

To: Pender County Planning Board

From: Patrick T. Davenport, Director of Planning and Community Development

RE: PROPOSAL TO ESTABLISH PLANNING BOARD COMMITTEES

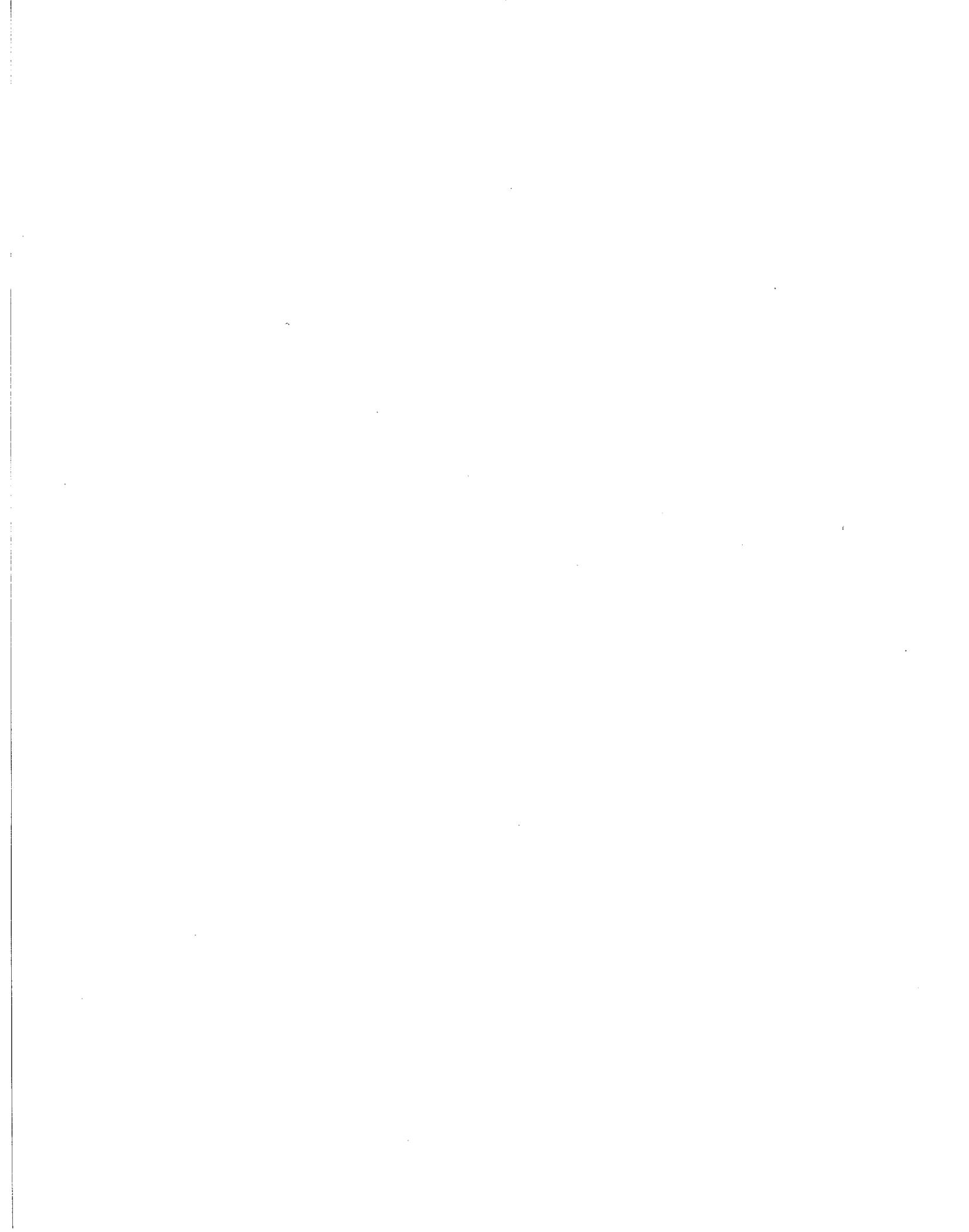
Date: June 16, 2008

Please find attached a correspondence from the Wooten Company and staff regarding proposals to establish a committee(s) to assist in the preparation of the Unified Development Ordinance (UDO) and County-wide Comprehensive Land Use Plan (CLUP). The consultants have recommended a committee structure which would contain, County Commissioners, Planning Board members and representatives of various interests throughout the County.

Due to the extensive work a single committee would experience with the UDO and CLUP projects, staff recommends that the Board consider establishing two committees. The two committees would report directly to the Planning Board and would have direct participation by our consultants. The two committees would be tasked with separate duties, one for working on the UDO revisions and the other would work on the CLUP.

I have attached a scope of work and guidelines examples for the two committees. Once the UDO and CLUP projects are completed, the two committees could continuously operate in an advisory role to the Planning Board.

A recommendation from the Planning Board to the County Commission regarding the formation of these committees is requested. Staff is available to answer any questions the Board may have.



Recommendation (by Wooten) for Composition of a Steering Committee

Growth Management Plan/UDO Project

Pender County

The purpose of a steering committee is to provide advice, guidance, and direction. Based upon our experience with other communities that have prepared plans and/or land development ordinances, we believe that the most productive steering committee is one that is composed of individuals that will:

- Represent the overall interest of the county.
- Listen to and consider varying opinions.
- Strive to balance diverse interests.
- Provide leadership.
- Provide an objective review and evaluation of submitted data and proposals.
- Offer feedback, constructive criticism, and recommendations.

While there is a natural temptation to ensure that as many people/interests as possible are represented on a steering committee, the fact is that the larger the number of committee members, the more unwieldy the group and the more difficult it is to obtain consensus. We believe that a small core group, that possesses the qualities delineated above, is the most effective and most productive way to obtain meaningful guidance and direction. We feel that it is more important that steering committee members be able to focus on the broad picture rather than on narrow, specific interests.

Consequently, we recommend that a steering committee generally be composed of not less than 5 nor more than 10 members. For this particular project, we recommend a steering committee totaling 8 members that is composed of the following:

- A representative of the county board of commissioners.
- A representative of the county planning board.
- A representative of the county board of zoning adjustment.
- Five citizens, one each from the five board of commissioners districts.

We believe this committee size and makeup will work particularly well for the challenge of concurrently developing a growth management plan and unified development ordinance (UDO).

There are numerous stakeholder groups that will have a particular interest in future growth plans and land development regulations for Pender County. Such stakeholders, as well as the general citizenry, will be afforded multiple opportunities to participate in the preparation of the plan and UDO. A public involvement plan will be prepared at the onset of the project to clearly delineate the methodologies to be employed to ensure frequent and varying opportunities for public and stakeholder participation. It is extremely important to actively seek the involvement of those individuals and stakeholders that will be most affected by the development of plans and regulations.

We will assist the county staff with developing a specific public involvement plan to involve, inform, and educate the general public and any identified stakeholder groups regarding the project. At a minimum, the public involvement plan should include:

- Opportunity for public/stakeholder comment at the conclusion of each steering committee work session meeting.
- County webpage postings regarding notice of meetings, progress/status reports, project schedule, preliminary drafts of documents, etc.
- County webpage with a link for that serves as a continuous conduit for public comments and input.
- Newsletters/media press releases.
- Newspaper notices of public informational meetings and public hearings.
- Public access CATV coverage of work sessions and review meetings.
- Community-level public informational meetings in various geographic locations.
- A formal county board of commissioners public hearing prior to adoption of the plan and UDO.

Other public involvement activities that the county may want to consider include interviews with stakeholder groups and community leaders and focus group meetings with specific stakeholder groups.

(Staff recommendation)

COMPREHENSIVE PLANS AND POLICIES COMMITTEE

The Comprehensive Plans and Policies Committee (CPPC) is a committee of the Planning Board, officially created by the Board of County Commissioners. The CPPC's primary responsibility involve working with the public, elected and appointed officials, staff and consultants on the preparation of the County-wide Comprehensive Land Use Plan (CLUP). The committee serves as a recommending body to the Planning Board.

Members of the CPPC should include representation from the Board of Commissioners, Planning Board, County staff, and a balance of interests throughout the County including but not limited to the following interests: agriculture/forestry, builders/developers/real estate, citizen groups, economic development, environmental protection, and the legal profession. Conflicting interests may be represented on this subcommittee and due to the extensive work load, project schedule, significant financial and time investments from all involved, the subcommittee must work diligently to reach consensus. Membership on this subcommittee should include only those who are willing to compromise, understand opposing viewpoints and be able to reach consensus without sacrificing the basic goals of the interests they represent.

After the CLUP is approved, the subcommittee's duties continue by periodically conducting reviews and updates of the CLUP. The CPPC would also receive requests from the public and county officials to revise the CLUP and forward those recommendations to the Board. The CPPC would be tasked with revising or formulating additional land use policies which continue to shape the location and timing of development throughout the county. The CPPS would continue to review and forward recommendations to the Board their findings regarding detailed studies including but not limited to, policies regarding Urban Development Areas (UDA), Sewer and Water Service Areas (SWSA), Transportation Plans, Rural Community Centers, Environmental Protection Areas, Joint Planning Areas with adjacent localities and coordinate with the County Manager regarding the County's Capital Improvement Plan (CIP). The CPPC will develop guidelines for future land use within those areas; consider requests for the expansion of the (UDA) and (SWSA) boundaries, as well as requests for the extension of water and sewer service outside of these boundaries. The CPPC and staff will also work closely with officials and staff from adjoining jurisdictions to identify and establish mutually agreed upon areas of joint planning and plans for areas included in any Extra Territorial Jurisdiction (ETJ). At the direction of the Board, the CPPC may hold public informational workshops and will conduct all meetings in a public environment.

(Staff recommendation)

DEVELOPMENT REVIEW AND REGULATIONS COMMITTEE

The Development Review and Regulations Committee (DRRC) is a committee of the Planning Board, officially created by the Board of County Commissioners, whose primary responsibilities involve working with the public, elected and appointed officials, staff and consultants on the preparation of the Unified Development Ordinance (UDO). The committee serves as a recommending body to the Board. The DRRC will send recommendations regarding the UDO project to the Board. The DRRC ensures that the UDO is an appropriately designed implementation tool of the CLUP and will recommend fair and reasonable regulations which ensure that the policies, goals and objectives of the CLUP will be met.

Members of the DRRC should include representation from the Board of Commissioners, Planning Board, County staff, and a balance of interests throughout the County including but not limited to the following interests: agriculture/forestry, builders/developers/real estate, citizen groups, economic development, environmental protection, and the legal profession. Conflicting interests may be represented on this committee and due to the extensive work load, project schedule, significant financial and time investments from all involved, the committee must work diligently to reach consensus. Membership on this committee should include only those who are willing to compromise, understand opposing viewpoints and be able to reach consensus without sacrificing the basic goals of the interests they represent.

Once the UDO is approved, the DRRC's duties continue by considering requests to amend the UDO by Commissioners, Planning Board, Zoning Board of Adjustment, staff, local citizens, businesses, and other organizations. The DRRC will strive to improve the rules and regulations of the UDO which implement the CLUP so that the public is better served through its interpretation and application.