

REQUEST FOR BOARD ACTION / CONTRACT CONTROL FORM

Tracking Number: 7.

Date of Request: September 10, 2008

Date Request Received:

Board Meeting Date Requested: September 15, 2008

Board Meeting Date Assigned: September 15, 2008

Short Title: Update On The Comprehensive Plan And Udo Committees And Planning Workshop Announcement.

- Request Status:**
- Request is proceeding to Board of Commissioners
 - More information is needed – see attached
 - Request on hold – no further information needed
 - Other:

Background: On September 3, 2008, the Planning Board appointed two group of citizens to serve on two committees in support of the Comprehensive Plan and UDO projects. Please find attached a list of committee memberships and operating guidelines. Also the County Commission is invited to attend a two-day planning workshop sponsored by Wooten consultants and staff. The purpose of this workshop is to provide an educational session for the committee members, Planning Board and County Commissioners in preparation for the two projects getting started. Please find attached a draft announcement for the workshop. Once the agenda items are set, another formal announcement will be made during the October 6, 2008 BOCC meeting.

(Administrative Use Only)

CONTRACT TYPE

- Renewal
- For Service(s)
- Intergovernmental – County as Grantee
 - Federal Grantor
 - State Grantor
 - Grantor
- County as Grantor
 - County Funds
 - Other Funds:
- Revision
- For Equipment

Specific Action Requested: No specific action is requested. Staff is available for questions.

Requested by: Patrick Davenport
Department: Planning Department
Title: Director
Contact Phone: 910.259.1529
Contact Fax: 910.259.1295

PURCHASING Budgeted Item: Yes No
Date Rec'd: Reviewed and Approved
 Comments on Reverse

Date Sent: Signed:

ATTORNEY Reviewed and Approved
Date Rec'd: Legal Problem(s)
 Comments on Reverse

Date Sent: Signed:

FINANCE Sufficient Funds Available
Date Rec'd: Not Available
 Budget Amendment Necessary
 Budgeted Amendment is Attached
 Comments on Reverse

Date Sent: Signed:

CLERK Signature(s) Required:
 Board Chairman/County Manager
 Other:

Date Rec'd Approved by Board: Yes No
At meeting on

Development Regulations Review Committee

<u>NAME</u>	<u>Postion</u>	<u>Address</u>	<u>City</u>	<u>zip</u>
Allie Sheffield	Attorney, PenderWatch, Conservan	36 North Oak Court	Surf City	28445
Barry D. Mitchell, PE	Civil Engineer	PO Box 1394	Hampstead	28443
Candice Alexander	Development Coordinator	1187 Clarks Landing Road	Rocky Point	28457
Curtis Guyton	Landscape company owner	19659 NC Hwy 210	Rocky Point	28457
D. Horace Thompson	surveyor	PO Box 741	Burgaw	28425
Eiloyd McIntire	land developer	309 Pine Village	Rocky Point	28457
Erik Litvak	Developer, GHHA	PO Box 1189	Hampstead	28443
Mark Walton	Engineer	PO Box 895	Burgaw	28425
Monica Loughlin	BOA, Civil Engineer Project Manager	4479 Shiloh Road	Watha	28478
Paul Godridge	Retired, GHHA	113 Olde Point Road	Hampstead	28445
Rick Biberstein, Jr	Attorney	PO Box 428	Burgaw	28425
Sam Harrell	Farm/Nursery Manager	PO Box 1367	Burgaw	28425
Wafer Baker	consultant company owner	682 Howards Landing Road	Hampstead	28443

Comprehensive Plans and Policies Committee

<u>NAME</u>	<u>Postion</u>	<u>Address</u>	<u>city</u>	<u>zip</u>
Bob Constine	Retired, Hwy 17 overlay comm.	99 Soundview Drive	Hampstead	28443
Christina Asbury	Realtor, Land Consultant, Broker	118 Marcil Lane	Hampstead	28443
Don Ellison	Retired, PenderWatch	107 Mill Dam Road	Hampstead	28443
Erik Litvak	Developer, GHHA	PO Box 1189	Hampstead	28443
James Fentress, PE	Civil Engineer/LandSurveyor	102 Suite D Cinema Drive	Wilmington	28403
John Tomlinson	Retired Contractor	101 Shearwater Drive	Hampstead	28443
Margaret Gray	Landscape Architect, Land Planner	10099 US Hwy 421	Currie	28435
Mike Nadeau	Commercial Realtor	PO Box 56	Hampstead	28443
Nicholas Pryor	Actor	PO Box 849	Hampstead	28443
Randy Cox	Commercial Realtor	1437 Military Cutoff, Suite 201	Wilmington	28403
Susan LaRusso	Landscape Contractor	1973 NC Hwy 210 West	Hampstead	28443
Tom Nugent	Retired	139 Gooseneck Road W	Rocky Point	28457
Toni Castoro	business owner	638 Corcus Ferry Road	Hampstead	28443

PLANNING BOARD COMMITTEES

DRRC: DEVELOPMENT REGULATIONS REVIEW COMMITTEE

CPPC: COMPREHENSIVE PLANS AND PROGRAMS COMMITTEE

BYLAWS AND OPERATING GUIDELINES

As of: September 5, 2008

- These bylaws and operating guidelines will apply uniformly to both committees
- The Planning Board reserves the right to revise these guidelines at any time in the future.
- Both committees will be lead by the consultant from Wooten and will receive active support from County staff.
- All committee members must be able to respect opposing viewpoints and be able to reach consensus in limited time on complex land use policy and regulatory issues.
- Committee members with a direct or perceived conflict of interest must refrain from participation and providing input that advances their own financial status either personally or professionally.
- The Planning Board reserves the right to reassign, remove or recruit additional or replace committee members as needed for any reason.
- The committees will operate on a consensus reaching basis. However, if actual votes are necessary, procedures from Robert's Rules of Order will apply.
- Planning Board members will attend the committee meetings according to their availability and will observe and/or directly participate as needed.
- Meetings will begin in November 2008 and may last through February 2010.
- Most meetings will occur during normal business hours. However, occasional night meetings may be possible. Members can expect the meetings to last at least two hours.
- All efforts will be made to keep the meetings to one per month. However, if sufficient progress is not being made with one meeting per month, an additional meeting each month will be scheduled.
- In order to provide the committee members the best background and direction possible and to provide the Planning Board will fully informed recommendations, all members must attend the training workshop on October 14th & 15th and attend all scheduled committee meetings.
 - In order to be eligible to participate on the committees, all committee members must attend the training workshops on October 14th & 15th for the full duration of the sessions.
 - If any member misses two consecutive meetings or misses a total of five meetings then that member will forfeit their membership to the committee.

*****ANNOUNCEMENT*****

**Unified Development Ordinance and Comprehensive Plan Projects
Two- day PLANNING WORKSHOP
in the Pender County Board Room 805 S. Walker St. Burgaw NC**

Dates: Tuesday October 14th and Wednesday October 15th 2008

Possible topics to be covered:

Day 1: 9 AM to 4pm

"Planning and Zoning 101"

Summary State Code 153A

Role of the Planning Board

Summaries of:

Sustainable Development practices

Low Impact Development practices

"Smart Growth" planning tools

Open space planning/conservation easements

Planned unit development

Conservation subdivisions/cluster development

Addressing impacts to County infrastructure and services

urban service areas/urban growth boundaries

coordinating land use and infrastructure (utility extension policies)

adequate public facilities standards/ordinances

fiscal impact analysis

Coastal development issues

Rural development issues

voluntary agricultural districts

Success "stories"

Day 2: 9AM to 3PM

Preparing a Comprehensive Plan and UDO

Public input needs and requirements

Roles of:

Consultants

Staff

Committees

Planning Board

County Commission

Direction/feedback to consultants and staff

**Invitees: Comprehensive Plans and Policies Committee members
Development Regulations Review Committee members
Pender County Planning Board members
Pender County Board of County Commissioners members
*Local press and the public are welcome to attend and observe**

*****Snacks and Lunch to be provided**