

# Pender County Planning and Community Development

## Planning Division

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## MEMORANDUM

To: Pender County Planning Board

From: Planning Staff

Date: June 6<sup>th</sup>, 2015

RE: Pender County Long Range Planning Update: Collector Street Plan and Comprehensive Plan

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Planning Board Members,

Below is a summary of the status of the update process to both the Coastal Pender Collector Street Plan and the Comprehensive Land Use Plan. Planning Staff would like to discuss these summaries with you at the June 6<sup>th</sup>, 2015 Planning Board work session.

### Coastal Pender Collector Street Plan

The Coastal Pender Collector Street Plan was adopted in 2007. On February 18<sup>th</sup>, 2014 the Pender Board of County Commissioners adopted a resolution requesting that the Wilmington Metropolitan Planning Organization (WMPO) update the Coastal Pender Collector Street Plan. Planning Staff worked with the WMPO to develop and advertise a Request for Qualifications (RFQ), which was solicited on February 25<sup>th</sup>, 2015. Two Qualification Statements were received. Federal law (the Mini Brooks Act) and North Carolina General Statute require that firms be selected based on competence and qualification for the type of professional services required without regard to fee other than unit price information. A selection committee comprised of representatives from the WMPO and Pender County Staff reviewed and rated each statement based on the criteria outlined in the RFQ. Stantec Consulting Services Inc. was chosen by the selection committee based on:

- Specialized experience and technical competence of the staff relative to the project;
- Understanding of the project;
- Previous work experience and product quality;
- MBE/DBE participation;
- Percentage of work to be performed in North Carolina.

The City of Wilmington on behalf of the WMPO will be the lead planning agency for this project. On May 11<sup>th</sup>, 2015 Pender County Commissioners approved funds to be allocated to the City of Wilmington/WMPO in the amount of \$30,000 as a match to the total \$60,000 contract amount within the FY 14-15 budget. Wilmington City Council approved a resolution at their meeting on May 19<sup>th</sup>, 2015 authorizing award of the contract for the Pender County Collector Street Plan to Stantec Consulting Services Inc. Pender County Planning Staff will work closely with WMPO Staff and Stantec to determine a specific project schedule, with an anticipated completion date no more than six months after the start

date. A draft Scope of Work for the Collector Street Plan is attached for your review. The following is a list of Pender County Planning Staff's preliminary tasks to complete:

- Establish a steering committee with guidance from Pender County Planning Board and Board of County Commissioners— Potential steering committee members include:
  - Pender County Planning Staff
  - WMPO Staff
  - NCDOT Staff
  - Planning Board representatives
  - BOCC representatives
  - Chamber of Commerce representative
  - Citizen(s) at-large
    - Builder representative
    - Environmental representative
    - Business representative
- Provide land use data to Stantec that includes approved development projects
- Provide relevant adopted documents to Stantec (current Coastal Pender Collector Street Plan, US-17/NC-210 Corridor Study, Comprehensive Parks and Recreation Master Plan, etc.)

### **Comprehensive Land Use Plan**

The Pender County Comprehensive Land Use Plan was adopted in 2009-2010. As stated in the plan, a comprehensive plan is the official land use policy statement for the County and should be used faithfully and consistently to facilitate orderly growth and development. As a roadmap for growth, the plan should be used by County leaders, Staff, citizens and private land owners and developers as the basis for evaluating short-term actions against long-term goals. The plan should be used as a guide in developing and approving land development proposals and for setting capital improvement plans and priorities. Overall, the plan is the major statement of community values that set the framework for achieving a more sustainable future.

As five years have passed since the adoption of the Pender County Comprehensive Land Use Plan and in order to fulfill CAMA regulations, the plan is in need of an update. Planning Staff has worked to set a schedule for the update process, and pending budget approval for FY 15-16 by Pender County Commissioners, Planning Staff will be seeking Planning Board input on a draft RFQ in July in preparation to advertise the RFQ later that month. Prior to budget approval, Planning Staff is currently working on preliminary planning and information inventory. Below is a summary of the proposed schedule:

- **May – June 2015:** Preliminary planning and information inventory
  - Definition of small area plan boundaries
  - Existing plan inventory
  - Goals and policies matrix
  - Existing land use survey
  - RFQ development
- **July 7, 2015:** Refine RFQ scope with Planning Board
- **July 2015:** Advertise RFQ
- **August 2015:** Formation of steering committee
- **August 2015:** Consultant interviews and selection

- **September 2015 – June 2016:** Plan development with consultant
- **June 2016:** Potential plan adoption

Planning Staff intends to provide regular updates to the Planning Board throughout the process. Staff would like to have participation from Planning Board members throughout the update process of both documents, with Planning Board representatives participating on both steering committees.

#### **Attachments**

- Draft Scope of Work- Collector Street Plan