

Pender County Planning and Community Development

Planning Division

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MEMORANDUM

To: Pender County Planning Board

From: Planning Staff

Date: July 8, 2015

RE: Discussion Item— Collector Street Plan and Comprehensive Plan Updates

Planning Board,

Because the process of updating both the Collector Street Plan and Comprehensive Land Use Plan has now begun, Staff intends to provide you with continuous updates in the form of a discussion item at Planning Board meetings. Below is a summary of the status of each plan update since our last discussion at the Planning Board Work Session in June.

Pender County Collector Street Plan

A Collector Street Project Work Plan has been developed by the consultant, Stantec, and is attached for your information. The Work Plan includes a Milestone Schedule with a projected completion date of February 2016. Planning Staff is in the process of establishing a steering committee, after which a kick-off meeting date can be set. We anticipate that the steering committee will be appointed by the Board of County Commissioners on July 7. The steering committee make-up is anticipated to include the following members:

- Pender County Planning Staff
- WMPO Staff
- NCDOT Staff
- Planning Board representatives
- BOCC representatives
- Chamber of Commerce representative
- Emergency Management representative
- Citizen(s) at-large
 - Builder representative
 - Environmental representative
 - Business representative

Per the Milestone Schedule, the steering committee will meet at least four times throughout the update process. Until the steering committee is appointed, Staff is working in coordination with the Wilmington MPO and Stantec to provide land use data/approved development projects, adopted plans, and any other information at the request of the consultant.

Comprehensive Land Use Plan

Funding has been approved by the County Commissioners for the development of a Comprehensive Plan update. Planning Staff has worked to set a schedule for the update process and will be seeking Planning Board input on a draft Request for Qualifications (RFQ) in August in preparation to advertise the RFQ later that month. Prior to releasing the RFQ, Planning Staff is currently working on preliminary planning and information inventory. Below is a summary of the proposed schedule:

- **June – August 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
- **August 4, 2015:** Comp Plan informational presentation to Planning Board from RPO
- **August 4, 2015:** Refine RFQ scope with Planning Board
- **August 2015:** Advertise RFQ
- **September 2015:** Formation of steering committee
- **September 2015:** Consultant interviews and selection
- **October 2015 – June 2016:** Plan development with consultant
- **June 2016:** Potential plan adoption

Planning Staff appreciates your input throughout the process for these plan updates.

Attachments:

- Collector Street Work Plan