

Pender County Planning and Community Development

805 S. Walker Street
PO Box 1519
Burgaw, NC 28425



Phone: 910-259-1202
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www.pendercountync.gov

AGENDA Pender County Planning Board Tuesday, August 4, 2015 7:00 p.m. Pender County Public Meeting Room 805 S. Walker Street, Burgaw, North Carolina

Call to Order: Chairman Williams

Roll Call: Chairman Williams

Pender County Planning Board Members:

Williams: ___ McClammy: ___ Baker: ___ Edens: ___ Fullerton ___ Marshburn ___ Nalee: ___

1. Adoption of the Agenda:

2. Adoption of the Minutes: (July 8, 2015)

3. Public Comment:

4. Discussion Items:

a. Planning Staff Items:

- i. Buffer Update:
- ii. Collector Street and Comprehensive Land Use Plans Update:
- iii. Development Update:

b. Planning Board Members Items:

5. Next Meeting: September 1, 2015

6. Adjournment:

Anyone wishing to address the **Pender County Planning Board** shall make a request on the "Public Comment" sign-up sheet.
Please provide the information requested.

If you wish to speak on **a specific public hearing item**, please sign-in on the appropriate "Public Hearing" sign-up sheet.
Speakers will be allowed to speak *prior* to any action/vote taken by the Board.

*A time limit of **two** minutes per speaker or up to **ten** minutes for groups of five or more, with a designated speaker will be imposed.

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MEMORANDUM

To: Pender County Planning Board

From: Planning Staff

Date: August 4, 2015

RE: Discussion Item— Landscaping and Buffer Requirements

Planning Board,

As discussed at the July 8, 2015 Planning Board meeting, Staff is requesting your input on potential UDO text amendment language in effort to provide alternatives to current landscaping and buffer requirements. These potential alternatives are offered in effort to provide greater flexibility for landowners and/or developers whose proposed use on a site is relatively small compared to the overall size of the site. These potential alternatives are a result of a discussion with a property owner who contacted the Planning office with a concern that a relatively small, new use on his site would trigger the requirement to install a landscaped buffer around the entire perimeter of the relatively large site, potentially becoming cost prohibitive.

Staff requests your input on the following proposed ordinance language for buffer requirements while considering the following context: If a new use or building is proposed on a site, buffers may be required (per UDO Section 8.1.2). The buffers, regardless of the area being developed on the site, are required to be located along the entire perimeter of the parcel. If the parcel is large, is it unreasonable to require a buffer around the entire site, which could add significant cost to the project for the landowner and/or developer? Proposed text is included in red below in Section 8.1 and 8.2 of Article 8 Landscaping and Buffering of the Pender County Unified Development Ordinance.

Staff will present the options to the Board for discussion and direction. Thank you for your input.

8.1.2 Applicability

The landscaping and buffering requirements found in this Article shall apply to all development within Pender County with the exception of bona fide farming activities, properties listed on the National Register of Historic Places (NRHP) and residential development of one housing type in the Residential Performance Districts. Developments attempting to qualify for the National Register of Historic Places exemption must provide a copy of the National Parks Service listing, along with a narrative briefly

requesting the aforementioned relief and how the landscaping standards would conflict with the historic significance of the property. Landscaping and buffer requirements shall apply in all business, planned development, industrial, and non-residential uses in other zoning districts when:

- A. A new principle structure is built, or
- B. A new use is introduced or an existing use is expanded on site, or
- C. An existing principal structure is expanded sufficiently to increase its interior square footage by fifty percent (50%) or more, in any one or more expansions or
- D. A change in use from residential related to office, service, commercial or industrial, or from office, service or commercial to industrial or
- E. In any residential development with two or more types of housing development.

8.2.1 Buffer Defined

A buffer is a specified land area, located parallel to and within the outer perimeter of a lot or parcel and extending to the lot or parcel boundary line, together with the planting and landscaping required on the land. A buffer may also contain, or be required to contain, a barrier such as berms, fence or wall, or combination hereof, where such additional screening is necessary to achieve the desired level of buffering between various land use activities. A buffer is not the same as the term "yard" or the term "stormwater management area."

8.2.2 Location

Buffers shall be located within the outer perimeter of a lot or parcel, parallel to and extending to the lot or parcel boundary line. Buffers shall not be located on any portion of an existing, dedicated or reserved public or private street or right-of-way. Buffers may be located and constructed within any required setback.

- A. Exception: When landscaping and buffer requirements shall apply per Section 8.1.2 and when a site is five (5) acres or larger, the required buffer may be located within the outer perimeter of the limit of disturbance of the use on the lot or parcel and shall not be required to be located within the outer perimeter of the lot or parcel and extending to the lot or parcel boundary line. Additionally, if the limit of disturbance is greater than one thousand feet from a lot or parcel boundary line, a buffer shall not be required on that side of the lot or parcel.

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MEMORANDUM

To: Pender County Planning Board

From: Planning Staff

Date: August 4, 2015

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

Planning Board,

Staff will continue to provide you with an update at each Planning Board meeting regarding the Collector Street Plan and Comprehensive Land Use Plan update process. Below is a summary of the status of each plan update since our last discussion at the Planning Board Work Session in July.

Pender County Collector Street Plan

The following members were appointed to the Collector Street Steering Committee at the Pender County Board of Commissioners meeting on July 7, 2015:

- **WMPO Staff:** Mike Kozlosky and Suraiya Rashid
- **Pender County Planning Staff:** Kyle Breuer, Andy Christy, and Megan O'Hare
- **NCDOT Staff:** Karen Collette, Patrick Riddle, Adam Snipes, and Robert Vause
- **Planning Board representatives:** Sonya Edens and Hiram Williams
- **BOCC representative:** Commissioner David Piepmeyer
- **Emergency Management representative:** Tommy Batson
- **Pender County Citizens:** Ellen Cornette, Barbara Pufpaff, Kevin Reynolds, and Chuck Strickland

Staff will work in coordination with the Wilmington MPO and Stantec to set the date for a kick-off meeting with the Steering Committee.

Comprehensive Land Use Plan

Planning Staff continues to work on preliminary planning and information inventory in preparation of selecting a consultant for the Comp Plan update. Staff is working in coordination with the schedule as outlined below:

- **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

As mentioned at the Planning Board meeting in July, Staff is seeking Planning Board input on a draft Request for Qualifications (RFQ) so that the RFQ can be advertised later this month. Attached to this memo, you will find a draft RFQ document for your review. Please be prepared to provide comments on this RFQ draft during discussion at the August 4 Planning Board meeting.

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

Attachments:

- Comprehensive Land Use Plan RFQ Draft

DRAFT

Request for Qualifications
Comprehensive Land Use Plan Update



Pender County Planning and Community Development
Post Office Box 1519
805 South Walker Street
Burgaw, North Carolina 28425

Issued: August 10, 2015

Submission Deadline: 12:00 pm on September 4, 2015

Purpose

Pender County is requesting proposals from interested consulting firms to update and modernize the County's Comprehensive Land Use Plan. The current Comprehensive Plan was adopted in 2010. The update will involve Pender County in its geographical entirety with a focus on anticipated high-growth areas of the County.

The consultant awarded the contract will have the responsibility of leading the update process through plan adoption, while working in direct coordination with Pender County Planning Staff, the Comprehensive Plan Steering Committee, Pender County Planning Board, and Pender County Board of Commissioners. Proposals should demonstrate the ability to provide a plan with clear, strategic goals and objectives that are realistic and practical in nature. A firm's ability to provide quality illustrations and user-friendly formats will be strongly considered.

Community Background

Located in southeastern North Carolina, Pender County is a large and diverse community covering 870 square miles and is North Carolina's tenth largest county by area. Pender County contains six small municipalities, but the majority of the County remains rural and unincorporated. The US Census Bureau estimates that the 2014 population of Pender was 56,250 people, a 2.07 percent (1,139 people) increase from 2013.

Northern and western portions of Pender County consist primarily of farm and forest land with small, but tightly-knit rural communities. By contrast, southern and eastern portions of the County continue to experience substantial suburban growth, due in large part to proximity of area beaches and the growing metropolitan population of the City of Wilmington and New Hanover County. Similarly, this area of the County is also influenced by the City of Jacksonville and Camp Lejeune Marine Corps Base just to the north in Onslow County. Two catalysts in eastern Pender County— a community-wide, privately-owned sewer system and consideration of a Hampstead bypass will be major factors contributing to development decisions in the coming years.

Growth in Pender County is representative of what is occurring along much of coastal North Carolina with traditionally rural, agrarian counties being challenged and transformed by unprecedented growth. Areas close to the Atlantic Ocean and scenic rivers of eastern North Carolina are experiencing enormous development interest and pressure. Such tremendous growth has challenged transportation systems, school systems, the environment, and the ability of Pender County to provide the appropriate balance of adequate public services and infrastructure to its citizens.

Pender County faces a challenging future, but one full of promise for a better community, higher quality of life, and sustainable development. The leaders and citizens of Pender County want to grow while preserving the best elements of the County's rich heritage for the benefit of current and future citizens.

Project Scope

This scope is offered to provide a non-exhaustive outline of elements that should be considered and/or included in the Comprehensive Land Use Plan. Additions or modifications to this scope are welcome.

Prior to the selection of a consultant, Pender County Planning Staff will begin work on a parcel-by-parcel existing land use survey using Land Based Classification Standards as well as a goals and policies matrix capturing goals and policies from all existing plans that may be relevant to the Comprehensive Land Use

Plan update. The consultant's role in the update is anticipated to include detailed analysis in and around the boundaries of high growth areas of the County. The boundary definition of these high growth areas will be determined with the input of the consultant, using the Small Area Plan boundaries from the current Comprehensive Land Use Plan as a starting point.

The current Comprehensive Land Use Plan contains a Coastal Pender Small Area Plan, Rocky Point Small Area Plan, and US 421 South Corridor Plan. Two additional small area plans— the Currie Small Area Plan and Maple Hill Small Area Plan— have been adopted since the adoption of the Comprehensive Land Use Plan, and while many of the goals and policies of the Currie Small Area Plan, Maple Hill Small Area Plan, and rural portions of the County will most likely remain intact, the majority of the consultant's focus will be on the goals, policies, and potential new, more specific land-use classifications of the high-growth areas.

The Plan should consider and coordinate with all of the following:

- Current and future trends of development;
- Potential modification of existing land use classification system;
- Newly created or redefined zoning districts and land use classification types within high-growth areas;
- Existing and planned demographic shifts, including affects from adjacent counties as well as two major catalysts: a community-wide, privately-owned sewer system in a high growth area and the Hampstead bypass;
- Existing plans that have been completed since the adoption of the 2010 Comprehensive Plan and their corresponding goals and policies (An FTP database will be established);
- Update of existing goals and policies;
- Potential overlay districts throughout the County, specifically within high-growth areas;
- Consideration of form based code for urbanizing areas;
- Examination of A) the potential Hampstead bypass, and B) alternative recommendations if corridor protection is withdrawn;
- Utility coordination including water/sewer investments and goals and policies of private utility provider(s) and strategies for balancing infrastructure and population;
- Schools;
- North Carolina Flood Risk Information System and National Flood Insurance Program Community Rating System;
- Historic Site Inventory and historic preservation;
- Consistency with Coastal Area Management Act (CAMA) requirements and coordination for development and implementation process, including increased public access to area waterways;
- Pender County Broadband report and data;
- Potential parks districting;
- Bicycle and pedestrian development and maintenance recommendations with return-on-investment analysis;

- Duke Site Readiness Program and implementation strategies;
- Natural disaster resiliency
- Incorporation of a health component and conservation component into goals/policies
- Incorporation of strategies to maintain unique rural characteristics;
- Economic development strategies;
- Capital Plan Development;
- Watershed Restoration Plan support language;
- Updated demographic data.

Project Deliverables

Project deliverables should include:

- Public input documents, surveys, questionnaires, internet/social media outreach, and overall community outreach;
- Coordination and facilitation of steering committee meetings, public workshops, community visioning sessions, and public hearings;
- Final plan document including achievable goals, objectives and strategies, maps, illustrations and background information and appendices. All plans shall be provided in both hard copies and digital;
- Action plans for integrating the implementation strategies into current, ongoing planning and budgeting processes.

Submission Requirements

Five (5) hard copies of your proposal package and one (1) electronic version in PDF format must be submitted to Pender County Planning and Community Development, ATTN: Andy Christy, PO Box 1519, 805 South Walker Street, Burgaw, NC 28425 no later than 12:00 pm, Friday, September 4, 2015 in order to be considered.

Please limit the package to twenty-five (25) pages or less. A summary sheet with links to relevant documents or projects that can be viewed via the internet may be submitted with the package. Any firms planning to submit a proposal are invited to submit written questions via email to Andy Christy, Long Range Planner <achristy@pendercountync.gov> by **Friday, August 21, 2015 at 12:00 pm.**

The following items must be included in all qualification packages to be considered:

1. **Firm information:** Provide firm contact information and business type (i.e. partnership, corporation, sole proprietorship, etc.),
2. **Firm Staffing:** Provide resumes of key personnel to be assigned to this project, including outside consultants, and the percentage of MBE/DBE participation.
3. **Project list:** Provide a list of similar projects, either completed by or currently being undertaken by your firm, and include the client, negotiated fee, and final fee paid.
4. **Project understanding and approach:** Provide a description of your understanding of project needs and how your firm will approach these needs.

5. **Statement of qualifications:** Provide a clear and concise response stating why your firm is the most qualified to perform this work, and any other information which may be helpful to the Committee evaluating the proposal
6. **Scope of work:** Provide details of the proposed scope of work, including the specific methodologies, approaches, tasks, and schedule being proposed and indicate any work or resources that are to be subcontracted or assumed to be provided by local government agencies.
7. **Availability:** Provide a statement of the availability of key personnel of the firm to undertake this project. Preference will be given to firms that are able to accommodate face-to-face meetings as needed.
8. **Contract personnel hours:** Provide estimated personnel hours by task.

Evaluation Criteria and Selection Procedure

A committee selected by Pender County will review RFQ submissions and select the most qualified firm(s) for an interview. After the most qualified firm is determined by the committee, the County will enter into negotiations with the firm to better define the scope of work, project schedule, and fee. If for any reason the County and the selected firm cannot agree on a scope and fee, the County will enter into negotiations with the next most qualified firm. Completion date will be approximately one year from start date.