to meet with community partners and staff. The first meeting was held on June 11, 2026. Staff will continue with these meetings on update various draft Plan chapters based on this input.

RECOMMENDATION:

No action required. Provided for the Commission's information.