



Agenda Item Summary Sheet

Item No. 8

Meeting Date: 9/4/07

Item Title: Public Participation Plan for Dare County Land Use Plan Update

Item Summary:

See attached staff comments

(Use additional Paper if necessary)

Number of Attachments: _____

Will your presentation require audiovisual equipment? Yes No

Note: All audiovisual materials must be submitted in digital format to the Clerk of the Dare County Board of Commissioners with this sheet. Acceptable formats include: VHS, DVD, audio CD, Word document, Adobe Acrobat PDF files, PowerPoint files and jpeg files.

Specific Action Requested:

Adoption of Public Participation Plan

Submitted By: Donna Creef, Senior Planner

Donna Creef

Date: 8/26/07

Dept. Head

Comments:

Signature *Ray Flynn*

Date: 8/20/07

Finance

Comments:

Signature *Donna Creef*

Date: 8/23/07

County Attorney

Comments:

Signature

Date:

County Manager

Approval:

Signature *Donna Creef*

Date: 9/21/07

Commission Action:

As part of the 20-county coastal area, Dare County is required to adopt a land use plan and update this plan on a five-year basis. The last update was certified by the NC Coastal Resources Commission in 2003. The update process usually takes 12-18 months which means the County needs to begin the update process now.

Attached to this agenda summary is a copy of a Public Participation Plan (PPP) prepared by the Planning Department. This PPP details the activities that will be scheduled throughout the update process to facilitate public input during the drafting of the update. Some of the highlights of the PPP as are follows:

1. The theme for this update will be "Planning today for Dare's tomorrow."
2. Designation of the Planning Board as the steering committee for the update process. The Planning Board has served as the steering committee for all previous land use plans and is familiar with the process and the CAMA standards that must be followed in the drafting of the update. Some other local governments choose to designate separate steering committees for the update process. Although this option may work well for other governments, past experience with the update process indicates that the use of the Planning Board as the steering committee works best to ensure that the interests of Dare County are protected. There are numerous special interest groups found in Dare County and trying to accommodate all of these groups on a steering committee would result in a number that is unmanageable and cumbersome to the update process. To facilitate the numerous special interest groups, the PPP features an outreach element that seeks input from the interest groups wishing to participate in the update process. This may include environmental groups, civic groups, homeowners associations, economic development groups, or professional organizations. This outreach approach will provide such groups the opportunity to participate without creating the expectation that any one group's respective position on any issue or policy will be given priority status in the LUP update. That responsibility will be reserved by the Planning Board, the agency created by Dare County to address land use issues.
3. A Citizen Involvement Plan that will be mailed to all resident and non-resident property owners in unincorporated Dare County. This CIP includes questions about issues related to land use in Dare County and is one component of public input that will be used for the drafting of the LUP policies. The CIP will also be available for on-line completion on the Dare County website for those residents of the municipalities and other interested citizens.
4. A series of three workshops to be conducted in late September for public input. One workshop will be in Buxton, one on Roanoke Island, and one in Kill Devil Hills for citizens to attend and present information to the Planning Board and staff on what they feel are

the most important issues facing Dare County and what position the County should be taking on these issues.

5. A tentative timetable for completion of the update and the process to be used by the Planning Board and staff to result in a document for presentation to the Board of Commissioners in late 2008.
6. The procedures that will be used by the Planning staff to notify the public of the various activities that will be held throughout the update process.
7. Most of the work on the update will be handled in-house by the Planning staff with assistance from the Information Technology Department. A private land use consultant will be used during the policy analysis phase of the update process to conduct a series of workshop on the draft policies and maps. During the 2003, a private consultant assisted the Planning staff with a policy analysis workshop and this was most beneficial in identifying revisions to draft policies that were needed before the document was sent to the Board of Commissioners for public hearing.

Although the CAMA regulations do not require the County to adopt a Public Participation Plan, the staff felt it was important to voluntary do so to provide the citizens of Dare County with an outline of the update process since public participation is vital to the update process. With the adoption of the Public Participation Plan, the Planning staff and Planning will officially begin the update process this month. We look forward to starting this process and drafting an update that provides a vision statement and policy direction for Dare County's future.

Draft motion for adoption: "I move that the Public Participation Plan as prepared by the Planning staff be adopted and that the Planning staff be instructed to begin the update process as detailed in this Plan."



Dare County 2008 LUP Update Public Participation Plan

Public participation is an important element of any land use planning document. This document details the various public participation activities that will be undertaken during the update process of the Dare County Land Use Plan. Tentative dates are provided however, it is recognized that these dates are subject to change since this Public Participation Plan is one of the first steps taken in the update process. The Dare County website site and local government access channel will be used extensively to provide meeting notification of public participation activities and progress reports of the LUP update.

The Dare County Planning Board will be designated by the Board of Commissioners as the steering committee for the update process. The Planning Board has served in this capacity for every land use plan update completed by Dare County. Most of the work on the LUP update will be completed in-house by the Dare County Planning Department staff with assistance from the Dare County Information Technology Department. Some consultant services will be utilized during the latter stage of the update process at workshops on the draft policies before a draft version of the update is forwarded to the Dare County Board of Commissioners.

In order to accommodate the numerous special interest and community groups in Dare County, a Planning staff will maintain a community outreach mailing and email list of community groups that wish to receive notices of all workshops and meetings held in conjunction with the update process. There are many community groups in the County that represent a broad range of interests such as environmental groups, civic organizations, economic development groups, homeowners associations, and professional organizations. This outreach process will allow the County to facilitate the groups' desire to participate in the update process and receive their input based on their stated objectives and interests of their respective organization.

A hyperlink on the Dare County webpage for the update process will be available which will be used for on-line completion of the Citizen Involvement Poll, for meeting notification, and progress reports on the update.

Phase One – Analysis and Review of Current Policies and Issues

Citizen Workshops – A series of citizens input workshops throughout Dare County for property owners and residents will be held in the fall of 2007. The workshops will consist of three 2-hour long sessions with the first hour dedicated to a review of the 2003 LUP policies and their saliency to current conditions. The second hour will focus on the discussion of a vision statement and identification of additional issues and concerns that should be addressed in the 2008 update.

Notice of the workshops will be advertised in the local newspapers, posted on the Dare County website and flyers posted at County offices, libraries and other public buildings. One workshop will be held in Buxton for Hatteras Island residents, one workshop will be held in Kill Devil Hills for residents of the northern beaches, and one workshop will be held in Manteo for residents of the Mainland and Roanoke Island. It is anticipated to conduct these workshops in later September or early October.

Citizen Involvement Poll (CIP)– An on-line questionnaire will be provided on the Dare County website for completion by property owners, residents and other interested parties. Copies of the CIP will be mailed to all resident and non-resident property owners in the unincorporated areas. To encourage participation of residents and citizens in the incorporated areas of Dare County, the CIP will be offered on the Dare County website for completion. Newspaper ads will be used to notify the public of the opportunity of the on-line CIP completion. Copies of the CIP will also be placed in all County offices and libraries for pick-up and return mail service. A deadline of October 31 for return of the completed CIP will be set.

Results of the CIP will be compiled by the Dare County Information technology Department and a report of the results prepared by the Planning Department. These results will be used in combination of other public input activities in the development of the policies and goals for the 2008 LUP.

Phase Two – Plan Development

Planning Board Work Sessions – The Planning Board will conduct numerous workshops separate from their regularly scheduled monthly meetings in order to prepare a draft LUP. Results of the phase one public participation activities will be analyzed. A vision statement will be developed as required by the State land use plan guidelines. Demographic information and maps will be created and policies on the CAMA-specified management topics and other local issues will be drafted by the staff and presented to the Planning Board at these workshops. The exact format and duration of these workshops will be determined at a later date. It is anticipated that these workshops will begin in early 2008. Notice of

the workshops will be posted on the Dare County webpage and advertised as required by the open meeting law of North Carolina. The workshops will be open to the public however interaction at this stage will be between the Planning Board and Planning Department staff. A rough draft of the plan, including policy statements will be completed at these work sessions.

Policy Assessment Workshops – Upon completion of a rough draft of the LUP update, a second series of public workshops will be conducted at the same locations of the phase one input sessions. The focus of these workshops will be the draft policies and associated maps. Revisions to the policy statements may be necessary as a result of the input at the policy assessment workshops. Similar notification procedures used for the phase one workshops will be used for these workshops.

Following the policy assessment workshops, final revisions to the draft LUP and policy statements and maps will be made by the Planning Board and staff.

Phase Three – Review of Draft Plan

CAMA Review – The Division of Coastal Management staff will be involved in the LUP process and provide coordination and review services to ensure consistency with the CAMA land use plan guidelines. The Planning staff will maintain contact with the CAMA staff throughout the LUP update process. Notice of workshops and meetings will be provided to the CAMA staff. Copies of the draft policies and maps will be submitted to the CAMA staff for feedback following the policy assessment workshops for their comments as required by the State regulations. Revisions to the document and maps that are necessary as a result of the CAMA review will be discussed with the Planning Board and made as needed. It is anticipated that the CAMA review will occur prior to the Planning Board making an official recommendation on the LUP update to the Dare County Board of Commissioners.

Planning Board Review – After the development of a draft plan and any revisions that may be necessary as a result of the policy assessment workshops, a recommendation from the Planning Board to the Board of Commissioners is required. The Planning Board may chose to conduct a public hearing on the draft plan before a recommendation is made to the Board of Commissioners. However, the Planning Board may decide that a public hearing is not necessary depending on the amount of public participation held during the development of the draft LUP. The CAMA guidelines do not require a hearing at the Planning Board level but leave this option to the discretion of the local government.

Board of Commissioners Review – The draft LUP will be presented to the Board of Commissioners following a recommendation by the Planning Board.

This does not constitute official adoption of the LUP which can only occur after a formal public hearing is conducted following the procedures set forth in the CAMA land use planning guidelines. A copy of the draft plan, as presented to the Board of Commissioners will be posted on the Dare County website and copies available for viewing in the Planning Department offices and the Dare County libraries. Copies of the draft plan will be sent to all local governments in Dare County and for their review and comment.

The Board of Commissioners may adopt the LUP, upon completion of a Public Hearing. Tentative date: December 2008.