



Town of Southern Shores

5375 N. Virginia Dare Trail, Southern Shores, NC 27949

Phone 252-261-2394 / Fax 252-255-0876

www.southernshores-nc.go

REVISED

October 3, 2017 COUNCIL MEETING-5:30 P.M.-PITTS CENTER

1. Opening

- A. Call Meeting to Order (all citizens interested in offering Public Comment are reminded to sign up.)
- B. Pledge of Allegiance
- C. Moment of Silence
- D. Amendments to / Approval of Agenda
- E. Consent Agenda **TAB 1**
 - i. Approval of Planning Board Election of Officers - per Town Code Sec. 24-24
 - ii. Approval of Minutes-September 5, 2017

2. Employee Recognition-Advanced Law Enforcement Certification-Officer Ryan Jones

3. Special Request - Dare County League of Women's Voters -Request to Expend Town Funds to Video Candidates Forum **TAB 2**

4. Annual Audit Presentation for FY 2016-2017 - Teresa Osborne, CPA, Dowdy & Osborne, LLP -**will be emailed Friday & posted on website**

5. Staff Reports

- A. Town Planner
- B. Police Chief
- C. Fire Chief, Southern Shores Volunteer Fire Department
- D. Town Manager's Report
- E. Town Attorney's Report

6. Board Reports

- A. Planning Board-Chairperson Williams
- B. Historic Landmarks Commission-Chairperson Whitley

7. General Public Comment (Limit: 3 minutes per speaker.)

(Note: All matters heard or considered by the Council are subject to possible action by the Council.)

8. Old Business

- A. Public Hearing- Purpose is to consider ZTA-17-05, a Zoning Text Amendment application submitted by the Town of Southern Shores (per Directive of Council, August 1, 2017) to amend the Southern Shores Town Code by amending Section 16-5, Section 36-57, Section 36-202, Section 36-203, Section 36-205, Section 36-208, and Section 36-102 to allow living space within accessory structures. **TAB 3**

9. New Business

- A. Public Hearing - Purpose is to consider LDA-17-01, a Landmark Designation Application submitted by Courtney Clements to designate 23 Porpoise Run as a Historic Landmark. **TAB 4**
- B. Update on New Preliminary Flood Maps Relative to Southern Shores - Planning Department **TAB 5**
- C. Consideration of Land Use Plan Update Proposals - per adopted FY 17-18 Budget **TAB 6**

10. General Public Comment (Limit: 3 minutes per speaker.)

11. Other Business

- A. Mayor's Comments & Responses
- B. Council Member's Comments & Responses

12. Closed Session pursuant to NCGS §143-318.11 (a)(6) for purpose of approving prior closed sessions' minutes in accordance with Council-adopted Resolution 2010-03-01 - reminder of the Town Clerk

13. Adjourn

September 26, 2017

MEMORANDUM

From: Wes Haskett, Town Planner
To: Town Council
CC: Peter Rascoe, Town Manager

RE: Approval of Planning Board Election of Officers

The Planning Board has elected its officers as indicated below in accordance with Sec. 24-24 of the Town Code of Ordinances. A copy of the applicable Code Section is enclosed, as these elections now require your approval.

Chairperson – Sam Williams

Vice-Chairperson – Joe McGraw

Sec. 24-24. - Composition; terms of office.

- (a) The planning board shall be composed of five members who shall be residents of the town and shall be appointed by the town council. The members shall be appointed for staggered terms of three years. Two alternate members who shall be residents of the town shall also be appointed by the town council for terms of three years. Vacancies occurring for reasons other than expiration of terms shall be filled as they occur, for the period of the unexpired term, by the council. The planning board shall elect its chairman and vice-chairman subject to the approval of the council. The term of the chairman and vice-chairman shall be for one year, with eligibility for reelection.
- (b) Noncontiguous areas of extraterritorial jurisdiction shall each be entitled to a representative on the planning board, on such occasions when their respective areas are under consideration by the planning board, for the purpose of participation and voting on matters of direct interest to their respective areas.
- (c) In the absence of any member of the planning board, as recorded in the roll call at the beginning of any meeting, an alternate member, if available, shall be selected by the chairman to participate and vote in the member absence.

(Code 1988, § 7-17; Ord. No. 79-0002, § 2, 5-23-1979; Ord. of 4-4-2000, pts. 1, 2)

League of Women Voters of Dare County
P.O. Box 689
Kitty, Hawk, NC 27949
www.LWVDareNC.org

TO: Peter Rascoe, Town Manager

FROM: Nancy Birindelli, Treasurer



RE: Taping of the Southern Shores Candidates' Forum

DATE: September 20, 2017

Lorelei DiBernardo and I would like to thank you for meeting with us last week to discuss the taping of the Southern Shores Candidates' Forum on October 11, 2017. We also appreciate your taking the request for authorization of the cost of paying for same to the Town Council for their consideration at its October 3, 2017 meeting

Enclosed please find a memo that explains what would be involved for the Town to provide funds for this endeavor.

I will not be able to attend the meeting, but if there are questions; Lorelei will be able to address them.

Please contact me, if necessary, at 261-3915 or Bbirindelli@aol.com

Videotaping of the Southern Shores Candidates' Forum October 11, 2017

The League of Women Voters of Dare County has been conducting candidates' forums for the towns, the county, the General Assembly, and the Board of Education for approximately thirty years. The events are held to provide the citizen electorate with information about the candidates who are running for public office in their jurisdiction. In recent years, as television coverage of the town meetings has become more commonplace, LWV has facilitated the coverage of the forums to provide another method to acquaint the voters with more transparency concerning the candidates wishing to govern the political entity.

The forums are conducted under strict directives from the League of Women Voters of the United States. Each session runs exactly two hours, and the taping for Southern Shores would adhere to the following parameters:

- 1) The forum will commence exactly at 7:00 p.m. and end at 9:00 p.m.
- 2) Since the Pitts Center is already set up to videotape the town meetings, there would be no set-up or break-down of equipment – the videographer would only have to “flip the switch” to activate the system and then shut it down. The format for the forum is relatively simple – there would only be a two camera set-up with one on the moderator and the other to pan the four candidates on the dais.
- 3) Since LWV owns the tape, there is absolutely NO EDITING as the video is aired exactly as it was taped. This step eliminates additional time for the videographer to ready the tape for airing on the government channel.
- 4) The only change to the tape is to add a title at the beginning and credits at the end.
- 5) The tape is then forwarded electronically to Bobby Dobbs at the government channel for airing.
- 6) The time that would be involved in the production by the videographer would be approximately 2 ½ hours.
- 7) If the funding is authorized, the following airing times have been designated by the government channel:
 - Friday, October 20 at 9:00 p.m.
 - Friday, October 27 at 2:00 p.m. and 9:00 p.m.
 - Friday, November 3, at 9:00 p.m.

These times could be advertised on the town's website, in the LWV press releases and on its website to provide individuals who are not able to attend the forum in person the opportunity to view the dialogue.

STAFF REPORT

To: Southern Shores Planning Board
Date: September 26, 2017
Case: ZTA-17-05
Prepared By: Wes Haskett, Town Planner/Code Enforcement Officer

GENERAL INFORMATION

Applicant: Town of Southern Shores

Requested Action: Amendment of the Town Zoning Ordinance and Flood Damage Prevention Ordinance by amending Section 16-5, Section 36-57, Section 36-202, Section 36-203, Section 36-205, Section 36-208, and Section 36-102 to allow living space within accessory structures

ANALYSIS

As directed by Council, Town Staff is proposing to amend the Town Zoning Ordinance and Flood Damage Prevention Ordinance by amending Section 16-5, Section 36-57, Section 36-202, Section 36-203, Section 36-205, Section 36-208, and Section 36-102 to allow living space within accessory structures. The Town Council recently approved ZTA-17-01 which established all previously permitted residential accessory structures containing living space as legally nonconforming as of January 1, 2017. Following that approval, the Town Council discussed and informally agreed that accessory structures with living space could be allowed as long the living space in the accessory structures contribute to the maximum 6,000 sq. ft. of enclosed living space that applies to single-family dwellings.

With respect to the Zoning Ordinance, the proposed language modifies the definition of “dwelling unit”, “habitable floors and stories (living space)”, and establishes new definitions of “enclosed living space”, “habitable space”, and “living space”. The proposed language allows “living space” within accessory structures as defined in its new definition and prohibits “dwelling units” within accessory structures as defined in its modified definition. One example that would be in compliance with the proposed language is a detached garage with living space above. The living space would be allowed as long as it doesn’t contain independent cooking and sleeping facilities which would constitute a dwelling unit.

With respect to the Flood Damage Prevention Ordinance, the proposed language would allow living space within accessory structures as long it is above the regulatory flood elevation. An elevation certificate would be required for all accessory structures containing living space.

The Town’s currently adopted Land Use Plan contains the following Goal and Policy that are applicable to the proposed ZTA:

- **Policy 2:** The community values and the Town will continue to comply with the founder’s original vision for Southern Shores: a low density (1–3 units per acre) residential community comprised of single family dwellings on large lots (20,000 square feet or larger) served by a small commercial district (56 acres out of 2,175 acres) for convenience shopping and services located at the southern end of the Town. This

blueprint for land use naturally protects environmental resources and fragile areas by limiting development and growth.

RECOMMENDATION

Town Staff and the Town Planning Board have determined that the application is consistent with the Town's currently adopted Land Use Plan. The Town Planning Board unanimously (4-0) recommended approval of the application with modifications at the September 18, 2017 meeting (see enclosed language with highlighted modifications).

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Town of Southern Shores

5375 N. Virginia Dare Trail, Southern Shores, NC 27949

Phone 252-261-2394 / Fax 252-255-0876

info@southernshores-nc.gov

www.southernshores-nc.gov

PLANNING BOARD GENERAL APPLICATION FORM TOWN OF SOUTHERN SHORES, NC 27949

Date: 8 / 18 / 17

Filing Fee: \$200

Receipt No. N/A Application No. ZTA-17-05

NOTE: The Planning Board will follow the specific provisions of the Zoning Ordinance Chapter 36, Article X Administration and Enforcement, Section 36-299.

Please check the applicable Chapter/Article:

- ☐ Chapter 30. Subdivisions-Town Code
- ☐ Chapter 36, Article VII. Schedule of District Regulations, Section 36-207 C-General Commercial District
- ☐ Chapter 36, Article IX. Planned Unit Development (PUD)
- ☐ Chapter 36, Article X. Administration and Enforcement, Section 36-299 (b) Application for Building Permits and Site Plan Review other than one and two family dwelling units *
- ☐ Chapter 36, Article X. Section 36-300-Application for Permit for Conditional Use
- ☐ Chapter 36, Article X. Section 36-303 Fees
- ☒ Chapter 36, Article X. Section 36-304-Vested Rights
- ☒ Chapter 36, Article XIV. Changes and Amendments

Certification and Standing: As applicant of standing for project to be reviewed I certify that the information on this application is complete and accurate.

Applicant

Name Town of Southern Shores

Address: 5375 N. Virginia Dare Trl.

Phone 261-2394 Email info@southernshores-nc.gov

Applicant's Representative (if any)

Name _____

Agent, Contractor, Other (Circle one)

Address _____

Phone _____ Email _____

Property Involved: Southern Shores Martin's Point (Commercial only)

Address: _____ Zoning district _____

Section _____ Block _____ Lot _____ Lot size (sq. ft.) _____

Request: Site Plan Review Final Site Plan Review Conditional Use Permitted Use
PUD (Planned Unit Development) Subdivision Ordinance Vested Right Variance

Change To: Zoning Map ☒ Zoning Ordinance

Signature

Wm. Hault

Date

8-18-17

* Attach supporting documentation.



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ZTA-17-05

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE TOWN OF SOUTHERN SHORES, NORTH CAROLINA

ARTICLE I. Purpose(s) and Authority.

WHEREAS, pursuant to N.C.G.S. § 160A-381, the Town of Southern Shores (the "Town") may enact and amend ordinances regulating the zoning and development of land within its jurisdiction and specifically the location and use of buildings, structures and land. Pursuant to this authority and the additional authority granted by N.C.G.S. Chap. 160A, Art. 19 et. seq, the Town has adopted a comprehensive zoning ordinance (the "Town's Zoning Ordinance") and has codified the same as Chapter 36 of the Town's Code of Ordinances (the "Town Code"); and

WHEREAS, the Town has adopted a flood damage prevention ordinance (the "Flood Ordinance" and has codified the same as Chapter 16 of the Town's Code of Ordinances; and

WHEREAS, the Town's Zoning Ordinance and Flood Ordinance currently disallow any living space to be constructed within accessory structures; and

WHEREAS, the Town desires to allow for living space to be constructed within accessory structures in the manner proposed herein; and

WHEREAS, the Town further desires to clarify the definitions associated with determining the existence and amount of living space within structures in the manner provided herein; and

WHEREAS, the Town further finds that in accordance with the findings above it is in the interest of and not contrary to the public's health, safety, morals and general welfare for the Town to amend the Town's Zoning Ordinance, Flood Ordinance and Town Code as stated below.

ARTICLE II. Construction.

For purposes of this ordinance amendment, underlined words (underline) shall be considered as additions to existing Town Code language and strikethrough words (~~strikethrough~~) shall be considered deletions to existing language. Any portions of the adopted Town Code which are not repeated herein, but are instead replaced by an ellipses ("...") shall remain as they currently exist within the Town Code.

1
2 **ARTICLE III. Amendment of Zoning Ordinance.**
3

4 **NOW, THEREFORE, BE IT ORDAINED** by the Town Council of the Town of
5 Southern Shores, North Carolina, that the Town Code shall be amended as follows:
6

7 **PART I. Section 36-57. – Definitions of specific terms and words.** shall be amended as
8 follows:
9

10 ...

11 *Dwelling unit* means one room, or more rooms or living spaces connected together,
12 constituting a separate, independent housekeeping establishment for owner occupancy, or
13 rental or lease, and physically separated from any other rooms, living space or dwelling
14 units which may be in the same structure, and containing independent cooking and
15 sleeping facilities for a single-family.
16

17 ...

18 Enclosed living space. See Living space.
19

20 ...

21 *Habitable floors and stories (~~living space~~)* means enclosed living space areas within a
22 structure ~~which are~~ located below the top plate, ~~and containing rooms or areas which~~
23 ~~have been designed, and constructed for human habitation.~~
24

25 Habitable space. See Living space.
26

27 Living space means enclosed conditioned areas within a structure that are designed or
28 constructed for human habitation. All conditioned areas within a structure are presumed
29 to be constructed for human habitation unless affirmatively shown to be to the contrary in
30 a manner such that the use of the area cannot be modified, i.e. a conditioned wine cellar
31 or refrigerated storage area.
32

33 **PART II. Section 36-202(b)(2)** shall be amended as follows:
34

35 (2) Customary accessory buildings and structures including, but not limited to, swimming
36 pools, tennis courts, and garages, provided no living space dwelling unit is ~~provided~~
37 located in the accessory structure. Accessory beach access walks, ramps, and steps shall
38 not exceed four feet in width. Accessory ocean dune platforms shall not exceed 200
39 square feet.
40

41 **PART III. Section 36-203(b)(4)** shall be amended as follows:
42

43 (4) Customary accessory buildings including, but not limited to, swimming pools, tennis
44 courts, and garages, provided no living space dwelling unit is ~~provided~~ located in the
45 accessory structure.
46

1 **PART IV. Section 36-205(b)(2)** shall be amended as follows:

2
3 (2) Customary accessory buildings including, but not limited to, swimming pools, tennis
4 courts, and garages, provided no ~~living-space~~ dwelling unit is ~~provided~~ located in the
5 accessory structure.
6

7 **PART V. Section 36-208(b)(3)** shall be amended as follows:

8
9 (3) Customary accessory uses and structures, including estuarine bulkheads, are subject
10 to the conditions and limitations of subsection (b) of this section, and provided further
11 that no ~~living-space~~ dwelling unit is ~~provided~~ located in any accessory structure.
12

13 **PART VI. Section 36-102** of the Zoning Ordinance shall no longer be "reserved" and
14 **Section 36-102. Living space within accessory structures.** shall be added as follows:

15
16 On lots where enclosed living space is permitted within accessory structures, the living
17 space within an accessory structure shall:
18

19 **Option 1:** Count towards any living space restrictions for the principal building.

20
21 **Option 2:** Be limited to:

- 22 (a) a certain square footage or a specific percentage of the living space restrictions
23 for the principal building;
24 (b) a percentage of the lot coverage or footprint associated with the accessory
25 structure;
26 (c) a percentage of the living space of the principal building;
27 (d) some combination of the preceding; or
28 (e) the lessor or greater of some combination of the preceding.
29

30 **ARTICLE IV. Amendment of Flood Protection Ordinance.**

31
32 **PART I. Section 16-5(b)(8)** shall be amended as follows:

33
34 (8) *Accessory structures.* When accessory structures (sheds, detached garages, etc.) are to
35 be placed within a special flood hazard area, the following criteria shall be met:
36

37 a. Accessory structures shall not be used for human habitation (including
38 working, sleeping, living, cooking or restroom areas) unless permitted by the
39 Town's Zoning Ordinance and all such permissible habitable space is located
40 above the regulatory flood protection elevation;
41

42 b. Accessory structures shall not be temperature-controlled unless permitted by
43 the Town's Zoning Ordinance and all such permissible temperature-controlled
44 space is located above the regulatory flood protection elevation;
45

46 c. Accessory structures shall be designed to have low flood damage potential;

1
2 d. Accessory structures shall be constructed and placed on the building site so as
3 to offer the minimum resistance to the flow of floodwaters;
4

5 e. Accessory structures shall be firmly anchored in accordance with subsection
6 (a)(1) of this section;
7

8 f. All service facilities such as electrical shall be installed in accordance with
9 subsection (a)(4) of this section; and
10

11 g. Flood openings to facilitate automatic equalization of hydrostatic flood forces
12 shall be provided below regulatory flood protection elevation in conformance
13 with subsection (b)(4)c of this section. An accessory structure with a footprint less
14 than 150 square feet that satisfies the criteria outlined in this subsection does not
15 require an elevation or floodproofing certificate unless it has habitable space or
16 temperature controlled space. Elevation or floodproofing certifications are
17 required for all other accessory structures in accordance with section 16-4(b)(3).
18

19 **ARTICLE V. Statement of Consistency with Comprehensive Plan and**
20 **Reasonableness.**
21

22 The Town's adoption of this ordinance amendment is consistent with the Town's adopted
23 comprehensive zoning ordinance, land use plan and any other officially adopted plan that
24 is applicable. For all of the above-stated reasons and any additional reasons supporting
25 the Town's adoption of this ordinance amendment, the Town considers the adoption of
26 this ordinance amendment to be reasonable and in the public interest.
27

28 **ARTICLE VI. Severability.**
29

30 All Town ordinances or parts of ordinances in conflict with this ordinance amendment
31 are hereby repealed. Should a court of competent jurisdiction declare this ordinance
32 amendment or any part thereof to be invalid, such decision shall not affect the remaining
33 provisions of this ordinance amendment nor the Zoning Ordinance, Flood Ordinance or
34 Town Code of the Town of Southern Shores, North Carolina which shall remain in full
35 force and effect.
36

37 **ARTICLE VI. Effective Date.**
38

39 This ordinance amendment shall be in full force and effect from and after the ____ day of
40 _____, 2017.
41

42
43
44 _____, Mayor
45
46

1
2 ATTEST:
3
4

5 _____
6 Town Clerk
7
8

9 APPROVED AS TO FORM:
10
11

12 _____
13 Town Attorney
14

15 Date adopted:
16
17

18 _____
19 Motion to adopt by Councilmember:
20

21 _____
22 Motion seconded by Councilmember:
23
24

Vote: ____AYES____NAYS

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Town of Southern Shores

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ZTA-17-05

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WHEREAS, the Town has adopted a flood damage prevention ordinance (the "Flood Ordinance" and has codified the same as Chapter 16 of the Town's Code of Ordinances; and

WHEREAS, the Town's Zoning Ordinance and Flood Ordinance currently disallow any living space to be constructed within accessory structures; and

WHEREAS, the Town desires to allow for living space to be constructed within accessory structures in the manner proposed herein; and

WHEREAS, the Town further desires to clarify the definitions associated with determining the existence and amount of living space within structures in the manner provided herein; and

WHEREAS, the Town further finds that in accordance with the findings above it is in the interest of and not contrary to the public's health, safety, morals and general welfare for the Town to amend the Town's Zoning Ordinance, Flood Ordinance and Town Code as stated below.

ARTICLE II. Construction.

For purposes of this ordinance amendment, underlined words (underline) shall be considered as additions to existing Town Code language and strikethrough words (~~strikethrough~~) shall be considered deletions to existing language. Any portions of the adopted Town Code which are not repeated herein, but are instead replaced by an ellipses ("...") shall remain as they currently exist within the Town Code.

1
2 **ARTICLE III. Amendment of Zoning Ordinance.**

3
4 **NOW, THEREFORE, BE IT ORDAINED** by the Town Council of the Town of
5 Southern Shores, North Carolina, that the Town Code shall be amended as follows:

6
7 **PART I. Section 36-57. – Definitions of specific terms and words.** shall be amended as
8 follows:

9 ...

10
11 *Dwelling unit* means one ~~room~~, or more rooms or living spaces connected together,
12 constituting a separate, independent housekeeping establishment for owner occupancy, or
13 rental or lease, and physically separated from any other rooms, living space or dwelling
14 units which may be in the same structure, and containing independent cooking and sleeping
15 facilities a stove and/or oven for a single-family.

16 ...

17
18 *Enclosed living space.* See *Living space.*

19 ...

20
21 ~~*Habitable floors and stories (living space)* means enclosed living space areas within a~~
22 ~~structure which are located below the top plate, and containing rooms or areas which have~~
23 ~~been designed, and constructed for human habitation.~~

24
25 *Habitable space.* See *Living space.*

26
27 *Living space* means enclosed conditioned areas within a structure that are designed or
28 constructed for human habitation. All conditioned areas within a structure are presumed to
29 be constructed for human habitation unless affirmatively shown to be to the contrary in a
30 manner such that the use of the area cannot be modified, i.e. a conditioned wine cellar or
31 refrigerated storage area.

32
33 **PART II. Section 36-202(b)(2)** shall be amended as follows:

34
35 (2) Customary accessory buildings and structures including, but not limited to, swimming
36 pools, tennis courts, and garages, provided no living space dwelling unit is provided located
37 in the accessory structure. Accessory beach access walks, ramps, and steps shall not exceed
38 four feet in width. Accessory ocean dune platforms shall not exceed 200 square feet.

39
40 **PART III. Section 36-203(b)(4)** shall be amended as follows:

41
42 (4) Customary accessory buildings including, but not limited to, swimming pools, tennis
43 courts, and garages, provided no living space dwelling unit is provided located in the
44 accessory structure.

45
46 **PART IV. Section 36-205(b)(2)** shall be amended as follows:

1
2 (2) Customary accessory buildings including, but not limited to, swimming pools, tennis
3 courts, and garages, provided no living-space dwelling unit is provided located in the
4 accessory structure.

5
6 **PART V. Section 36-208(b)(3) shall be amended as follows:**

7
8 ~~(3) Customary accessory uses and structures, including estuarine bulkheads, are subject to~~
9 ~~the conditions and limitations of subsection (b) of this section, and provided further that no~~
10 ~~living-space dwelling unit is provided located in any accessory structure.~~

11
12 **PART VI. Section 36-102 of the Zoning Ordinance shall no longer be "reserved" and**
13 **Section 36-102. Living space within accessory structures. shall be added as follows:**

14
15 On lots where enclosed living space is permitted within accessory structures, the living
16 space within an accessory structure shall count towards any living space restrictions for the
17 principal building.

18
19 **ARTICLE IV. Amendment of Flood Protection Ordinance.**

20
21 **PART I. Section 16-5(b)(8) shall be amended as follows:**

22
23 (8) *Accessory structures.* When accessory structures (sheds, detached garages, etc.) are to
24 be placed within a special flood hazard area, the following criteria shall be met:

25
26 a. Accessory structures shall not be used for human habitation (including working,
27 sleeping, living, cooking or restroom areas) unless permitted by the Town's Zoning
28 Ordinance and all such permissible habitable space is located above the regulatory
29 flood protection elevation;

30
31 b. Accessory structures shall not be temperature-controlled unless permitted by the
32 Town's Zoning Ordinance and all such permissible temperature-controlled space is
33 located above the regulatory flood protection elevation;

34
35 c. Accessory structures shall be designed to have low flood damage potential;

36
37 d. Accessory structures shall be constructed and placed on the building site so as to
38 offer the minimum resistance to the flow of floodwaters;

39
40 e. Accessory structures shall be firmly anchored in accordance with subsection
41 (a)(1) of this section;

42
43 f. All service facilities such as electrical shall be installed in accordance with
44 subsection (a)(4) of this section; and
45

1 g. Flood openings to facilitate automatic equalization of hydrostatic flood forces
2 shall be provided below regulatory flood protection elevation in conformance with
3 subsection (b)(4)c of this section. An accessory structure with a footprint less than
4 150 square feet that satisfies the criteria outlined in this subsection does not require
5 an elevation or floodproofing certificate unless it has habitable space or temperature
6 controlled space. Elevation or floodproofing certifications are required for all other
7 accessory structures in accordance with section 16-4(b)(3).
8

9 **ARTICLE V. Statement of Consistency with Comprehensive Plan and**
10 **Reasonableness.**

11
12 The Town's adoption of this ordinance amendment is consistent with the Town's adopted
13 comprehensive zoning ordinance, land use plan and any other officially adopted plan that
14 is applicable. For all of the above-stated reasons and any additional reasons supporting the
15 Town's adoption of this ordinance amendment, the Town considers the adoption of this
16 ordinance amendment to be reasonable and in the public interest.
17

18 **ARTICLE VI. Severability.**

19
20 All Town ordinances or parts of ordinances in conflict with this ordinance amendment are
21 hereby repealed. Should a court of competent jurisdiction declare this ordinance
22 amendment or any part thereof to be invalid, such decision shall not affect the remaining
23 provisions of this ordinance amendment nor the Zoning Ordinance, Flood Ordinance or
24 Town Code of the Town of Southern Shores, North Carolina which shall remain in full
25 force and effect.
26

27 **ARTICLE VI. Effective Date.**

28
29 This ordinance amendment shall be in full force and effect from and after the ____ day of
30 _____, 2017.
31

32
33
34 _____, Mayor
35
36
37

38 **ATTEST:**
39
40
41

42 _____
43 Town Clerk
44

45 **APPROVED AS TO FORM:**
46

Date adopted:

Motion seconded by Councilmember:

Vote: AYES NAYS



TOWN OF SOUTHERN SHORES

5375 N Virginia Dare Trl, Southern Shores, NC 27949

(252) 261-2394 tel (252) 255-0876 fax

www.southernshores-nc.gov

Historic Landmarks Designation Application

Application No. LDA-17-01 Date 5-15-17

This application initiates consideration of a property for designation as a Southern Shores Historic Landmark by the Southern Shores Historic Landmarks Commission and the Southern Shores Town Council. It enables evaluation of the resource to determine if it qualifies for designation. The evaluation is made by Town Staff and/or third party resources, which makes a recommendation to the Historic Landmarks Commission, which in turn makes its recommendation to the Town Council. Requirements and procedures are established in Chapter 17 of the Southern Shores Town Code. Please type if possible. Use 8-1/2" x 11" paper for supporting documentation and if additional space is needed. Return completed application to the Southern Shores Planning & Code Enforcement Department or mail to:

Wes Haskett, Town Planner/Code Enforcement Officer
Town of Southern Shores
5375 N. Virginia Dare Trl.
Southern Shores, NC 27949

1. Name of Property (If historic name is unknown, give current name or street address):

Historic Name: SOKOL

Current Name: 23 Porpoise Run

2. Location:

Street Address: 23 Porpoise Run

3. Legal Owner of Property (If more than one, list primary contact):

Name: Courtney W. Clements

Address: 428 Roseleaf Road

City: Richmond

State: Virginia 23221

Zip: 23224

Telephone No: 804-691-0224

E-Mail: noniworm@aol.com

4. Applicant/Contact Person (If other than owner):

Name:

Address:

City:

Telephone No:

E-Mail:

5. General Data/Site Information:

Date of Construction and major additions/alterations:

Built 1958, kitchen/laundry and east side screen porch
1999-2000

Number, type, and date of construction of accessory structures:

#1 update existing kitchen/laundry area, followed by #2 east side
screen porch, living area 1999-2000

Approximate lot size or acreage:

Architect, builder, carpenter, and/or mason:

Frankie Gable - concrete block construction

Original Use:

Summer home

Present Use:

all year round second home

6. Classification:

A. Category (check all that apply):

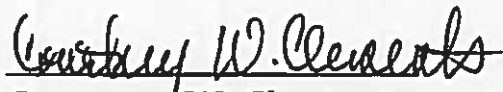
Structure(s) ☒ Object ☐ Site ☒

7. Reason for Request:

See attached

REASON FOR REQUEST

I wish to preserve the entire Flat Top structure built on it's original lot, by voluntarily designating my property at 23 Porpoise Run. It is one of approximately 30 +/- cottages of it's type built in the resort area of Southern Shores worthy of preserving for it's architectural and historical significance.

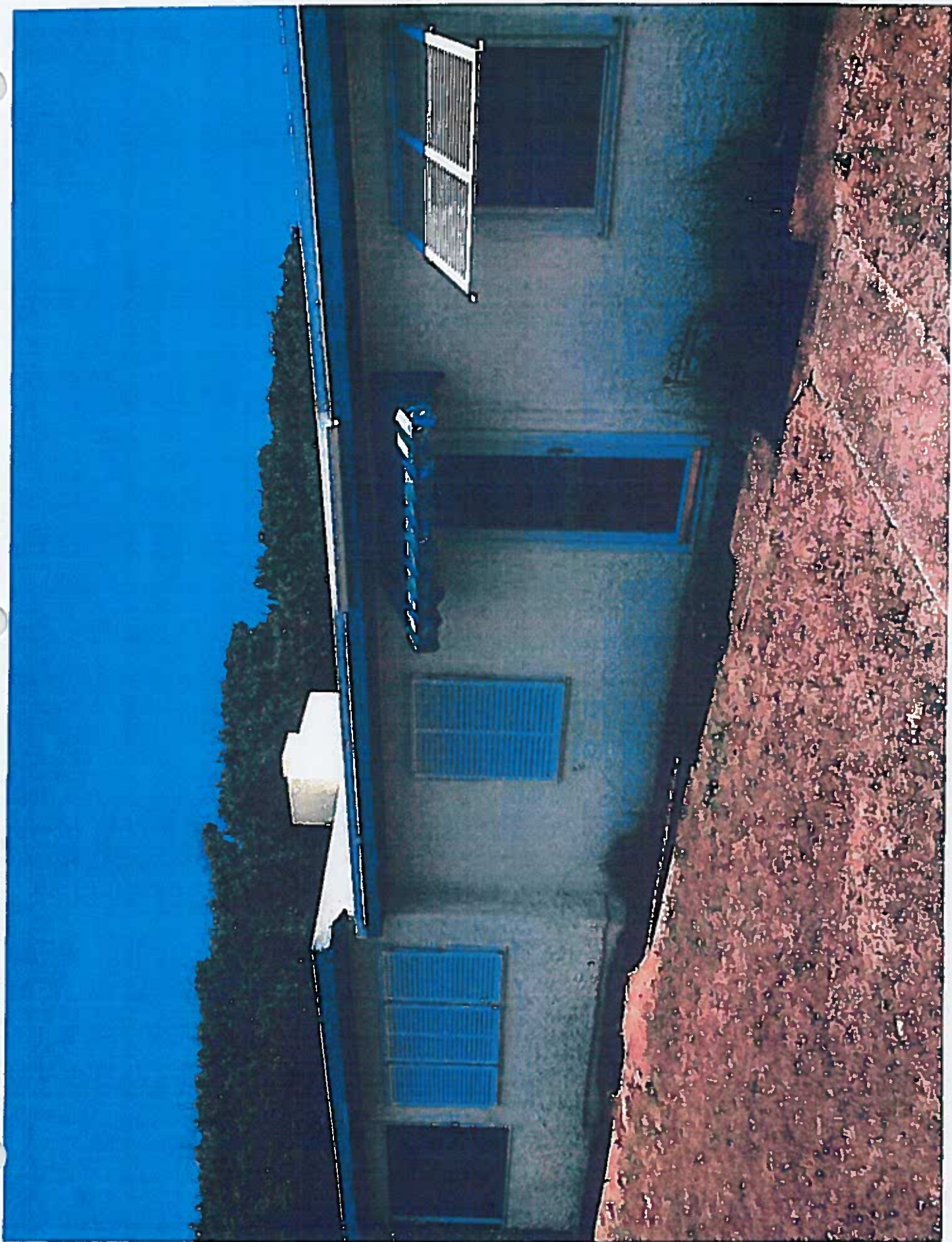

Courtney W. Clements

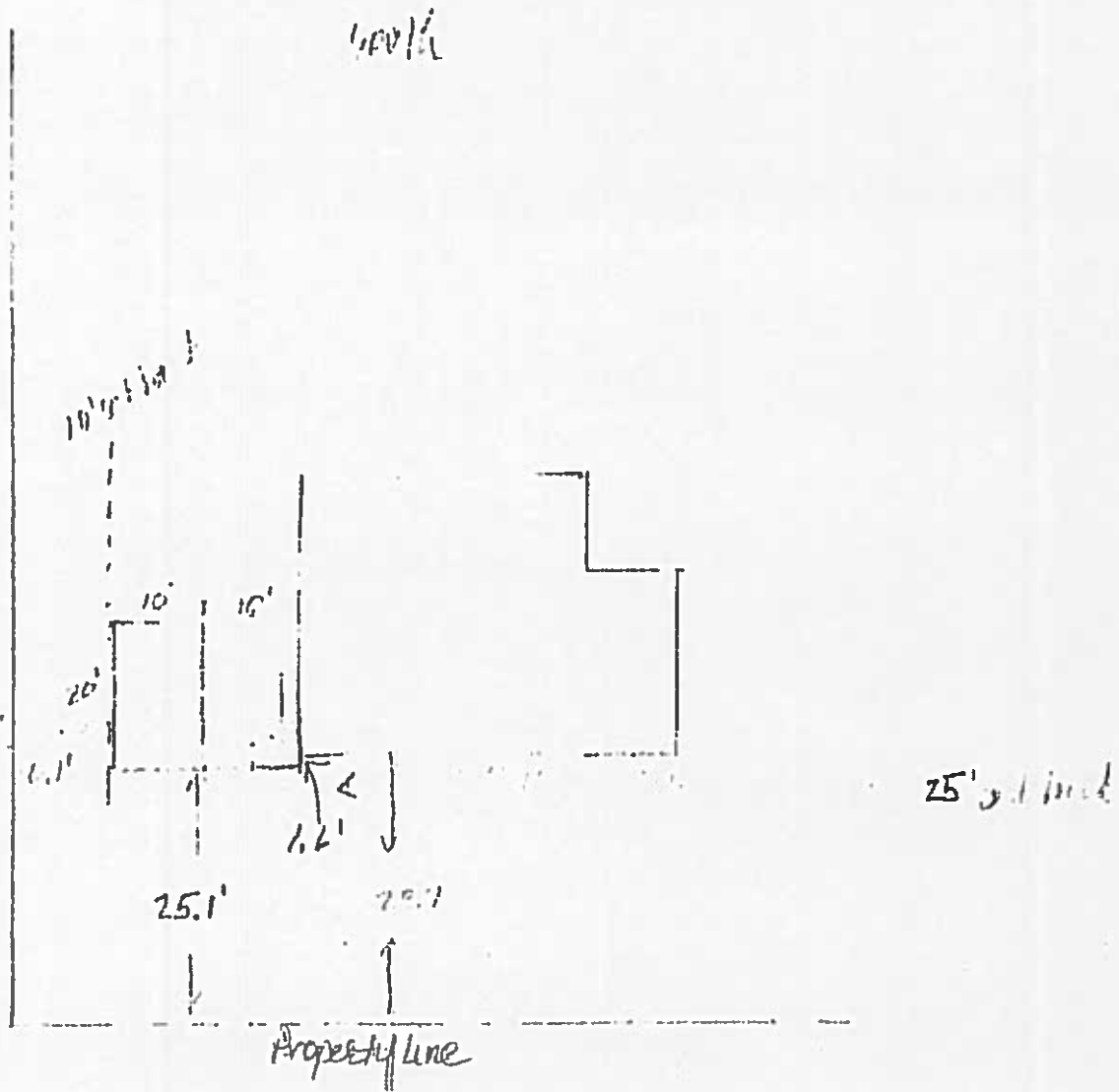
May 10, 2017

HISTORIC LANDMARKS DESIGNATION APPLICATION

The story and history of 23 Porpoise Run is very intriguing. One of approximately 300 built in the late 1940's to mid 1960's; it was built low to the ground to blend in with the landscape. As of 2017, fewer than 35 remain intact.

The lot on which the cottage sits was purportedly won, with several other lots, in a poker game. This story was heard from two different sources. William and Nina Sokol lived in Norfolk, Virginia and were the original owners. The cottage was 2 bedrooms and one bath with a small west side porch. The inside walls were concrete block, unlike the paneled walls of other flat tops. The concrete block used for construction was manufactured on the Outer Banks. The ceiling and beams were fashioned of juniper. When the Sokols passed away, their nephew only held it a few months. Courtney Clements, the second owner, acquired the property in 1999. The stucco is a lovely yellow with turquoise trim. Ms. Clements placed the new kitchen in the location of the old screen porch. She also added a second living area and larger screen porch and deck to the east side. The cottage is artistically decorated and a shining example of how renovation can proceed with preservation of the primary attributes initially present when constructed.





proposed

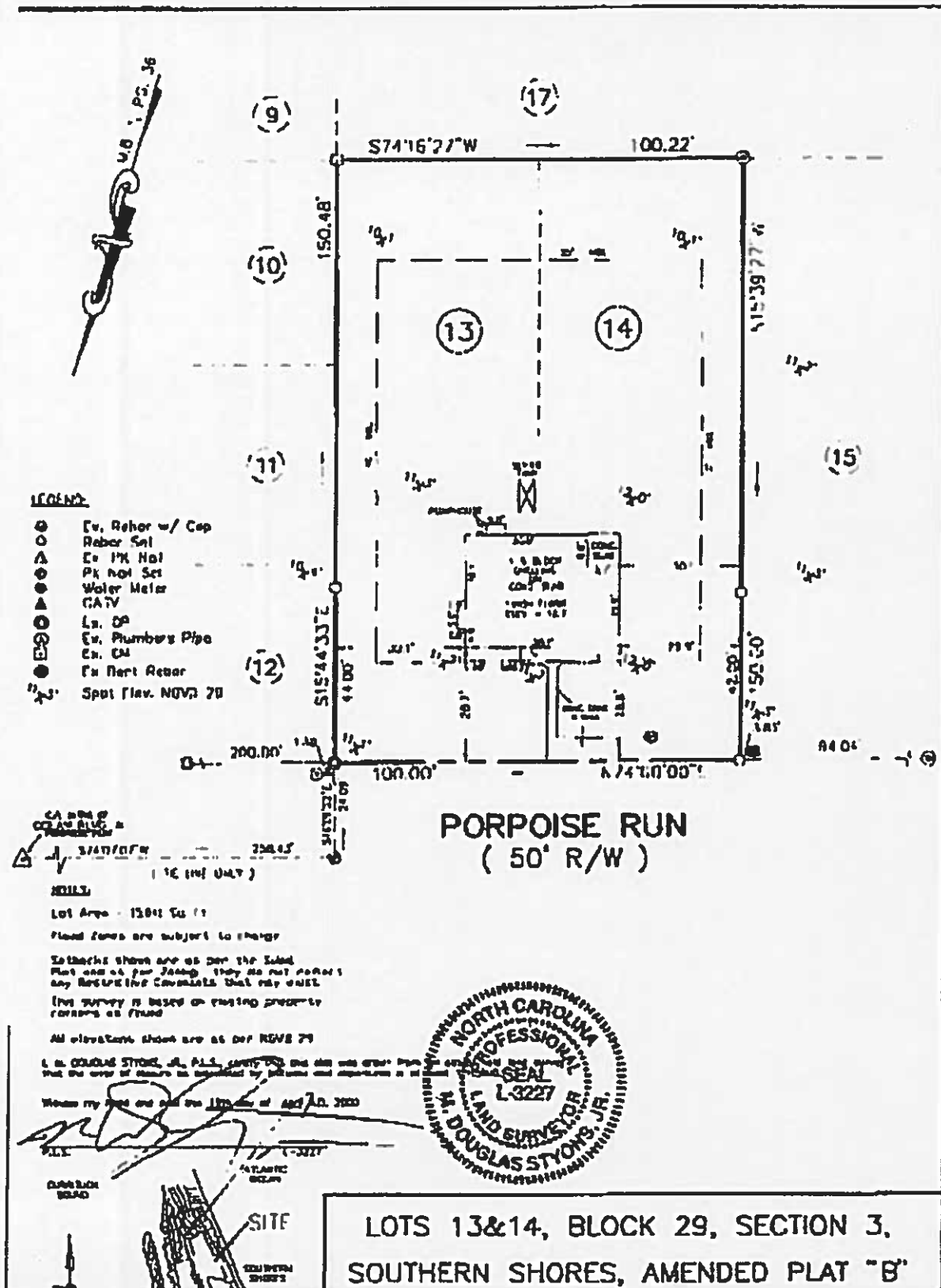
includes 21' setback

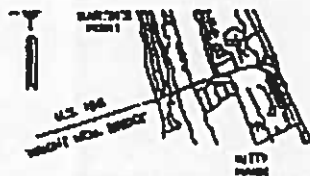
heated living 10 x 20
screen porch 10 x 20 = 70'

23 Perimeter RUN

scale: 2 sq' =

From: Courtney Clements noniworm@aol.com
 Subject: Cottage Survey
 Date: May 4, 2017 at 10:29 AM
 To: Courtney Clements noniworm@aol.com





SURVEYED FOR

COURTNEY W. CLEMENTS

ATLANTIC TOWNSHIP
SOUTHERN SHORES

DADE COUNTY
NORTH CAROLINA

DATE: 4-18-2000
REV. DATE:

SCALE 1" = 30'
FILE NO. 99-085
DWG NO. 99085P

F.I.R.M. 370430 0002 C
F.I.R.M. DATE: 4-2-93
FLOOD ZONE: AO(1)
REC. REF.
M.B. 1, PG. 36
PIN NO.
20986707699235

Styons Surveying Services

2700 N. Cannon Hwy Kill Devil Hills, NC 27948
Phone: (252) 441-1415 Fax: (252) 480-187

Any unauthorized use or omission of this document is prohibited
A red seal must be present for this to be an original document

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Local Designation Report
Sokol-Clements House
23 Porpoise Run
Southern Shores, North Carolina



May 2017

Local Landmark Designation Report

23 Porpoise Run

Southern Shores, Dare County

1. NAME OF PROPERTY

Historic Name: Sokol

Current Name: 23 Porpoise Run

2. LOCATION

23 Porpoise Run

Southern Shores, North Carolina

27949

3. NAME AND ADDRESS OF CURRENT PROPERTY OWNERS

Courtney W. Clements

428 Roseneath Rd.

Richmond, VA

23221

4. APPRAISED VALUE

According to Dare County tax records, the appraised value of the property is \$307,700, which includes the house and the 15000-Sqft parcel. The tax appraisal for the house alone is \$51,400, and the land is appraised at \$256,300.

5. DATE OF CONSTRUCTION

23 Porpoise Run was constructed in 1958. In April 2000, there was an addition added to the east side of the house that included a kitchen/laundry room and a side screen porch.

6. HISTORICAL SIGNIFICANCE

Areas of Significance

Architecturally Distinctive

Period (s) of Significance

1958

7. PROPERTY INCLUDED IN THE DESIGNATION

The structure that occupies 23 Porpoise Run.

8. STATEMENT OF SIGNIFICANCE

The 23 Porpoise house, constructed in 1958 in Southern Shores, is a prime example of the Flat Top inspiration that Frank Stick brought to Dare County in the late 1940s. After World War II, Frank Stick acquired an option on a twenty-eight-hundred-acre tract north of Kitty Hawk for thirty thousand dollars. In the process of Mr. Stick building his own home, he creates a new vernacular architectural form: the Flat Top. To help with the construction of his house he set up a factory in Kitty Hawk village for the manufacture of cement blocks that weighed a total of forty-two pounds each, made from local beach sand. 23 Porpoise Run was made from cinder blocks manufactured in eastern North Carolina after the use of beach gravel for manufacturing concrete was banned by the North Carolina Legislature in the mid-1950s. Today, the exterior of the house continues to follow the integrity of the Mr. Stick design elements including an extended overhang and a bright or whitewashed exterior.

9. HISTORICAL BACKGROUND AND SIGNIFICANCE

Frank Stick, an artist from Wilmington, Delaware created the first "Flat Top Cottages" on the Outer Banks. The Flat Top was adapted for its barrier island setting from the single-story, flat-roofed block houses of Florida. To those design elements, Stick added an extended overhang and a bright, whitewashed exterior. These features alone deflect the sun and intense heat, which makes these homes a cool relief during the hot and humid summer months. The exposed soffits and storm shutters were painted in brilliant shades of crimson, jade, emerald, and sapphire, introducing color to an otherwise monochromatic Outer Banks landscape. The Flat Top homes have plumping and drain lines that are buried in the sand that have been covered by concrete and sealed.

Frank Stick's Flat Top homes were second homes, which were designed so that middle-income families could enjoy the same amenities as wealthier clients. As the real-estate market fluctuated, site plans for Southern Shores were made, discharged, adopted, and abandoned during the early years of the community. The Flat Top houses become the idiom around 1965 when they become the predominant local form.

Around 25 Flat Top homes remain today. In 1958, 23 Porpoise Run was developed. The Flat Top roof design was inspired by preexisting properties by Mr. Stick. The property represents Mr. Stick's original design, including the adopted overhang and whitewashed exterior that Mr. Stick added to his previous Florida inspiration. In April 2000, the current owner of the home added an addition to the east side of the home. This addition included a kitchen/ laundry room and a screen porch, which also faces the east side.

Through this renovation, the exterior of the home was made to look like the preexisting structure, including an overhang and whitewashed exterior that still stands today.

References

McNaughton, M. (n.d.). Outer Banks Architecture. Retrieved May 23, 2017, from

<http://southernshores-nc.gov/wp-content/uploads/2016/04/completed-bk2.pdf>

Dare County. (n.d). <http://gis.darecountync.gov/>

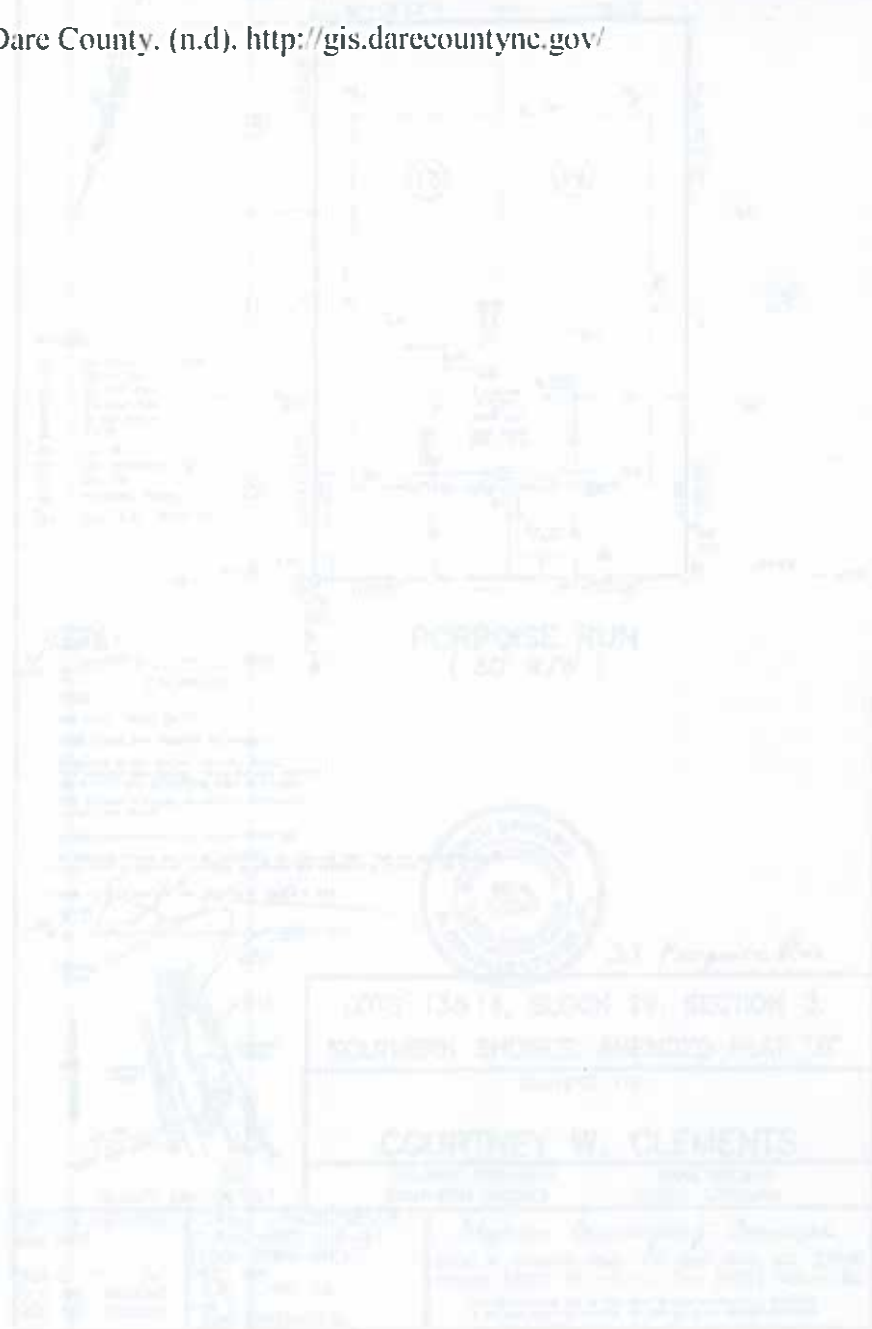
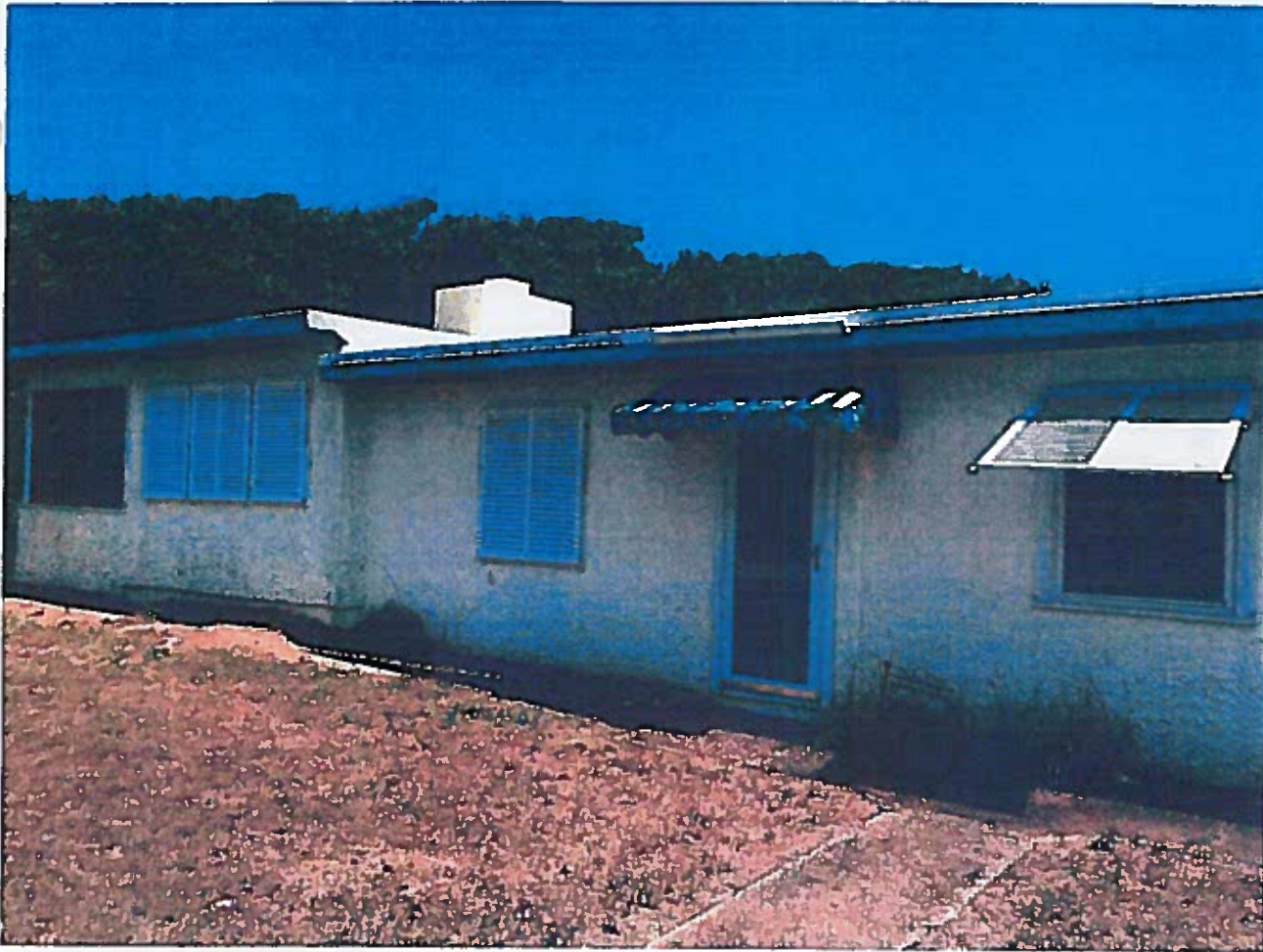


Figure 1. Map of the beach area of the Outer Banks, showing the location of the beach area and the surrounding area.



**Figure 2: Front entry way of 23 Porpoise Run,
Southern Shores, North Carolina**



Figure 3: Front entry way



Figure 4: West side of 23 Porpoise Run



**Figure 5: The back of the addition
that was added in April 2000.**



Figure 6: The screen porch that was added during the addition in April 2000.



Figure 7: The east side of 23 Porpoise Run



23 Porpoise Run

23 Porpoise Run

Figure 8: 23 Porpoise Run (Source: Dare County GIS)

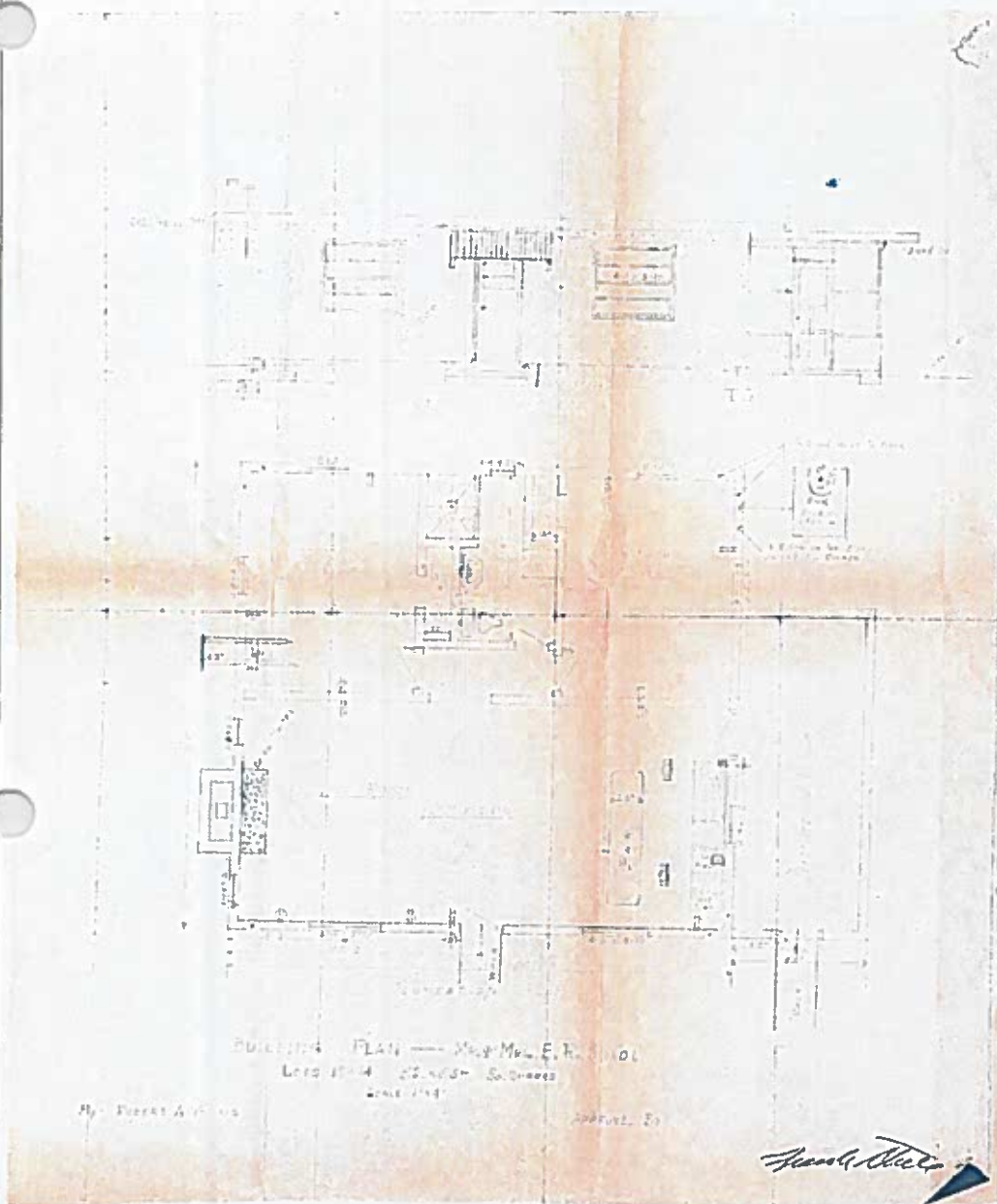


Figure 4: Original building plan for Mr. & Mrs. Sokol in 1958.

CLEMENTS, COURTNEY W
428 ROSENEATH RD
RICHMOND VA 23221

00002082018400028599900002000057

>>>>IMPORTANT>>>>

[PLEASE CLICK HERE FOR IMPORTANT INFORMATION](#)

Please Mail or Bring this stub when making payment to
insure payment is credited to the correct account.
MAIL TO: The Tax Office Designated below.

PENALTIES ARE DETERMINED BY U.S. POSTAL POSTMARK.

Owner as of January 1: CLEMENTS, COURTNEY W

Customer Number	District	Bill Number
020020920	SOUTHERN SHORES	28599
Parcel Number	Billing Date	Tax Year
021912000	07/21/2016	2016
Description of Property	Due Date	Delinquent After
PINN: 986707-79-0313	09/01/2016	01/05/2017
Description: LOT: 13 14 BLK: 29 S SO/SH AMENDED PLAT B SEC 3	% Rate	Tax Levied
Street Address: 23 PORPOISE RUN	.430000	DARE CO \$1,323.11
Real Property Value: \$307,700	.220000	SS TOWN 676.94
Personal Property Value: 0	.000000	0.00
Exempt Value: 0	.000000	0.00
Total Taxable Value: \$307,700	.000000	0.00
		LATE LIST: 0
		AMOUNT DUE: \$2,000.05

Make Check Payable & Remit To: (include Parcel Number 021912000 on your check.)

DARE COUNTY TAX COLLECTION
PO BOX 538310
ATLANTA, GA 30353-8310

Questions: Direct all inquiries to (252)475-5952

Office Hours: 8:30 AM - 5:00 PM, Monday - Friday

Credit Card Payments: Please note that all credit card payments made at the tax office will now be charged a 2% administration fee.

When calling please have your 9 DIGIT PARCEL NUMBER available.

<https://tax.darecountync.gov/taxbill.php?parcel=021912000>

5/23/2017

Figure 5: Tax bill for 23 Porpoise Run

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**North Carolina Department of Natural and Cultural Resources
State Historic Preservation Office**

Ramona M. Bartos, Administrator

Governor Roy Cooper
Secretary Susi H. Hamilton

Office of Archives and History
Deputy Secretary Kevin Cherry

July 12, 2017

Wes Haskett
Town Planner
Town of Southern Shores
5375 North Virginia Dare Trail
Southern Shores, NC 27949

RE: Designation of SOKOL House, 23 Porpoise Run, Southern Shores, Dare County

Dear Mr. Haskett:

Thank you for the report we received on the proposed designation of the SOKOL House located at 23 Porpoise Run in Southern Shores. We have reviewed the report and offer the following comments.

The SOKOL House, constructed in 1958, is an excellent example of the Flat Top vacation house form designed by famed Outer Banks developer Frank Stick. Following World War II, Frank Stick acquired an option on a twenty-eight-hundred-acre tract north of Kitty Hawk for thirty-thousand dollars. In the completion of his own home, Stick created a new vernacular architectural form; the Flat Top House. The houses are constructed of cement blocks made from local beach sand. They illustrate a simplified modernist aesthetic with streamline walls and no ornamentation. Today, the exterior of the house known as SOKOL continues to follow the overall form of the Stick design including an extended overhang and a bright or whitewashed exterior. It depicts one of a dying form of localized vacation houses on the Outer Banks of North Carolina.

Landmark designation means the community recognizes a property as an important historic resource worthy of preservation. Any substantial exterior design changes to a designated landmark are subject to the design review procedures of the Southern Shores Historic Landmarks Commission. The owner may apply for an annual deferral of fifty percent of the property taxes for as long as the property is designated and retains significance and integrity.

Thank you for the opportunity to comment on the report. Please note, our comments are advisory only and therefore, nonbinding. Once the governing board has received a recommendation from the Southern Shores Historic Landmarks Commission, it should proceed in the same manner as would otherwise be required for an amendment to the zoning ordinance. Once the decision has been made, please return a completed copy of the enclosed form to our office.

This letter serves as our comments on the proposed designation of the SOKOL House. Please contact me at 919-807-6575 should you have any questions about our comments.

Sincerely,

Amber E Kidd

Amber E. Kidd
Local Preservation Commissions / CLG Coordinator

CC: Commission Chair

Enclosure

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Town of Southern Shores

5375 N. Virginia Dare Trail, Southern Shores, NC 27949

Phone 252-261-2394 / Fax 252-255-0876

www.southernshores-nc.gov

ORDINANCE 2017-10-01

ORDINANCE DESIGNATING THE PROPERTY AND STRUCTURE LOCATED AT 23 PORPOISE RUN AS A HISTORIC LANDMARK

WHEREAS, all of the prerequisites to the adoption of this ordinance prescribed in Part 3C Article 19, Chapter 160A (Historic Districts and Landmarks) of the General Statutes of North Carolina and an ordinance creating the Southern Shores Historic Landmarks Commission (the "Historic Landmark Designation and Historic Landmarks Commission Ordinance") have been met and;

WHEREAS, Southern Shores Historic Landmarks Commission has undertaken an inventory of properties of historical, architectural, prehistoric and cultural significance within the Town of Southern Shores caused to be made an investigation and report on the historic, architectural, prehistoric, educational or cultural significance of the property known as the Sokol House, located at 23 Porpoise Run in the Town of Southern Shores; and

WHEREAS, a written application was received from the record owner(s) of the property requesting the property be designated as a historic landmark; and

WHEREAS, the Southern Shores Historic Landmarks Commission held a public hearing on June 27, 2017 to consider designating the Sokol House located at 23 Porpoise Run as a historic landmark; and

WHEREAS, the Southern Shores Town Council has taken into full consideration all statements and information in the application and the designation report prepared for the Southern Shores Historic Landmarks Commission and presented to the Southern Shores Town Council on the 3rd day of October, 2017, on the question of designating the property known as the Sokol House located at 23 Porpoise Run currently owned by Courtney W Clements as a historic landmark, and

WHEREAS, the property known as the Sokol House, located at 23 Porpoise Run in the Town of Southern Shores and more particularly described as the house and lots shown as Lots 13 & 14, Block 29, Section 3, Southern Shores Amended Plat "B", as shown and described in Exhibit A attached hereto, remains as an excellent example of the Flat Top vacation house form designed by famed Outer Banks developer Frank Stick; and

WHEREAS, the property known as the Sokol House, located at 23 Porpoise Run in the Town of Southern Shores is a prime example of the Flat Top inspiration that Frank Stick brought to Dare County in the late 1940s; and

WHEREAS, the exterior of the house known as the Sokol House continues to follow the overall form of the Stick design including an extended overhang and a bright or whitewashed exterior; and

WHEREAS, the Sokol House located at 23 Porpoise Run in the Town of Sothern Shores was developed in 1958 which incorporated the Flat Top roof design inspired by preexisting properties developed by Frank Stick; and

WHEREAS, the Southern Shores Historic Landmarks Commission has recognized the special significance of the Sokol House in terms of its historical, prehistoric, design, setting, workmanship, materials, feeling and/or association and has recommended that the property be designated a "historic landmark" as outlined in Section 17-3 of the Historic Landmark Designation and Historic Landmarks Commission Ordinance; and

WHEREAS, the Division of Archives and History of the North Carolina Department of Cultural Resources has reviewed and commented on the application and designation report for the Sokol House.

NOW, THEREFORE BE IT ORDAINED by the Southern Shores Town Council that:

Section 1. The property and structure known as the Sokol House, located at 23 Porpoise Run in the Town of Southern Shores, North Carolina jurisdictional area, more particularly described in Exhibit A, is hereby designated a historic landmark pursuant to Part 3C, Article 19, Chapter 160A of the General Statutes of North Carolina and the Southern Shores Historic Landmark Designation and Historic Landmarks Commission Ordinance.

Section 2. The owner(s) and occupants (s) of the property known as the Sokol House be given notice of this ordinance as required by applicable law and that a copy of this ordinance be filed and indexed in the office of the Register of Deeds of Dare County, as required by applicable law.

Section 3. In accordance with Part 3C, Article 19, Chapter 160A of the General Statutes of North Carolina and Southern Shores Historic Landmark Designation and Historic Landmarks Commission Ordinance, a second copy of the ordinance shall be kept on file in the office of the Southern Shores Town Clerk and be made available for public inspection at any reasonable time. A third copy of the ordinance and all amendments thereto shall be kept on file with the Southern Shores Planning and Code Enforcement Department.

Section 4. In accordance with Part 3C, Article 19, Chapter 160A of the General Statutes of North Carolina and the Southern Shores Historic Landmark Designation and Historic Landmarks Commission Ordinance, the exterior and site features of all historic landmarks are always under the purview of the Southern Shores Historic Landmarks Commission's Certificate of Appropriateness provisions.

Section 5. All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 6. Any part of the ordinance determined by a court of competent jurisdiction to be in violation of any law or constitutional provision shall be deemed severable and shall not affect the validity of the remained.

Section 7. In the event the demolition, removal, or destruction of the property is authorized as provided by law, such action may be delayed up to 365 days as provided by Section 17-9 of the Historic Landmark Designation and Historic Landmarks

Commission Ordinance.

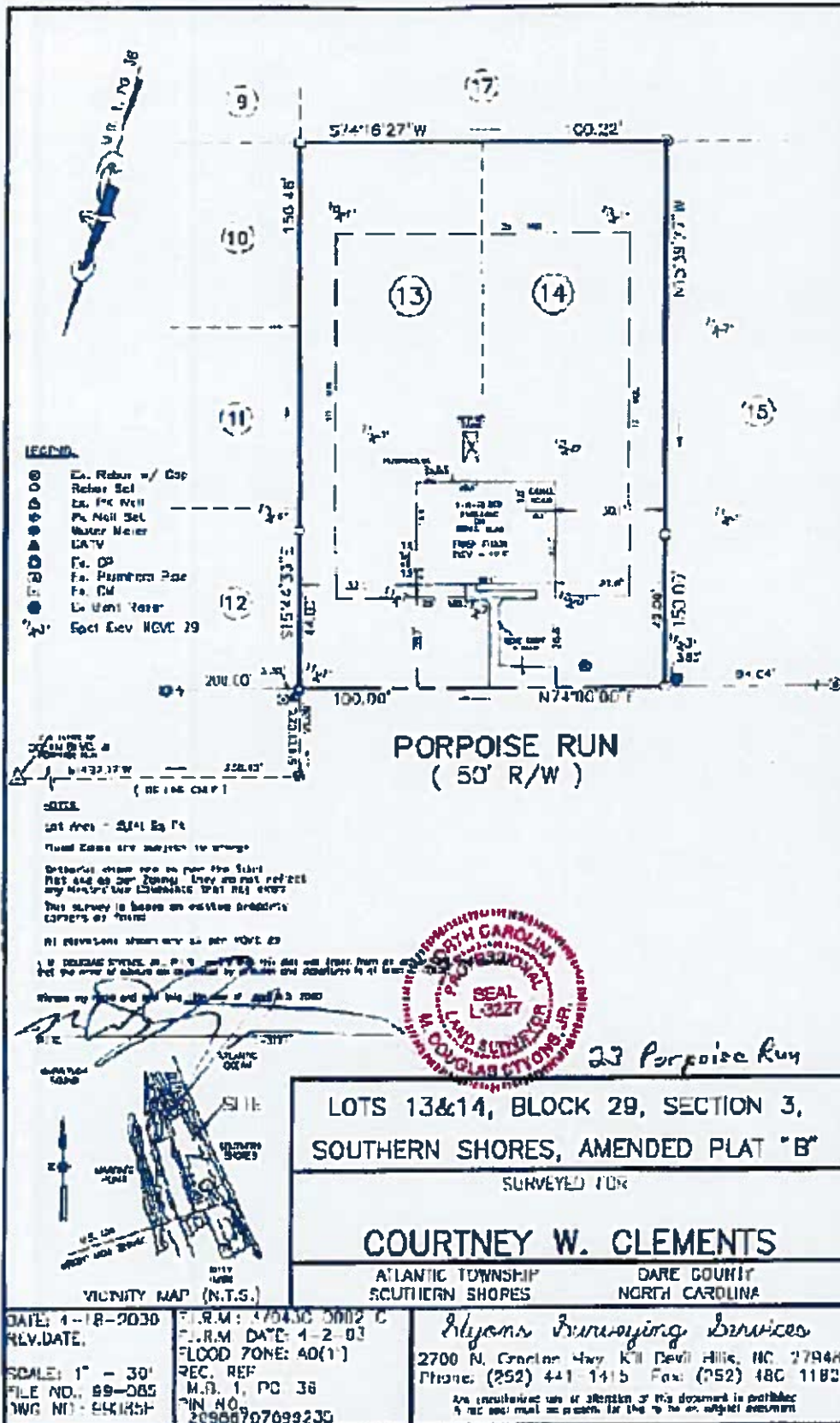
Section 8. This ordinance shall become effective immediately upon its adoption.

ATTEST:

Thomas G. Bennett, Mayor

Sheila Kane, Town Clerk

EXHIBIT A





County of Dare

Office of the Board of Commissioners

P.O. Box 1000 | Manteo, North Carolina 27954 | 252.475.5700

Robert Woodard
Chairman

Wally Overman
Vice Chairman

Jack Shea
Steve House
Rob Ross
Jim Tobin
Danny Couch

Robert L. Outten
County Manager / Attorney

Gary Lee Gross
Clerk to the Board

August 11, 2017

Mr. John K. Dorman, Program Director
NCFMP
4105 Reedy Creek Road
Raleigh, NC 27607

Luis Rodriguez, Chief
Engineering Management Branch
Federal Insurance and Mitigation Administration
FEMA
500 C Street SW Room 423
Washington, DC 20472

Dear Gentlemen:

For the past several months, local officials have been reviewing the Dare County preliminary flood maps released by FEMA. At the August 7, 2017 Board of Commissioners meeting, the Board voted to submit comments about some concerns that have been identified locally. These concerns are as follows:

Street Addresses on the FRIS webpage

The Flood Risk Information System (FRIS) webpage has deficiencies in the address search function resulting in inaccurate identification of property locations. In some instances, the search feature identifies addresses that are off by several numbers and in other cases, the addresses identified do not even exist in the Dare County street address system. The Dare County staff uses the Dare GIS system to locate the property and then works from this location to identify the property on the FRIS. The inability to use the FRIS address system is frustrating for county staff, property owners and other users such as insurance agents and mortgage professionals who must contact Dare County for a letter certifying the correct address due to the inaccuracies of the FRIS webpage. The street address issue should be adjusted to function accurately.

Map Legends

The legends on the maps created by the FRIS webpage use the technical description of the Shaded X zone – 0.2% of the annual flood hazard – with no accompanying label of Shaded X included on the final product. The X zones do not include any label.

Individuals not familiar with flood map terminology find this to be confusing since the legend does not convey the appropriate information. We request the legend options on the map output be revised to include the Shaded X label and the X zone label. This revision would result in a product that fully conveys all of the appropriate information for end users of the map output feature.

Local Government Involvement

The preliminary flood maps for Dare County include the unincorporated areas of the county and the six municipal areas of Manteo, Nags Head, Kill Devil Hills, Kitty Hawk, Southern Shores and Duck. The Dare County staff often serves as the liaison with the towns during the map development and review process. In an effort to better facilitate input from all local governments, Dare County requests that staff from all local governments be fully engaged during the initial stages of any future map development process. Such engagement would enable firsthand accounts of areas of concern. Periodic updates from the State to the local governments during map development would also be beneficial by ensuring property owners and officials are apprised of any future changes that may be forthcoming.

Update FEMA coastal flood model

In February 2017, Spencer Rogers of the NC SeaGrant program presented information on the preliminary flood maps to the Dare County Board of Commissioners. He discussed the changes in the various flood zones on the Dare preliminary maps and how these areas were impacted during Tropical Storm Hermine and Hurricane Matthew. Mr. Rogers indicated the FEMA coastal flood models are somewhat outdated and other models exist that reflect flood risks more accurately than the FEMA coastal flood model. He also stated that FEMA protocols require the State to use the FEMA models despite better models being available. We encourage FEMA to update their coastal flood models and to review their protocols to ensure any models used in the development of FIRMs provide the best available analysis of flood risks.

Shallow Flooding

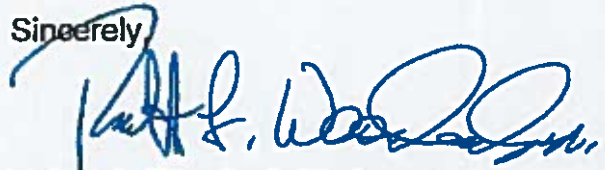
The preliminary flood maps for Dare County include AO zones along some portions of the oceanfront of Dare County. These AO zones reflect shallow flooding resulting from overtopping of the primary dunes along the oceanfront. In 2016, Dare County experienced flooding from Tropical Storm Hermine in September and Hurricane Matthew in October. Although some of the flooding during these events was from rising sound tides, many areas flooded from extreme rainfall associated with these storms. Some of the flooded areas are currently designated Shaded X and X zones on the 2006 FIRMs including areas along NC 12 Highway that experienced significant flooding from the torrential rains of Hermine and Matthew. Future FIRMs should address shallow flooding from rainfall in addition to those areas that may experience shallow flooding from the overtopping of primary dunes.

BFEs and X zones on preliminary maps

The preliminary maps feature widespread changes in the boundaries of the special flood hazard areas with a significant number of properties being removed from the SFHAs into Shaded X or X zones. For those properties remaining in the SFHA, BFEs are decreasing as much as four feet. These changes, as explained by the NCFMP staff, are the result of more precise flood modeling of the potential flood risks for Dare County. Some of the areas with lower BFEs and Shaded X/X zone properties are areas for which there is empirical knowledge of flooding from Hurricane Irene, TS Hermine and Hurricane Matthew. Although the preliminary maps should positively affect insurance rates for many property owners in Dare County, locally we are concerned that many property owners may cancel flood insurance coverage on their homes and businesses. Then, years from now when the FIRMs are updated again, these property owners may face costly insurance rates if their property reverts back to a SFHA or higher BFE. Dare County is considering the implementation of local elevation standards to be used in conjunction with the preliminary maps and we sincerely hope our local efforts will account for any future flood insurance maps. We encourage the State and FEMA to undertake outreach activities to educate property owners on the flooding conditions depicted on FIRMS and more importantly what flood hazards are not addressed by the FIRMs. Property owners and citizens may not understand that only some hazards are addressed by the flood maps for any given area and they should be advised to act accordingly to protect their property.

On behalf of the Dare County Board of Commissioners, I respectfully submit these comments outlining the issues and concerns that have been identified. We in Dare County have direct experience of the destructive nature of flooding and the importance of mitigating flood hazards. We look forward to your response to these comments on the preliminary flood maps.

Sincerely,



Robert L. Woodard, Chairman
Dare County Board of Commissioners

Cc: Dare County Board of Commissioners
Robert Outten, County Manager
Donna Creef, Planning Director
Chris Layton, Town of Duck
Peter Rascoe, Town of Southern Shores
Andy Stewart, Town of Kitty Hawk
Debbi Diaz, Town of Kill Devil Hills
Cliff Ogburn, Town of Nags Head
Kermit Skinner, Town of Manteo

September 26, 2017

MEMORANDUM

From: Wes Haskett, Town Planner
To: Town Council
CC: Peter Rascoe, Town Manager

RE: Consideration of Land Use Plan Update Proposals

In accordance with the Town Council's June 6, 2017 FY 17-18 budget adoption, Town Staff solicited proposals for updating the Town's currently adopted Land Use Plan which were posted on the Town website and published on the NCPlan listserv on July 20, 2017 and August 22, 2017. One proposal was submitted in response to the first publication (Holland Consulting Planners, Inc.) and another proposal was submitted in response to the second publication (N-Focus Planning & Design, Inc.).

The following fee proposals were submitted:

- Holland Consulting Planners, Inc. (found on page 16 of proposal): "The proposed scope of services will be accomplished for a not-to-exceed budget not to exceed \$37,500. Proposed fee is inclusive of deliverables; no additional fee will be charged for the requested ten (10) bound copies or digital files."
- N-Focus Planning & Design Inc. (found on page 25 of proposal): "Fees and cost are not known until we are able to reach an agreement and establish a fee; however, our projects of similar scope appearing on page 8 of this Statement of Qualifications & Proposals have all fallen in the range of \$22,000 to \$28,000. Depending on a few variables, Southern Shores should be able to anticipate a similar fee. Additional cost that are not included in our fee such as printing, notices, etc. should be budgeted to include \$2,000 to \$3,000 for printing over the total project period."



h c p logo

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March 1, 2012

Mr. Jeff Haskett, Town Planner
Town of Southern Shores
6575 W. Virginia Ave. #101
Suite 101, Southern Shores, North Carolina 28586

RE: Proposed CDDMA and Use Map Update

Dear Mr. Haskett:

We are pleased to submit our proposal for preparation of the Town of Southern Shores CDDMA and Use Map Update. As Project Lead, we will serve as the primary contact between the Town of Southern Shores and Haskett Consulting Planners. We will represent the town at public meetings with the Planning Board, and Town Council, and will represent and conduct the public workshops and public hearings. Linda Howard, Project Manager, will provide assistance in data collection and analysis, prepare reports, mapping, and will also attend some of the meetings.

Haskett Consulting Planners, Inc. is enthusiastic about the opportunity to serve the Town of Southern Shores and earnestly solicits your award of this project to us. Our staff is committed to our growth and we encourage you to contact any of them to discuss our project requirements. We would welcome the opportunity to a personal interview.

Sincerely,

L. David Haskett

L. David Haskett, AICP
Project Lead

Bill Haskett
Bill Haskett

Project Proposal:



Southern Shores, North Carolina CAMA Land Use Plan Update



HOLLAND CONSULTING PLANNERS

T. Dale Holland, AICP, Principal
Holland Consulting Planners, Inc.
3329 Wrightsville Ave, Suite F
Wilmington, North Carolina 28403

910/392-0060, dholland@hcbplanning.com



FIRM PROFILE



Holland Consulting Planners, Inc., (HCP) was established in 1987 to provide quality comprehensive planning and grant management consultant services. T. Dale Holland, AICP, is the firm's owner and president. While a wide range of planning capabilities are provided, our principal focus is on land use planning and regulation, urban design, and community development. We strongly believe in providing exceptional service to our client base. We have particular interest in enriching the urban fabric in communities across the state of North Carolina.



The firm maintains offices in **Wilmington** and **Washington, NC**. The majority of our staff is located in our Wilmington office, our firm's headquarters. Our staff consists of experienced professionals who are members of the American Institute of Certified Planners, in addition to other organizations associated with the built environment.

The firm has prepared over 100 land use and comprehensive plans, and over 45 zoning/unified development and subdivision ordinances. Other planning experience includes the preparation of sign regulations, hazard mitigation plans, recreation plans, urban design guidelines, and comprehensive housing strategies. Recently, we have placed a large focus on the inclusion of health and wellness-related concerns in an effort to stem the tide of chronic disease.

HCP has participated in many development projects. The firm worked with the City of Goldsboro on the Envision 35: Goldsboro Urbanized Area Comprehensive Plan, and also completed a Comprehensive Plan for the City of Clinton. Other past projects include The Center City - West Greenville Revitalization Plan and the Shallotte Vision Plan. The West Greenville Plan, in particular, has been highly successful in catalyzing private development and continues to be a tool utilized by city leaders to revitalize the area adjacent to East Carolina University.

2010 Marvin Collins Outstanding Planning Award

Given to the firm for its 2009 Comprehensive Planning • Small Community

The award is awarded to Holland Consulting Planners, Inc.

In recognition of the Public Hearing 2009 Vision Plan

Issued by the Town of Southern Shores

Ray Jones

Mayor

Kevin C. Smith

Mayor





FIRM PROFILE

The following provides a summary of the capabilities of Holland Consulting Planners, Inc.

Planning

Comprehensive and Growth Management Plans
Code and Ordinance Preparation, including
Unified Development Ordinances
Bicycle and Pedestrian Plans
Corridor Plans
Hazard Mitigation Plans
Emergency Response Plans
Economic Development Plans
Downtown Plans
Transportation and Parking Plans
Open Space Plans
Shoreline Access Plans
Public Involvement Plans and Charrettes

Community Development

Environmental Review Records
Analysis of Impediments to Fair Housing Choice
Consolidated Plans and Annual Action Plans
Housing Rehabilitation Administration
HMGP Elevation and Acquisition
Housing Needs Assessment

Urban Design

Community Design Plans
Placemaking Strategies
Parks and Open Space Conceptual Design
Streetscape Design
Site Planning
Computer Visualization (existing and proposed)
Design Review
Site Evaluation and Selection

Administrative & Management Services

Zoning and Planning Administration
Planning and Design
Project Management
Program Development
Grant Administration
Graphics, Mapping, and Auxiliary GIS
Business Retention, Expansion, and Recruitment
Communication, Community, and Public Relations
Workload Overflow

Holland Consulting Planners, Inc.

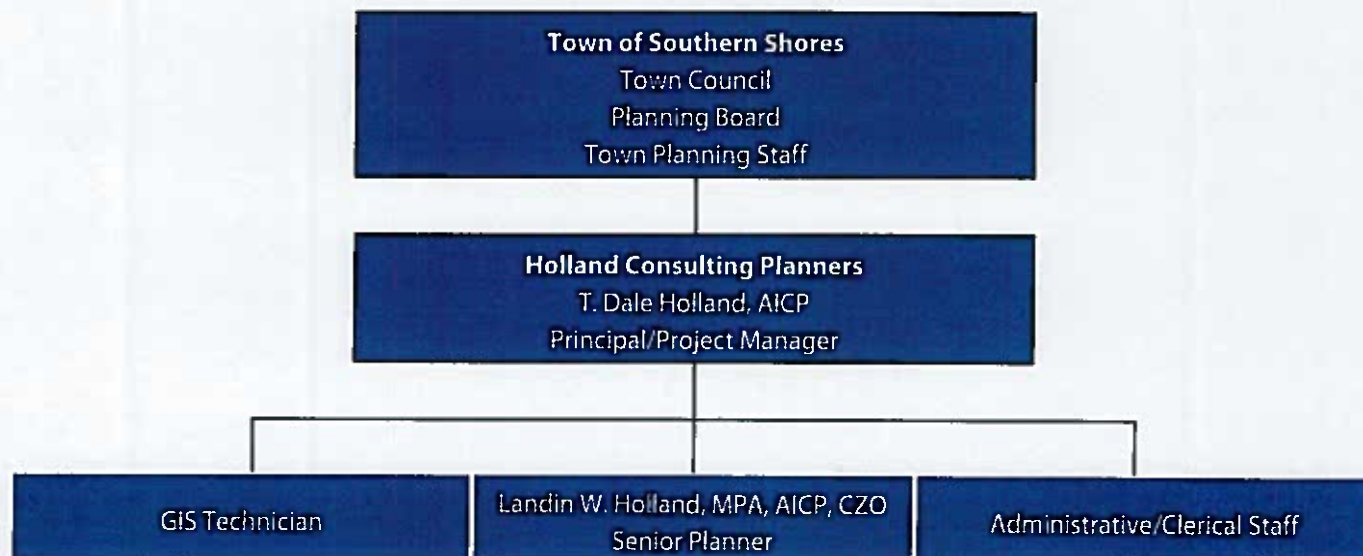
3329 Wrightsville Avenue, Suite F
Wilmington, North Carolina 28403
Phone: 910/392-0060 • Fax: 910/392-2839
Website: www.hcpplanning.com
E-mail: wilmington@hcpplanning.com

Peterson Building, 310 West Main Street
Washington, North Carolina 27889
Phone: 252/946-0877 • Fax: 252/946-7912
E-mail: washington@hcpplanning.com





Organizational Chart



Proposed Planning Team

T. Dale Holland, AICP, will serve as Project Lead and primary project contact. He will be responsible for overall project design, coordination, quality control, public presentations, and final product. Mr. Holland has over 45 years of planning and administrative experience, including a thorough knowledge of North Carolina land use laws and regulations. **Landin W. Holland, AICP, MPA, CZO**, Senior Planner, will assist with preparation of data collection and analysis, general project assistance, public presentations, and supervision of required mapping. In addition, the HCP project team is supplemented by an **administrative support staff** which has over 25 years of experience in producing planning documents in an efficient and timely manner. Résumés for project team members, including experience with similar communities, are attached.

Team Capabilities

- ◆ NCI Charrette training
- ◆ Multi-modal transportation planning experience
- ◆ Form-Based Code Institute training
- ◆ SmartCode training
- ◆ Health and wellness (active living) planning experience
- ◆ Urban design experience
- ◆ Traditional Neighborhood components experience
- ◆ Web-based codes experience
- ◆ Specific corridor analysis, including land use impact on transportation



PROJECT TEAM ORGANIZATION

T. DALE HOLLAND, AICP **PRINCIPAL**

PROFESSIONAL AFFILIATIONS:

American Institute of Certified Planners (AICP)

EDUCATIONAL BACKGROUND:

East Carolina University, A.B. Geography, 1969
East Carolina University, M.A. Geography, 1971
NCI Charrette Planner Training, April 2008

PUBLICATIONS, AWARDS, PRESENTATIONS:

"The Effect of Water Pollution on Industrial Locations within the Roanoke River Basin," Master's Thesis

2010 Marvin Collins Outstanding Planning Award
(Comprehensive Planning - Small Community) - Polk County
20/20 Vision Plan

2014 Marvin Collins Outstanding Planning Award (Honorable
Mention, Comprehensive Planning - Large Community) - Envision
35: Goldsboro Urbanized Area Comprehensive Plan

RELEVANT PROJECT EXPERIENCE:

City of Clinton, North Carolina
2035 Comprehensive Plan

Town of Edenton, North Carolina
Police Department Redevelopment Plan
Housing Inventory Assessment

City of Goldsboro, North Carolina
Envision 35: Urbanized Area Comprehensive Plan

City of Kinston, North Carolina
2013 Unified Development Ordinance
Plan Kinston (Comprehensive Plan)

City of Laurinburg, North Carolina
Laurinburg Walks: A Plan for Health & Mobility
2015 Unified Development Ordinance
Plan Laurinburg 2035 (Comprehensive Plan)

Town of Oak Island, North Carolina
Plan Oak Island Comprehensive Plan

Polk County, North Carolina
20/20 Vision Plan (Comprehensive Plan)
2010 Unified Development Ordinance

Town of Wadesboro, North Carolina
2015 Comprehensive Pedestrian Plan

Mr. Holland earned his B.A. and M.A. in **Geography** with a minor in **Planning** from East Carolina University. Before starting his own planning firm in 1987, he worked in various planning positions in Virginia and in Rocky Mount and Wilmington, NC. The firm has prepared over **100 land use and comprehensive plans**, over 45 zoning/unified development and subdivision ordinances, and has been actively involved in North Carolina's Disaster Recovery Program, including the management of Hurricane Fran HMGP elevation/acquisition projects and Hurricane Floyd acquisition/rehabilitation projects. Mr. Holland has extensive experience working with municipalities in southeastern North Carolina. He is a member of the **American Institute of Certified Planners**.

PUBLIC INVOLVEMENT EXPERIENCE:

Mr. Holland has extensive public participation experience including training by the **National Charrette Institute**. Engaging the citizenry within the jurisdiction of a given project is an integral process of nearly all planning efforts completed at Holland Consulting Planners (HCP). Some projects require a greater level of participation than others. Over the years, HCP has established proven techniques and exercises to include the public, solicit valuable input, establish consensus, and limit controversy. More information for planning and urban design projects completed in the past, the majority of which included public involvement, is available on the HCP website: <http://hcpplanning.com/work/>





PROJECT TEAM ORGANIZATION

LANDIN HOLLAND, MPA, AICP, CZO **SENIOR PLANNER**

PROFESSIONAL AFFILIATIONS:

American Planning Association (APA)
American Institute of Certified Planners (AICP)
Urban & Regional Information Systems
Association (URISA)
NC Certified Zoning Officials (CZO)

EDUCATIONAL BACKGROUND:

B.S. Geography, 1998
B.S. Urban Planning, 1998
M.A. Public Administration, 2004
East Carolina University

NC Association of Zoning Officials Certification Program, UNC
School of Government, May 2010
Form-Based Code Institute Training, 2008-09
SmartCode Workshop, 2008

PUBLICATIONS, AWARDS, PRESENTATIONS:

"Funding the Town of Ayden Stormwater Management Program,"
Master's Thesis

RELEVANT PROJECT EXPERIENCE:

Town of Atlantic Beach, North Carolina
2004-06 CAMA Core Land Use Plan
2008 Unified Development Ordinance

City of Clinton, North Carolina
2035 Comprehensive Plan

City of Goldsboro, North Carolina
Envision 35: Urbanized Area Comprehensive Plan

City of Kinston, North Carolina
Plan Kinston (Comprehensive Plan)

City of Laurinburg, North Carolina
Laurinburg Walks: A Plan for Health & Mobility
2015 Unified Development Ordinance
Plan Laurinburg 2035

Town of Oak Island, North Carolina
Plan Oak Island Comprehensive Plan

Pender County, North Carolina
Southeastern NC Regional Hazard Mitigation Plan

Polk County, North Carolina
20/20 Vision Plan (Comprehensive Plan)

Mr. Holland earned his B.S. in **Geography**, B.S. in **Urban Planning**, and M.A. in **Public Administration** from East Carolina University. He has worked for Holland Consulting Planners, Inc., since 1999. His principal focus has been on land use planning and hazard mitigation. Other areas of experience including stormwater regulations and supervision of the firm's Geographic Information Systems (GIS) work. Mr. Holland has administrative planning experience on 20 Environmental Review Records, 25 Hazard Mitigation Plans, administration of flood recovery projects, and assistance on or supervision of 14 **CAMA Land Use Plans**. Mr. Holland has recently attended training workshops on Form-Based Code and SmartCode. He is a member of the **American Institute of Certified Planners**.





PROJECT TEAM QUALIFICATIONS

Envision 35: Goldsboro Urbanized Area Comprehensive Plan

City of Goldsboro, North Carolina
Jennifer Collins, Senior Planner
200 N. Center Street, Goldsboro, NC 27530
919/580-4327, jcollins@goldsboronc.gov

Project Commenced: September 2011

Project Completed: March 2013

Public Participation: public meetings, survey instrument, charrette, open house meetings, project website, public hearing

Recipient of a 2014 Marvin Collins
Outstanding Planning Award -
Honorable Mention

Plan Oak Island (2016 Comprehensive CAMA Land Use Plan)

Town of Oak Island, North Carolina
Jake Vares, Planning & Zoning Coordinator
4601 E. Oak Island Drive
Oak Island, NC 28465
910/201-8054, planner@ci.oak-island.nc.us

Project Commenced: January 2015

Project Completed: February 2016

Public Participation: public meetings, survey instrument, charrette, open house meetings, project website, public hearing

Clinton 2035 Comprehensive Plan - Clinton, NC

City of Clinton, North Carolina
Mary Rose, Planning Director
227 Lisbon Street
Clinton, NC 28328
(910) 299-4904, mmr@cityofclintonnc.us

Project Commenced: September 2013

Project Completed: May 2015

Public Participation: public meetings, survey instrument, charrette, open house meetings, project website, public hearing

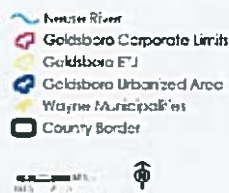
Please refer to the attached project sheets for more detailed information regarding the above-listed projects.



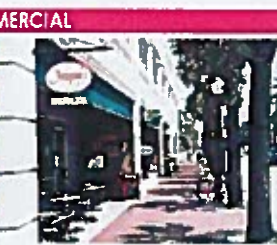
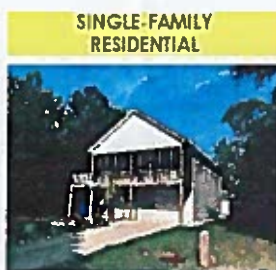
Envision 35: Goldsboro Urbanized Area Comprehensive Plan - Goldsboro, NC

The City of Goldsboro, lead agency for the Goldsboro MPO, undertook the preparation of a Comprehensive Plan to provide a 20-year plan for the Goldsboro Urbanized Area and the five (5) future interchanges to be constructed along the US 70 Goldsboro Bypass. The plan area included the City of Goldsboro, its extraterritorial jurisdiction (ETJ), and an area of unincorporated Wayne County beyond the City ETJ. The major focus of the plan included a coordination of future land use with transportation planning and coordination of land use with healthy/active living activities. The goal of this planning effort was to provide a creative and dynamic plan to guide the future long-term growth and development of this rapidly developing urban area. The Envision 35 Plan was the recipient of a 2014 NCAPA Marvin Collins Outstanding Planning Award - Honorable Mention for Large Community Comprehensive Planning.

What is the Urbanized Area?



Plan Oak Island (2016 Comprehensive CAMA Land Use Plan) - Oak Island, NC



The Plan Oak Island Comprehensive CAMA Land Use Plan is a long-range policy document with a particular time horizon - twenty years in the case of Oak Island. The plan includes an assessment of existing conditions, a summary of public input, projection of future needs for topics relating to land use and development, and a comprehensive listing of goals, policies, and strategies. Because the Town of Oak Island is located in one of the twenty Coastal Area Management Act (CAMA) counties, the plan will address issues relating specifically to coastal growth and development.

Future Land Use Visual Preference Survey

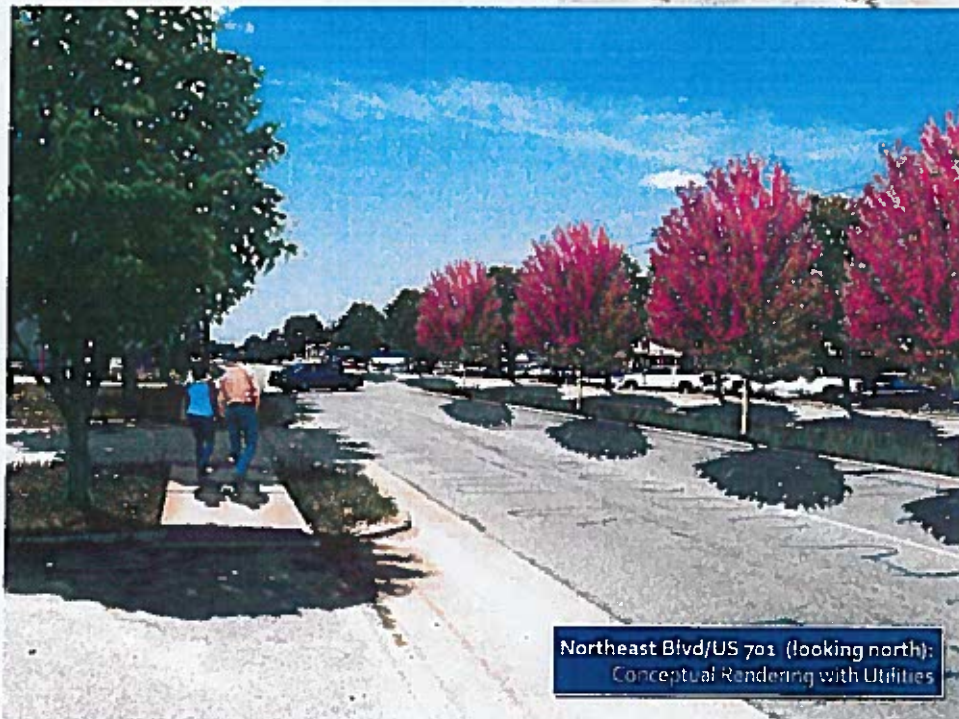


Clinton 2035 Comprehensive Plan - Clinton, NC

In 2013, the City of Clinton undertook the preparation of a 2035 Comprehensive Plan. The plan was prepared in conjunction with a diverse Advisory Committee which met fourteen times during development of the plan. An extensive citizen participation process was utilized which involved two city-wide input meetings, five neighborhood meetings, a dedicated project website, and a city-wide survey. The primary objective of the plan is to provide a foundation for Clinton to engage in the growth process which is occurring in the surrounding region. Major implementation concerns include CBD preservation, creation of medical art/service district, and beautification of transportation corridors.



Northeast Blvd/US 701 (looking north):
Existing Conditions



Northeast Blvd/US 701 (looking north):
Conceptual Rendering with Utilities



The HCP project team experience has shown that the development of a solid foundation for the preparation of a successful CAMA Land Use Plan is crucial. Accomplishment of thorough, effective public/stakeholder participation will be essential to the construction of an adequate plan. Emphasis must be placed on broad-based participation in the orientation phase of overall plan development, including key non-government stakeholders and town representatives. A plan which has not been developed with broad-based participation will not be properly implemented; therefore, it is vital that a meaningful participation process be conducted.

Using a website for outreach has proven to be a very successful tool in soliciting public input. During an 8-month period, a similar website established for the Town of Oak Island Comprehensive CAMA Land Use Plan had 4,464 visitors. It is an efficient way for the members of the public who may not have time to attend scheduled meetings to "weigh in" and comment on drafts of the plan as it is developed. Such a website will be developed as a facilitation tool for the Town of Southern Shores CAMA Land Use Plan planning process. The website will be interactive, and provide a wide range of information including meeting dates and times, surveys, documents, and drafts of the plan sections.

This planning process and, ultimately, the CAMA Land Use Plan should:

- Provide historical, current, and forecast data with regard to demographics/economics (town planning jurisdiction, county, and relative to the town's essential interaction with its regional surroundings).
- Identify strategic public initiatives supported by the community and aimed at achieving the overall Town vision.
- Future land use goals and policy statements to address, at a minimum, the following: land use management, public access, land use compatibility, infrastructure carrying capacity and services, natural hazard areas, water quality, transportation, economy, and other areas of local concern.
- Development of an effective future land use map and supporting strategies.
- Provide a document suitable for certification as a CAMA Land Use Plan.

Specifically, the scope of services included in this proposal provides for the full range of planning services to facilitate the creation of a CAMA Land Use Plan and defines tasks necessary for the completion of the plan, including:

- Project Initiation (organization).
- Citizen Participation Plan.
- Research and Analysis (data collection).
- Plan Format/Development (plan structure and organization).



Project Initiation

Project initiation will involve multiple tasks which will result in the definition of the concerns/issues/objectives that must be addressed in overall development of the plan update. The initiation phase will begin immediately following the issuance of a notice to proceed. The following tasks will be accomplished:

- Conduct a 1-day study area visit to refine the project team's understanding of the existing conditions. This visit will be scheduled concurrent with a start-up meeting with the town during which the following will be discussed: contract details/scope, project schedule, existing plans/data, refinement of project activities, meeting schedule, stakeholders, etc. This site visit will include a physical orientation tour of the town.
- Identify sections of the CAMA Land Use Plan to be updated and develop recommended updates. The project team will meet with the Town of Southern Shores Town Staff to review the recommended updates to ensure that the project is consistent with the scope of services.
- Develop a specific citizen participation plan (CPP) in order to define a collaborative effort with the partners/stakeholders, public at-large, town, and affected organizations.
- Conduct meetings with staff, elected officials, and representatives of various boards to discuss/collect pertinent data.
- Establish an interactive website dedicated to the CAMA Land Use Plan.
- Develop a citizen survey (to include information from absentee property owners) for widespread distribution and posting on the project website.
- Initiate review of existing plans, ordinances, and documents pertaining to Southern Shores and the surrounding area.

The project team will conduct a data needs inventory to identify the types and formats of data required for the project, including geographic, demographic, and economic data. This effort will include local plans, studies, and regulations that must be reviewed. The project team will compile and assess GIS data layers available from the town, county, and NCDOT, and identify additional GIS data layers available from other sources that will augment analyses. A data-needs analysis will be compiled that addresses additional data needed, along with the desired format. The results of the data needs inventory will be provided to the town for discussion on specific data to acquire. The project team will need the support/direction of the town to assist in the gathering of data, as needed, using the analysis.

Citizen Participation Plan

Effective continued citizen participation must be sustained throughout the process of developing the CAMA Land Use Plan. This effort should be specifically defined in a Citizen Participation Plan (CPP). The following summarizes the potential elements of the CPP:

- Establish protocol with the town staff, Planning Board, and Town Council.
- Conduct up to four (4) work sessions with the Planning Board and one (1) work session with the Town Council (total of five [5] work sessions). All meetings will be advertised, posted on the website, and open to the public.



SCOPE OF SERVICES

- Conduct a minimum of two (2) public workshops with a printed agenda, PowerPoint presentation, handouts, displays, and materials.
 - First public workshop. Progress report - current status, identification of sections and/or sections to be updated.
 - Second public workshop. Progress report - presentation of suggested updates.
- Submit the plan to the Town Council for work session and consideration prior to submittal to the Division of Coastal Management.
- Submit the plan to the Division of Coastal Management for review and comment.
- Present final plan at a public hearing. Public hearing should be held following receipt of Division of Coastal Management comments.

To ensure that the public is informed of meeting times and has access to the draft CAMA Land Use Plan throughout this process, the following steps will be taken:

- Social media will be utilized on an as-needed basis.
- Sign-up sheets will be placed in the Southern Shores Municipal Building. Individuals who place their names on this list will be mailed or emailed notices announcing meeting times for review of the CAMA Land Use Plan.
- Notices of all public meetings will be advertised in a non-legal advertisement section of the local newspaper, in addition to being placed in the Municipal Building.
- Notices of all public meetings will be, at a minimum, e-mailed to civic groups and other interest groups (to be determined in concert with the town).
- Copies of the draft plan will be placed at the Municipal Building for citizen review, as well as being available at all meetings to ensure that the citizens in attendance can review items being discussed.
- The project team will create and maintain an **interactive project-dedicated website** to both collect and disseminate information regarding the project. The website will be especially valuable in reaching out to absentee property owners. The draft plan (as well as all notices) will be posted on this CAMA Land Use Plan website so that citizens may either review the document online or print it. Having the CAMA Land Use Plan posted online will ensure that the most recent information is available and will reduce printing costs. Information regarding the project website will be posted in the local newspaper.

Research and Analysis

Review of Data, Regulations, Plans, and Studies

The project team will review data collected as the result of the project initiation phase. The project team will also review information supplied by the town (or identified by the town) related to local services, programs, initiatives and private investments that will have a bearing on future growth and development in the town and its immediate surroundings. Included in the information provided by the town should be relevant reports and budget information from town departments, capital improvement program information, reports from various local boards and organizations, private development proposals, State of NC initiatives, etc. This information will be used in combination with information acquired through other sources (i.e., stakeholder interviews, study area visit, etc.)



in the assessment of existing conditions and considered in the development of implementation strategies once the plan begins to take shape.

Stakeholder Interviews

The project team will conduct interviews with up to fifteen (15) key stakeholders (including major property owners) and service providers who can speak to the issues identified and share plans and information that will have an impact on the direction of the plan. The list of interviewees will be determined by the town with input from the project team. These interviewees may include community and neighborhood leaders, including local business representatives. Interviews will be conducted in-person, and scheduled immediately following project start-up.

Inventory and Assessment of Existing Conditions/Results of Interview Process and Data Review

The project team will inventory the existing conditions gathered during the previous review process and stakeholder interviews to provide a "snapshot" of Southern Shores in 2017. These conditions will be assessed to determine the issues and opportunities to be considered as the plan is developed. Consistent with the CAMA Land Use Plan, the project team will address each of the elements as follows:

- Community appearance.
- Return on investment.
- Land use/infrastructure relationship/coordination, including capacity analysis.
- Preservation of residential areas.
- Consideration of the impact of current or pending State planning legislation.
- Southern Shores' "role" in a developing coastal North Carolina.
- Future land use map.
- Comprehensive documentation that will help guide political decision makers for rezonings and land use decisions.
- Reference to or incorporation of existing planning documentation.
- Assessment of ongoing planning efforts and projects currently underway.
- Sound coastal planning principles and practices.
- Response to the new CAMA land use planning guidelines (15A NCAC 7B).

Planning Board Meeting/Issues and Opportunities

In a regularly scheduled meeting with the Planning Board, the project team will discuss key issues identified through the Research and Analysis phase. Following the meeting, the project team will summarize the issues and opportunities related to the plan elements that should be considered in the development of the plan. These results will be presented to the Town Council in written form, in addition to being posted on the CAMA Land Use Plan website.



Plan Format/Development

The project team will undertake the primary responsibility for editing and writing the final plan document. Specific focus will be provided in drafting clear, concise policies that can be supported by findings from town studies and surveys, best practices, and/or successful application in other jurisdictions. The project team will design the plan document, including development of the format and layout, as well as producing high-quality illustrations and graphics relevant to data gathered and any maps which may be needed. The CAMA Land Use Plan will include, at a minimum, the following key elements:

- Community Profile
 - Population (regional population growth, age and gender composition, racial composition)
 - Housing (dwelling unit growth, age of dwelling units, dwelling unit value, housing affordability, units in structure data)
 - Economy (employment by industry, leading employers, income, educational attainment, vehicle availability and travel time to place of work, quality of life)
- Land Use
 - General development patterns, transitions, and compatibility
 - Neighborhoods, districts, and corridors
 - Commercial/mixed use development
 - Housing types
 - Suitability analysis methodology and data summary (analysis description, objectives and limitations, data preparation, technical approach, suitability classes [least suitable, low suitability, moderate suitability, high suitability])
- Economic Development
- Recreation, Parks, and Open Space
- Public/Private Utilities
 - Drinking water
 - Wastewater disposal (chronic wastewater treatment system malfunctions)
 - Stormwater
 - Maintenance of facilities and assets
- Community Services and Facilities
 - Health care resources
 - Law enforcement
 - Fire protection and emergency medical services (EMS)
 - Emergency management
 - Historic properties
 - Educational resources
 - Natural gas
 - Administration
- Transportation
- Shoreline Management



- Environment (physiography and drainage, climate)
 - Water quantity and quality
 - Areas of environmental concern/environmentally fragile areas (estuarine waters, public trust areas, coastal shorelines, wetlands, Natural Heritage Program Natural Areas, slopes in excess of 12%, excessive erosion areas)
 - Hazard mitigation and preparation
 - Areas of resource potential (regionally significant parks, marinas and mooring fields, floating homes, aquaculture, channel maintenance, marine resources [water quality], finfish/finfish habitat/primary nursery areas, shellfish)
 - Public health hazards
 - Flood hazard areas
- Projections/Future Demand (population, housing, economy, community facilities, transportation, stormwater systems)
- Future Land Use (land use categories and future land use map)
- Goals and Implementing Strategies
 - Public Access
 - Land Use Compatibility
 - Infrastructure Carrying Capacity
 - Natural Hazard Areas
 - Water Quality
 - Local Areas of Concern
- Tools for Managing Development

Plan Document Design

Plan document presentation will be essential to its ultimate acceptance and implementation. If the document is not inviting in its appearance, it will not be read. At a minimum, the plan document will include:

- Extensive color graphics;
- Before- and after-design concepts, including photographic simulations;
- Extensive color mapping;
- Implementing strategies connected to applicable goals, objectives, timelines and responsible agency;
- Graphic presentations of data;
- Preparation of an executive summary following document adoption;
- Specific plan document implementing actions to aid in continuing planning process beyond plan preparation;
- Incorporation of important graphic components of existing documents;
- Elimination of unnecessary verbiage. Focus on core goals, priorities, strategies.



Project Schedule

The project will be completed over a 12-month time period. The target deadline for adoption is September 2018. See chart below for a listing of tasks and associated timeframe.

Phase	Project Task	Timeframe
Phase I:	• Issue Notice to Proceed	August 2017
	• Project Initiation/Citizen Participation Plan	August-September 2017
Phase II:	• Research and Analysis	September-November 2017
Phase III:	• Plan Format/Development	November 2017-May 2018
Phase IV:	• Submit plan to the NC Division of Coastal Management for review and comment (75-day review period required)	June 2018
	• Public Hearing	September 2018

Consultant's Expectations of the Town

The project team will rely on the town for the following:

- Provide timely review of material provided by the project team.
- Serve as a directional resource for data collection.
- Provide local knowledge/input.
- Provide project contacts to attend all public meetings.
- Assist with distribution of the project survey.
- Provide payment of invoices for publication of meeting notices.
- Provide coordination with the Planning Board and Town Council.

Progress Reporting

The project team shall:

- Communicate at least monthly with town staff to summarize activities, progress, and obstacles.
- Meet with town staff prior to scheduled public workshops and public hearings or meetings.
- Facilitate all public workshops and provide support to town staff at Planning Board meetings and public hearings.
- Provide briefings to town staff via email with monthly summaries of activities, progress, and obstacles.



Project Budget

The proposed scope of services will be accomplished for a not-to-exceed project budget of \$37,500. Proposed fee is inclusive of deliverables; no additional fee will be charged for the requested ten (10) bound copies or digital files.

Hourly Rates

T. Dale Holland, AICP	\$160.00
Landin Holland, MPA, AICP, CZO	\$100.00
GIS Technician	\$ 65.00
Administrative/Clerical Staff	\$ 60.00

Deliverables

Deliverables shall include:

- Acrobat 6.0 (or more recent) files.
- MS Word text.
- Original hardcopy materials, with documents sized for portrait letter or horizontal tabloid printing.
- One set of draft handouts, electronic presentations and sample display materials shall be provided in print or PDF format for staff review two weeks prior to the scheduled deadline for submitting materials.
- Needed handouts and electronic presentations and display boards shall be provided to the Town Planner for distribution no later than 14 days preceding all public workshops, Planning Board meetings, or public hearings at which presentations will be made.
- Ten hard copies of the updated CAMA Land Use Plan and one digital copy of all Microsoft Office documents and PDF files.
- Plan executive summary.

NOTE: All documents, printed or electronically produced as part of this project shall be the property of the Town of Southern Shores. The Town will remain free to copy and edit any and all documents and presentation materials, electronic or otherwise. Electronic documents will not be locked or password protected and the Town shall retain the ability to edit and update documents, including original word processing, spreadsheet, database, and resulting PDF files.

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Planning • Public Administration • Urban Design

Statement of Qualifications & Proposal CAMA Land Use Plan Update Town of Southern Shores



N-Focus Planning & Design, Inc.
313 South Main Street, Suite 110
Kannapolis, NC 28081
704.933.0772
NFocusplanning.org

September 11, 2017

Contents

1. Executive Summary.....	4
2. Company Profile.....	4
3. Corporate Structure, & Organization.....	5
4. Services & Planning Activities	6
5. Statement of Approach & Project Scope	9
6. Staff of N-Focus & Team Members for CAMA LUP Update	14
7. Land Use Plan Projects Schedule	24
8. Fees & Costs.....	25
9. Land Use Plan Experience, Projects and References	26
10. Sample Project Illustrations of Adopted plans.....	27
11. List of Clients Served by N-Focus Planning Team.....	29

1. EXECUTIVE SUMMARY

Project Statement. N-Focus understands that the Town of Southern Shores wishes to update its 2012 CAMA Land Use Plan in accordance with State Guidelines for land use planning within the coastal region, specifically 15A NCAC 07B.

2. COMPANY PROFILE

N-Focus, was established in 2002 as a land planning firm to provide consultation to clients interacting with local governments in high-end development projects. By 2007 N-Focus, LLC was replaced by N-Focus, Incorporated, and ultimately committed exclusively to North Carolina local governments in 2009. Since 2009 our emphasis has been on **municipal planning, public administration and code enforcement** activities provided by public agencies.

To remain true to the original goal Mr. Flowe set in the 80's, of fulfilling the needs of smaller communities, we have served municipalities ranging in population from under 400 to 40,000. County governments served have ranged in size from under 50,000 to over 200,000 in population. Through this specific client focus, we can provide the most appropriate, relevant, compliant, and comprehensive planning products to smaller communities in the State. The recruiting efforts to expand from **5 employees in mid-2009 to over 20 in 2017** exemplifies the validity of the firm's commitment to public service and the calculated approach to our own corporate growth. For online information on our company and the services and opportunities offered, visit our website:

www.nfocusplanning.org

The mission of N-Focus is to support local government in its efforts to provide effective and efficient public service to the benefit of its citizens, businesses and those investing in their communities. We do this by targeting the needs of smaller local governments who face challenges meeting the changing demands in communities across the state. Whether the task involves growth and development or any other specialty of public service we retain these fields of expertise internally on a permanent basis. Through N-Focus, specialized talents may be assigned to function as temporary personnel with daily or temporary assignments to lead, guide, assist or simply perform these tasks.

The corporate mission statement of N-Focus is a very simple one: ***"N-Focus is committed to serve the public, to help local governments do their best at local government, and to provide the client jurisdiction with affordable experience and a sense of confidence in our company's capability through the employment of qualified individuals who share a common goal and motivation."*** Every N-Focus employee is expected to make every effort to serve the client and its citizens with this mission in mind. We are a team and we achieve this mission daily, for the good of the community, for the good of the client, and the good of the company.

This information presents our firm and the unique nature of N-Focus in the public service arena. I welcome you to the innovation that is present in the firm and I hope that you will find our services useful to you as a community leader and to the citizens your organization serves.

F. Richard Flowe, AICP, CFM
Founder & President

3. CORPORATE STRUCTURE, & ORGANIZATION

Professionals active in the provision of service to our clients manage the firm as section directors leading each professional category including planning, public administration and code enforcement, reporting directly to Patricia A. "Patti" Rader, Manager. The personnel are team oriented with team leaders working with management to allocate the best possible resources to the challenges of the client's project.

The teams are structured into categories, which reflect the daily operation of the firm. The *Staff of N-Focus* section will illustrate the team members and their responsibilities.

CORPORATE OFFICE

313 South Main Street, Suite 110
Kannapolis, North Carolina 28082-0430
Telephone: 1-704-933-0772
www.nfocuplanning.org

CORPORATE STRUCTURE

N-Focus is chartered in the State of North Carolina as a subchapter "S" corporation. All members of the Board of Directors and all Officers of the Corporation are employees of N-Focus, Incorporated.

CORPORATE ORGANIZATION

N-Focus is guided by a board of directors appointed to guide the future growth and expansion of the firm. The Board meets annually.

Board of Directors

Chair	F. Richard Flowe
Vice Chair	David C. Flowe
Secretary/Treasurer	Patricia A. Rader
Member	Leamon B. Brice
Member	Robert E. Clark
Member	John E. Ganus

Officers of the Corporation

President/CEO	F. Richard Flowe
Manager/COO and Secretary/Treasurer	Patricia A. Rader
Executive Vice-president	David C. Flowe
Vice president, Code Enforcement Division	John E. Ganus
Vice President, Planning Division	Robert E. Clark
Vice President, Public Administration Division	Leamon B. Brice

4. SERVICES & PLANNING ACTIVITIES

Planning

- City and Regional Planning
- Downtown and Small Area Planning
- Analysis ... Forecasts ...Visioning
- Comprehensive Planning
- Land Use & Land Development Planning
- Implementation Services
- Annexation (policies, processes and procedures)
- Geographic Information System/Mapping Functions
- Special District Planning – Historic & Waterfront District Plans
- Interim & Part-time Staffing
- Strategic Planning

Growth Ordinances

- Growth & Development – including Unified Development Ordinances, Zoning Ordinances & Subdivision Ordinances
- Property Maintenance Codes
- Watershed and Flood Damage Prevention

Administration/Enforcement

- Code Administration and Enforcement Staffing
- Board Training
- Staff Training and Technical Assistance
- Zoning and Growth management & Development Regulation Administration
- Housing and Nuisance Regulations Enforcement
- Civil Process Enforcement

Public Administration/Management

- Interim & Part-time Administration
- Interim & Part-time Management (call for details on statutory employment compliance)
- Operations, Finance and Personnel Consultations
- Professional Personnel Search & Placement Recruiting
- Project Management
- Process Improvements
- Public Involvement & Facilitation

Grants & Funding

- Applications and Administration
- HUD Services and Consolidated Plans

LAND USE PLANNING & DEVELOPMENT ORDINANCE RELATIONSHIP

Successful communities are prepared communities. They seek clear direction and guidance before implementation to achieve the goals they seek. The Comprehensive Land Use Plan serves as a foundational guide for decisions made by both property owners and leadership. The plan should be at the center of local decision making.



Development ordinances that are consistent, follow in step, and implement the plan serve as a set of standards & specifications for growth & development that meet the goals of the plan. This concise linkage between the comprehensive land use plan and the growth & development ordinances should always be straight forward, reflect the goals of the community and represent a common-sense approach.

We see this *"plans & specs"* approach to growth and development as being very familiar to many people; therefore, ***"Lead with a plan, and implement with the specs"*** is the moto we work by. Regardless of the goals set by the community, the comprehensive plan and its implementation process should create, and stimulate opportunity to achieve those goals.

Our staff works as a team - a team of passionate local government professionals who *accomplish more for less*. They are both comfortable & confident facilitating public meetings, maintaining jurisdictional records including emails, and respecting both public accountability & transparency in public. In our work, we craft a composite of community design, physical infrastructure, and civic building blocks to achieve the vision for our communities.

Our approach to every project, and function we fulfill provides the jurisdiction an integrated role within the locality. We call it the *'Elastic Town Hall'*. We function more like a supportive contract staff in the jurisdictions we serve, rather than out-of-town consultants.

We believe in the 'right person on the right assignment'.

We also fully understand and respect the rights of all property owners, meaning the rights of the property in question balanced with the rights of those adjacent property owners. Our personnel understand the realities of infrastructure, financial & market constraints, state & national environmental policies, trends both our nation & our region face, and challenges involved in the growth of local communities & community values. Our company's model for providing public service keeps our staff immersed in the day-to-day success, consequences, and outcome of their professional actions.

Our ability to work within the Town Halls we serve takes an integrated approach, where our corporate presence is transparent. Our team members clearly understand the purpose, authority, and consequences of decisions made inside an office because most our staff serve in an official role in at least one local government jurisdiction on a weekly basis, year-round. This local foundation means N-Focus personnel administer the policies & plans we write, and those written by others.



To the ***local government administration and planning agency***, this experience means that we fully comprehend the accountability to the citizenry and to the public process. Your community is unique in so many ways; however, experience with tried and true public policy principles make N-Focus your resource for both conventional public policy on growth and public services as well as your resource for innovative, forward thinking concepts to create the community your leadership desires. Our belief in public service and commitment to your administration's goals will ensure the proper professional representation in both the development and administration of your public policy, to meet *your community's* needs.

5. STATEMENT OF APPROACH & PROJECT SCOPE

It is with this in mind N-Focus is pleased to submit our proposal, subject to modification by contractual provision, working with the staff of the Town of Southern Shores to complete a comprehensive assessment and update the currently adopted Coastal Area Management (CAMA) Land Use Plan in accordance with applicable State Guidelines (15A NCAC 07B).

PHASE 1 – PROJECT ORIENTATION AND REVIEW:

Task 1.1 – Project Orientation and Scoping Session(s): Once selected, the N Focus Project Team (hereafter “Team Members”) will begin working with Town staff to finalize contracts and project timelines for completion of the activities detailed in the RFP. Concurrently, Team Members will conduct information meetings/charrettes with:

1. Town Administrative Officials and Staff (i.e. Manager, Clerk, Planner(s), etc.)
2. Elected Officials, and
3. Local Advisory Board members

to review local land use issues in an effort to garner participants impressions on the current state of the successes and opportunities for improvement related to the existing land use plan. This will include a frank and honest dialogue allowing participants to identify areas of concern and focus considered to be most critical in an effort to guarantee the success of the land use plan update. Team Members will also review minimum State requirements for the land use plan update with key stakeholders in an effort to ensure all parties are fully aware of the opportunities and constraints associated with the project. These meetings will be designed to allow participants to identify key leaders and collaborative networks already operating within the community that should be engaged as part of the revision/update.

In order to ensure the successful completion of the project, Team Members will work with the Town to create a Project Development Committee (PDC) comprised of the Town Manager, a member of the Planning Department, a member of the elected body, and a member of a local advisory board to act as the lead work group on the project.

During this phase, Team Members will complete a tour and reconnaissance of the Town to further our understanding of the issues, obstacles, and opportunities that underlie the development and implementation of the Town’s current land use plan.

Task 1.2 – Analysis of Background: Applicable Plans. Team Members will collect and review relevant data and background information including, but not limited to: recent changes in State law impacting land use regulatory policies, the adopted land use plan, small area plans/studies, and existing land use regulations. This will allow Team Members to identify and define the major adopted goals and policy values of the Town and aid in our initial project assessment.

Findings from this task of the project will be organized into a brief summary highlighting key issues and provide an outline identifying potential opportunities for change. This report will also serve as a central foundational element for Team Members and the PDC with respect to identifying and building community involvement in the process as we move forward.

Sub-Task 1.2 Deliverable: Summary Highlighting Key Issues and Identifying Opportunities.

Task 1.3 – Finalize Public Notification Policy. Team Members will work with the PDC and other appropriate Town staff to develop and formalize a consistent branding and format of project related announcements and updates.

As part of this project, Team Members plan to implement an aggressive strategy for public involvement in the land use plan update to include, at a minimum:

- Interviews with key community stakeholders as identified by the PDC,
- Newspaper articles/information blurbs placed on the Town website outlining the intent, purpose, and goals of the project with information on future community meeting(s). As part of this project, Team Members will be recommending the development of a webpage on the Town website geared to providing information on the land use planning process in general and the scope of the project as a whole,
- An on-line survey for local residents and business owners to complete during various phases of the project on the current opportunities and constraints facing the Town of Southern Shores. It is our intent to have a minimum of 2 distinct surveys soliciting input on various aspects of the project,
- 2 initial public workshops intended to outline the purpose and scope intent of the project. These workshops will be essential in allowing the Team Members to educate local residents on the specifics of the project, to understand their concerns, to solicit suggestions, and provide feedback on opportunities for addressing various issues within the revised land use plan,
- A minimum of 2 meeting(s) with the Town Planning Board during the development of the revised land use plan to review the project and seek guidance and recommendation(s) associated with the proposed update,
- During this time period, Team Members will hold a minimum of 2 public workshops designed to present the draft aspects of the land use plan for review and comment,
- A final meeting with the Planning Board to seek their recommendation on the updated land use plan, and
- A public hearing before the Town of Southern Shores Town Council for approval of the updated CAMA Land Use Plan.

Please note throughout this process Team Members shall provide periodic updates to members of the PDC and local CAMA officials, as well as providing content for the for placement on the Town website, as the project progresses. This will include posting of all survey results and minutes for various workshop and stakeholder meetings.

Additional social media involvement is possible (i.e. creation of a Facebook page to encourage additional community dialogue) based on direction from the Town.

Task 1.4 – Finalize Action Plan. Working with Town staff and the PDC, the Team Members will develop a formal action plan identifying key dates for various meetings, conferences, workshops, and closeout of the project around existing Town meeting schedules, breaks, and the pending holiday season. Once approved, the project team will implement and adhere to the action plan unless the Town requests a modification.

Task 1 Deliverable: Final Adopted Action Plan including Approved Public Notification Policy and Schedule.

Task 1.5 – CAMA Meeting. Team Members will meet CAMA officials to review information generated within Task 1.

ANTICIPATED TIMELINE TASK 1: 30 to 45 days from notice of contract award being received.

PHASE 2 – Initiation of Public Outreach and Involvement Strategy.

At this phase of the project, Team Members will develop and roll out several measures intended to garner a high level of community participation. The Public Involvement Strategy will be comprised of the following sub-tasks:

- *Sub-Task 2.1 – Meeting with local community stakeholders. Team Members will meet with local community stakeholders and initiate a dialogue intended to identify the various successes and potential opportunities for improvement related to the existing land use plan. Team Members shall provide the PDC with a synopsis of the responses.*

Sub-Task 2.1 Deliverable: Summary of Community Stakeholder Responses and Suggestions.

- *Sub-Task 2.2 – Develop and Disseminate Community Survey. Team Members will, in consultation with the PDC, develop an initial survey for citizen input on the project. The purpose of the survey will be to educate local residents about:*
 1. The Town's current land use plan including existing policies, objective and goals;
 2. Review the scope of the project including a breakdown of regulatory requirements associated with the completion of the land use plan update;
 3. Ascertain citizen attitudes and opinions on the current state of the Town and its various regulatory efforts; and
 4. Solicit input on the land use plan update.

The results will provide valuable feedback and help identify potential strengths and weaknesses that will assist Team Members and the PDC with its review of existing, and potential development of new, policies, objectives, and goals. Team Members shall provide the PDC with a synopsis of the responses.

Sub-Task 2.2 Deliverable: Summary of Survey Responses.

- *Sub-Task 2.3 – Public Workshop/Charrette. Team Members will hold 2 initial workshops to educate local residents and other interested parties on the nature of the project, solicit input, provide the results of the survey responses, identify opportunities for modification of existing land use plan policies and/or goals, and solicit additional feedback on the project as a whole.*

This will be an opportunity for residents, property owners, and decision-makers to assist the Team Members further understand the desired development policy of the Town as it relates to the land use plan update.

Public input from the workshop attendees will be incorporated into an 'Land Use Plan Update Report' identifying desired revisions and new policy initiatives for review by the PDC, local advisory boards, and elected officials.

Team Members shall provide the PDC with a synopsis of the responses received during the public workshop.

Sub-Task 2.3 Deliverable: Summary of Public Work Shop/Charrette Responses and Implementation Priority Report

- *Sub-Task 2.4 – Planning Board Discussion. Team Members will meet with the Town Planning Board to review the results of the survey and workshops.*

This meeting will serve as a sounding board to review input and ascertain the viability of various

opportunities for modification of existing land use plan policies and/or goals. Feedback received will be essential for the project team in completing the first draft of the revised land use plan. Team Members will work with Town staff to ensure the PDC receives the minutes from this meeting for review, discussion and guidance.

- *Sub-Task 2.5 – PDC Meeting. Team Members will meet with the PDC to review available data/responses and discuss opportunities in addressing identified concern(s). A final report shall be prepared by Team Members summarizing/memorializing decision points made during this review.*
- *Sub-Task 2.6 – CAMA Meeting. Team Members will meet CAMA officials and Town staff to review the results of the public outreach efforts.*

Task 2 Deliverable: Report Documenting Responses from all Public Meetings.

ANTICIPATED TIMELINE TASK 2: 60 days from the completion of Task 1.

PHASE 3: Completion of Draft CAMA Land Use Plan Update

Task 3.1 Completion of Final Draft CAMA Land Use Plan: At this stage, Team Members will complete a final assessment of existing land use policies and goals and develop a final draft land use plan for presentation to the PDC. This will include the following:

1. Identification of any and all inconsistencies with current land use plan policies and goals and State law,
2. Impacts recent court decisions, if any, on local land use policies,
3. Changes in State law with respect to required components of the land use plan that need to be incorporated into the update,
4. Identification of solutions employed by surrounding communities with an assessment of success and/or failure,
5. Summary of how proposed modifications are consistent with Town goals and policies, and
6. A final draft CAMA Land Use Plan.

Task 3.1 Deliverables: Final Assessment and Draft Land Use Plan.

Task 3.2 – Review of Draft CAMA Land Use Plan with CAMA officials. Team Members will facilitate a meeting with local CAMA officials to review and discuss the draft land use plan. Anticipated outcomes of the meeting include:

- (1) Verification the draft plan is consistent with applicable State policies and requirements; and
- (2) Verification that plan map(s) and exhibits comply with applicable standards.

The overall intent and purpose of the meeting is to ensure the draft CAMA land use plan is consistent with State requirements.

Task 3.2 Deliverables: Meeting Summary Notes on State review of Draft CAMA Land Use Plan.

Task 3.3 – Development Leadership Retreat. Team Members will facilitate an all-day retreat with the PDC, management, and advisory board members to present our findings and recommendations. Outcomes of the retreat will include:

- (1) Polling of members on the recommended changes;

- (2) Discussion of opportunities, constraints, and alternatives, and
- (3) Finalization of recommended changes to the land use plan for public presentation.

The meeting will be used to allow Team Members to identify specific policy objectives and goals the Town can adopt in an effort to address concerns identified during previous public outreach efforts and project scoping sessions. A goal of the retreat will be to reach agreement on proposed revisions and/or suggested changes so Team Members can finalize the document for eventual public presentation.

Task 3.3 – Second Public Workshop. Team Members will incorporate review comments and PDC input into a final draft CAMA Land Use Plan to be presented at a second public workshop.

This workshop will be designed to educate local residents on the new land use plan, discuss potential impacts, provide a forum whereby Team Members and Town staff can outline anticipated dates/times for possible public hearings on the land use plan, and solicit final input from the public on the project. The project team will summarize comments from the meeting in a report and incorporate, to the best of our ability, any and all concerns identified during the meeting.

Task 3.3 Deliverables: Summary of Workshop Comments and Suggestions.

ANTICIPATED TIMELINE TASK 3: Between 100 to 120 days to ensure ample time for public presentation of Draft Land Use Plan as well as sufficient time for CAMA officials to review and discuss the final draft with Team Members.

PHASE 4: Presentation of Final CAMA Land Use Plan.

Team Members will present the final draft of the CAMA Land Use Plan to the Planning Board during a regularly scheduled meeting. This draft shall incorporate any modifications designed to address comments from the second public workshop as well as any recommendations from the PDC and staff. Team Members will be available to present the final draft at a maximum of 2 Planning Board meetings as directed by the Town.

Following the formal action by the Planning Board, Team Members will incorporate any input and modifications contained within the Planning Board recommendation to the Town Board.

This will be presented at a previously advertised public hearing.

Team Members will produce the final document that reflects any and all modifications required by the Planning Board and Town Board for final review and approval.

Task 4 Deliverables: Final CAMA Land Use Plan as required by RFP/contract.

ANTICIPATED TIMELINE TASK 4: 120 days to ensure compliance with applicable local regulation(s) on advertising for both Planning Board and Town Council meeting(s).

TOTAL PROJECT TIMELINE: 9 to 12 months from notice of contract award.

6. STAFF OF N-FOCUS & TEAM MEMBERS FOR CAMA LUP UPDATE

The staff of N-Focus, Incorporated represents a degree of state and local government experience unparalleled by other firms serving North Carolina. These people were selected based upon their qualifications and dedication to public service.

N-Focus, Incorporated is an equal opportunity employer. Applicants for employment are selected based upon their professional experience, education, training, initiative and ability. N-Focus, Incorporated does not discriminate based on race, sex, age, national origin, sexual orientation, handicap or military history.

Planning Staff:

Master Planners:	Robert "Bob" E. Clark, AICP	Julie C. Fields, AICP, Esq.
Senior Planners:	Stephen "Steve" F. Austin, AICP	Michael "Mike" W. Avery, AICP
	Nadine Bennett, AICP	William "Bill" Duston, AICP
	F. Richard "Rick" Flowe, AICP	Timothy "Tim" Gauss, AICP
	Michael D. Harvey, AICP, CZO	Shelley Williamson, AICP
Urban Designer:	Gary R. Fankhauser, ASLA	
Infrastructure:	Adam M. Nowocin, P.E.	Brian M. Wilson, P.E.
Funding Specialists:	Stephen "Steve" F. Austin, AICP	Shelley Williamson, AICP
Planner II	Susan Closner, CZO	
GIS:	Nadine Bennett, AICP	

Public Administrators & Management Staff:

Senior Managers:	Leamon B. Brice, ICMA-CM	Ed Humphries, ICMA-CM
	Roe O'Donnell, P.E., PWLF	Barry Webb, ICMA-CM
Public Administrators:	Bill Bailey, CPM, CZO	Robert "Bob" E. Clark, AICP

Code Administration & Enforcement Staff:

Senior Officer:	John E. Ganus, CHCO, CZO		
Code Enforcement:	Bill Bailey, CPM, CZO	Susan Closner, CZO	Danny Eudy

The following team members are proposed for this project. Their professional resume cards appear in team structure order:

Project Manager:	Robert "Bob" E. Clark, AICP	
Senior Planners:	Nadine Bennett, AICP	Michael D. Harvey, AICP, CZO
Supporting staff:	Urban Design:	Gary R. Fankhauser, ASLA
	Public Administration:	Leamon B. Brice, ICMA-CM

Robert E. Clark, AICP

Master Town Planner

Education

MA, Geography, University of Northern Iowa
BA, Science, University of Northern Iowa
City and County Administration Program, Institute of Government, UNC Chapel Hill
Executive Development Program, UNC Chapel Hill
Main Street Manager's Training Program, NC Department of Commerce
Air Installations Compatible Use Zone (AICUZ) Certification, Naval School, Civil Engineering Corps
Certifications in Environmental Impact Assessment, Pedestrian Planning & Design, Capital Budgeting, HUD & National Development Council, Real Estate & Development Finance

Credentials and Affiliations

American Institute of Certified Planners (Reg. #015732)
American Society of Landscape Architects, (former Affiliate Member 1982-2004 #226271)

Employment & Experience

2013 – Current	N-Focus Planning & Design, Inc. – Master Town Planner
2003 – 2013	Clark Planning and Associates, LLC (Founder), Principal Planner
1997 – 2003	Benchmark, Inc. & Benchmark, LLC, Master Town Planner
1980 – 1981	Ferron Planning Group, Greenville, NC, Planner
1978 – 1997	Planning & Community Development Director, Kinston, NC
1973 – 1978	NC Division of Community Assistance, NE Field Office, Community Planner II
1972 – 1973	Iowa State University, Ames, IA, Instructor of Geography
1971 – 1972	Lab Technician Wastewater Treatment Plant & Engineering Assistant, Cedar Falls, IA

North Carolina Municipalities

Ayden

CDBG Neighborhood
Revitalization Grant

Beaufort

HPC Training
Waterfront Access Plan

Bogue

Board of Adjustment (BOA)
Training

Cape Carteret

Subdivision Regulations
Update

Cedar Point

BBOA Training

Edenton

Edenton-Chowan County
CAMA LUP Update

Emerald Isle

Land Use Analysis – Coast
Guard Rd. & NC 58
Governing Board Training

Grifton

Creekside Futures Plan &
Hazard Mitigation Plan

Designs & PARTF Grants

Overlook Park & Creekside
RV Trail Park

Pedestrian Master Plan
Recreation Trails Grant

Tree Board Member

Code Enforcement

Annexation Feasibility

Grimesland

PARTF Grant – Town Park
renovation & expansion

Havelock

Planner-In-Charge (4 years)
Planning Administration
Two CAMA Land Use Plans
Zoning Ordinance
Subdivision Ordinance
AICUZ Zoning Overlay
Planning Board Training
BOA Training
Initiated Annexation USMC
Air Station Cherry Point

Hookerton

Town Planner (10 years)
LWCF Park Conversion
Town Board Public Forum
Facilitator

Zoning Amendments
Planning Board training

Kenansville

Pedestrian Master Plan

Kinston

Director of Planning, Com.
Development & Inspections
NC Main Street Designation
Established Municipal
Service District
Established Historic District
Commission (5 National
Register & a Local
District)
Established Tree Commission
Land Use Plan update
Administered UDO
Flood Buyout Program
Numerous CDBG Grants
NC Housing Finance Grants
NC Salvage Yards Buy-Out
Program
Kinston-Lenoir Co. Parks &
Recreation Master Plan
Land & Water Conservation
Fund-Neuseway Park
Phase 1
Infrastructure Grants
All-America City 1988

Morehead City

Waterfront Access Plan

Maysville

Town Planner (10 years)
Subdivision Regulations
Annexations
Zoning Ordinance Updates
Zoning Map
Tree Ordinance
Tree Board Training
Tree City USA application

Mount Olive

Land Use Plan

N Topsail Beach

Zoning Ordinance Update
Subdivision Ordinance
Update

BOA Training

Rocky Mount

Improving Effectiveness of
Development Process

Sharpsburg

Planning, Zoning &
Subdivision Administrator
Subdivision Regulations

Snow Hill

Town Administrator (5 years)
Town Planner (9 years)
Annexations
Strategic Growth Strategies
Established & Trained
Recreation Commission
Established & Trained
Historic District
Commission
Expansion Snow Hill NR
Historic District
Established Economic
Development Advisory
Committee
Established Neighborhood
Advisory Committee
PARTF Grant – Greene
County Community
Center
Comprehensive Parks &
Recreation Plan
Skateboard Park
Urban Forestry Grants
Tree City USA

Swansboro

Stormwater Management
Plan

Williamston

Annexation Feasibility
Zoning Ordinance Update

Winterville

Planner-In-Charge
Zoning Ordinance Update
CDBG Neighborhood Grant
Housing Assistance Plan
Addressing Plan

Youngsville

Planning, Zoning, &
Subdivision Administrator

North Carolina Counties**Chowan**

Edenton-Chowan Co. CAMA
LUP Update

Subdivision Regulations

Currituck

Subdivision Regulations
Update

Gates

CAMA LUP

Halifax County

Planning & Development
Services Functional
Analysis &
Recommendations

Lenoir County

Administrator County
Inspections Program
CDBG Programs
Administration
PARTF Grant – Woodmen
Community Center
Water Park
Kinston-Lenoir Co. Parks &
Recreation Master Plan
Project Management Team:
Crossroads Strategic Plan
Farmers Market
Adaptive reuse-offices &
Historic Caswell
Fireman's Museum

Pender

CAMA LUP Update

Perquimans

CAMA LUP Update

Tyrell County

Facilitated establishment of
Countywide Corps of
Engineers 404 Drainage
Permit Process for
Farmers

Yadkin County

Interim Director of
Development Services
Facilitated first County
Management Team
Retreat
PARTF – Grant New Park
Rural Center – New
Generations Workforce
Development Grant
CDBG Administration
CDBG – Close-Out Water
Line
Infrastructure Project
Watershed Review Board
Planning Board
BOA
Mentored Permanent
Department Director

South Carolina

Richland County

Comprehensive Plan's
Implementation
strategies

Iowa

Cedar Falls

Annexation Feasibility North
Cedar
Impact of Wastewater
Treatment Plant on
Water Quality in Cedar
River
Sanitary Sewer Infiltration
Study

Development Organizations

Pride of Kinston, Inc.

(Downtown Development
Corporation) Organizer
Chaired Design & Property
Development
Committees

Grainger-Hill Revitalization,

Inc. (a.k.a. Call Kinston

Home, Inc)

Organization, Staffing,
Implementation of
Neighborhood
Redevelopment Plan

Housing Summit

Airport Commission –

Kinston & Lenoir County

Airport Compatible LUP

Professional References for Bob Clark

Bill Tatum, Town Administrator	Town of Youngsville, NC	919-516-5073
Sen. Don Davis, Former Mayor	Town of Snow Hill, NC	252-341-5548
Bill Ellis, Parks & Recreation Director	Kinston-Lenoir County, NC	252-939-3335
Jonathan Franklin, Town Manager	Town of Maysville, NC	910-743-4441
Aaron Church, Manager	Yadkin County, NC	336-679-4200

Nadine Bennett, AICP Senior Town Planner

EDUCATION

Master of Community Planning – Auburn University
BA English Literature – Davidson College

CREDENTIALS, AFFILIATIONS & AWARDS

American Institute of Certified Planners (AICP Certification #019087)

EMPLOYMENT & EXPERIENCE

2015 – Current N-Focus Planning & Design, Inc., Kannapolis, NC
2000 – 2015 Regional Planner, Centralina Council of Governments, Charlotte, NC
1998 – 2000 Planner / Zoning Administrator, Matthews, NC

North Carolina Municipalities

Albemarle

Zoning & Subdivision
Ordinance Updates
Planning Board Training

Badin

Land Use Plan
Zoning Ordinance

Belmont

Annexation
Land Use Focus Group
Facilitation
Sedimentation Control
Ordinance
Planning Board &
BOA Training

Bessemer City

Water & Sewer
Extension Policies
Annexation
Planning Board &
BOA Training

Brevard

Annexation

Cherryville

Zoning Ordinance
Update
Water & Sewer
Extension Plan
Land
Use/Transportation
Corridor Study
Annexation

China Grove

Staff Planner
Annexation Fiscal
Analysis
Board of Adjustment
Training

Cleveland

Planning Board &
BOA Training
Downtown Growth
Study
Land Use Ordinance
Review

Cornelius

Zoning Ordinance
Annexation
Planning Board &
BOA Training
Strategic Planning
Hired Staff Planner

Cramerton

Land Use Plan
Unified Development
Ordinance
Annexation
Planning Board &
BOA Training

Dallas

Hired Staff Planner
Annexation
Zoning Ordinance
Updates

Davidson

Hired Staff Planner
Annexation

East Spencer

Planning Board Training
Annexation

Fairview

Helped Organize
Planning Board &
BOA Training
Ongoing Staff Planning
Assistance

Faith

Helped Organize
Planning Board &
BOA Training

Gastonia

Zoning Ordinance
Unified Development
Ordinance

Granite Quarry

Annexation
Planning Board &
BOA Training

Harrisburg

Zoning Ordinance
Land Use Plan
Elected Officials Training
Annexation

High Shoals

Land Use Plan
Zoning Ordinance
Annexation
Huntersville
Hired Staff Planner
Wrote Recreation Grant

Indian Trail

Unified Development
Ordinance
Annexation
Planning Board &
BOA Training

Landis

Staff Planner
Annexation
Facilitated Governing
Board Retreat

Lincolnton

Land Use Plan
Unified Development
Ordinance
Corridor Land Use Plan
Planning Board &
BOA Training

Locust

Planning Board &
BOA Training
Annexation

Lowell

Annexation
Zoning Ordinance
Updates
Unified Development
Ordinance

Planning Board &
BOA Training

Marshville

Unified Development
Ordinance
Established Extra-
Territorial
Jurisdiction (ETJ)

Marvin

Organized Planning
Board & BOA
Elected Official Training
Tree Protection
Ordinance
Updated Subdivision
Ordinance

Zoning Ordinance
Staff Planner
Annexation

McAdenville

Zoning Ordinance
Codified Local
Ordinances

Planning Board &
BOA Training
911 Addressing

Midland

Planning Board &
BOA Training
Updated Zoning
Ordinance

Mint Hill

Annexation

Misenheimer

Planning Board &
BOA Organization &
Training
Elected Official Training

Monroe

Annexation
Land Use Plan
Zoning Ordinance
City Council Facilitation
Planning Board &
BOA Training

Mooresville

Staff Planner
Zoning Ordinance
Subdivision Ordinance
Corridor Plan
Land Use Plan
Annexation

Morven

Land Use Plan
Zoning Ordinance
Organized Planning
Board & BOA

Mount Holly

Land Use Plan

Mount Pleasant

Staff Planner

Annexation

New London

Annexation

Zoning Ordinance

Pineville

Staff Planner

Zoning Ordinance

Subdivision Ordinance

Corridor District

Updates

Small Area Plan

Ranlo

Staff Planner

Annexation

Richfield

911 Addressing

Rockwell

Annexation

Land Use Plan

Salisbury

BOA Training

Annexation

Spencer

Zoning Ordinance

Updates

Annexation

Facilitating Governing

Board Retreat

Spencer Mountain

Property Numbering

Stallings

Land Use Plan

Zoning Ordinance

Staff Planner

Annexation

Stanfield

Annexation

Zoning Ordinance

Stanley

Staff Planner

Annexation

Zoning Ordinance

Update

Troutman

Staff Planner

Subdivision Ordinance

Elected Official Training

Troutman

Staff Planner

Subdivision Ordinance

Elected Official Training

Unionville

Planner

Wadesboro

Subdivision Ordinance

Update

Waxhaw

Annexation

Zoning Ordinance

Unified Development

Ordinance

Land Use Plan

Staff Planner

Weddington

Staff Planner

Zoning Ordinance

Subdivision Ordinance

Facilitated Governing

Board Retreat

Planning Board, BOA &

Elected Official

Training

Hired Staff Planner

Wesley Chapel

Organized Planning

Board & BOA

Planning Board, BOA &

Elected Official

Training

Land Use Plan

Annexation

Wingate

Corridor Zoning

North Carolina Counties

Anson County

Redistricting

Cabarrus County

Land Use Regulations

Update

Soil Erosion Ordinance

Planning Board &

BOA Training

Gaston County

Unified Development

Ordinance

Iredell County

Zoning Ordinance

Land Use Plan

Planning Board &

BOA Training

Lincoln County

Zoning Ordinance

Subdivision Ordinance

Land Use Plan

Corridor Study

Planning Board &

BOA Training

Manufactured Home

Park Ordinance

Union County

Planning Board &

BOA Training

PROFESSIONAL REFERENCES FOR NADINE BENNETT

Vicky Brooks, Clerk	Mineral Springs, NC	704-243-0505
Sonya Gaddy, Clerk	Unionville, NC	704-226-0939
Bjorn Hansen, Sr. Transportation Planner	Gaston, Cleveland, Lincoln MPO	704-854-6632
Andi Stevenson, Executive Director	Lee Institute	704-714-4454
Dana Stoogenke, Director	Rocky River Rural Planning Org.	980-581-6589

Michael D. Harvey AICP, CFM, CZO Senior Town Planner

Education

BS Urban and Regional Planning – East Carolina University (1993)
BS Political Science – East Carolina University (1992)

Credentials, Affiliations & Awards

American Institute of Certified Planners (AICP #124525)
North Carolina Association of Floodplain Managers (CFM Certification #NC-10-0404)
North Carolina Association of Zoning Officials (NCAZO)
Recipient of the 1992 AICP/NC-APA Chapter Student Project of the Year Award – Jacksonville, NC

Employment & Experience

2015 – Current	N Focus Planning & Design, Inc., Kannapolis, NC – Contract Planner
2005 – Current	Orange County, Hillsborough, NC – Current Planning Supervisor/ Chief Zoning Enforcement Officer
1999 – 2005	Benchmark, Benchmark/CMR – Senior Planner/Project Manager
1997 – 1998	Town of Nags Head, NC – Zoning Administrator
1995 – 1997	Town of Farmville, NC – Director Farmville Downtown Partnership

North Carolina Municipalities

Atlantic Beach

Contract Planner –
Staffing
Planning Board Training
& Staff Support
Board of Adjustment
Training & Staff
Support
Zoning Ordinance
Amend.
Project Review &
Administration

Beaufort

Contract Planner –
Enforcement &
Permitting
Author CAMA
Waterfront Access
Management Plan
CAMA Permit Officer
Strategic Growth Plan
Cape Carteret
Contract Planner –
Enforcement &
Permitting

Cedar Point

Contract Planner
Planning Board Training
& Staff Support
Board of Adjustment
Training & Staff
Support
Zoning Ordinance
Amend.
Zoning Enforcement
Growth Management
Study
CAMA Permit Officer

Emerald Isle, NC

Contract Planner –

Staffing

Zoning Ordinance

Amend.

Authored Land Use

Planning Studies

Board of Adjustment

Training & Staff

Support

Havelock

Contract Planner –

Staffing

Zoning Enforcement

Officer

Kinston

FEMA Disaster Relief –

Flood Buyout

Program

(Fran & Floyd)

Enforcement &

Permitting

Peletier

Contract Planner –

Staffing

Planning Board Training

& Staff Support

BOA Training & Staff

Support

Zoning Ordinance

Amend.

Zoning Enforcement

Officer

Growth Management

Study

Swansboro

Contract Planner –

Staffing

Permit Review (On-Call

Basis)

North Carolina Counties

Currituck County

Ordinance Revisions –

Subdivision

Regulations

Haywood County

Hazard Mitigation Plan

Henderson County

Interstate Corridor

Study & Land Use

Pan

Washington County

CAMA Land Use Plan

Professional References for Michael Harvey

John Roberts, County Attorney	Orange County, NC	(919) 245-2318
Brian Ferrell, Attorney	Raleigh, NC	(919) 490-0500
Tom King, Planner	Hillsborough, NC	(919) 732-1270 ext. 85
Michael Hughes, Engineer	Durham, NC	(919) 270-6462
Dan Bruce, Inspector	Orange County, NC	(919) 245-2604
Jeff Thompson, Asset Mgmt.	Orange County, NC	(919) 245-2625
David Walker, Town Manager	Atlantic Beach, NC	(919) 726-2121



7. LAND USE PLAN PROJECTS SCHEDULE

CAMA Land Use Plan Update	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
KICK-OFF MEETING	N-Focus											
REVIEW 2012 LUP	N-Focus	N-Focus										
PROJECT WORK PLAN	N-Focus											
MONTHLY PROGRESS STATEMENTS	N-Focus	N-Focus	N-Focus	N-Focus	N-Focus	N-Focus	N-Focus	N-Focus	N-Focus	N-Focus	N-Focus	
DATA COLLECTION & ANALYSIS ON DEVELOPMENT, DEMOGRAPHIC & SOCIO-ECONOMIC TRENDS	N-Focus	N-Focus										
DATA COLLECTION & ANALYSIS ON NATURAL & MANMADE LAND USE CONSTRAINTS	N-Focus	N-Focus										
DETAILED ANALYSIS ON KEY OPPORTUNITY AREAS FOR DEVELOPMENT			N-Focus	N-Focus								
FISCAL & ECONOMIC IMPACT ANALYSIS			N-Focus	N-Focus								
PUBLIC ENGAGEMENT		N-Focus			N-Focus			N-Focus				
DIGITAL OUTREACH				N-Focus	N-Focus	N-Focus	N-Focus	N-Focus	N-Focus	N-Focus	N-Focus	
UPDATE FUTURE LAND USE MAP						N-Focus	N-Focus					
PROVIDE GUIDANCE ON LAND USE POLICIES & ACTIONS				N-Focus	N-Focus	N-Focus	N-Focus	N-Focus	N-Focus	N-Focus	N-Focus	
PROVIDE DRAFT RECOMMENDED AMENDMENTS & DIGITAL COPIES									N-Focus			
PLANNING BOARD MEETINGS, PUBLIC HEARING(S) & ADOPTION PROCEEDINGS										N-Focus	N-Focus	N-Focus



8. FEES & COSTS

Fees and cost are not known until we are able to reach an agreement and establish a fee; however, our projects of similar scope appearing on page 8 of this Statement of Qualifications & Proposal have all fallen in the range of \$22,000 - \$28,000. Depending upon a few variables, Southern Shores should be able to anticipate a similar fee. Additional cost that are not included in our fee such as printing, notices, etc. should be budgeted to include \$2,000 - \$3,000 for printing over the total project period.

This offering is valid until June 30, 2018.



9. LAND USE PLAN EXPERIENCE, PROJECTS AND REFERENCES

The listing of references does not include many of the department heads or staff we work with on a regular basis; therefore, when discussing our service with any of the references you may contact, please ask for the names of additional persons we may have encountered while in service to the client.

N-Focus' Comprehensive Land Use Plans for Municipalities in North Carolina

2016-Current Town of Andrews Comp Plan & UDO (adoptions February & April 2017)

N-Focus crafted both a *Comprehensive Land Use & Master Plan* adopted February 14, 2017 and *Andrews Development Ordinance* adopted April 11, 2017. N-Focus continues serving the Town of Andrews, its residents, community business owners and other stakeholders in the implementation of their new plan and UDO.

Reference: Mayor Nancy Curtis (828) 557-4192 or
email mayor@andrewsnc.com

Reference: Planning Board Chair, Jack Faulkner (828) 557-5530 or
email jfaul35570@gmail.com

2013-2015 Town of Marshville Comp Plan & UDO (adoptions February 1, 2016)

The N-Focus Team completed the *Town Plan 2035 – Land Use & Comprehensive Master Plan* and the companion *Marshville Development Ordinance (MDO)*. *Town Plan 2035* and the MDO were both adopted on February 1, 2016.

Reference: Planning Board Chair, Susan Drake (704) 624-3568

2011-2012 City of Creedmoor Comp Plan & UDO (adoptions May and June 2012)

The N-Focus Team completed the newly adopted *City Plan 2030 – Land Use & Comprehensive Master Plan* and the companion *Creedmoor Development Ordinance (CDO)*. *City Plan 2030* was adopted May 14, 2012 and the CDO was subsequently adopted on June 26, 2012.

Reference: Planning Director, Michael Frangos (919) 764-1016 or
email: mfrangos@cityofcreedmoor.org

2010-2011 Town of Midland Comp Plan & UDO (adoptions August & September 2011)

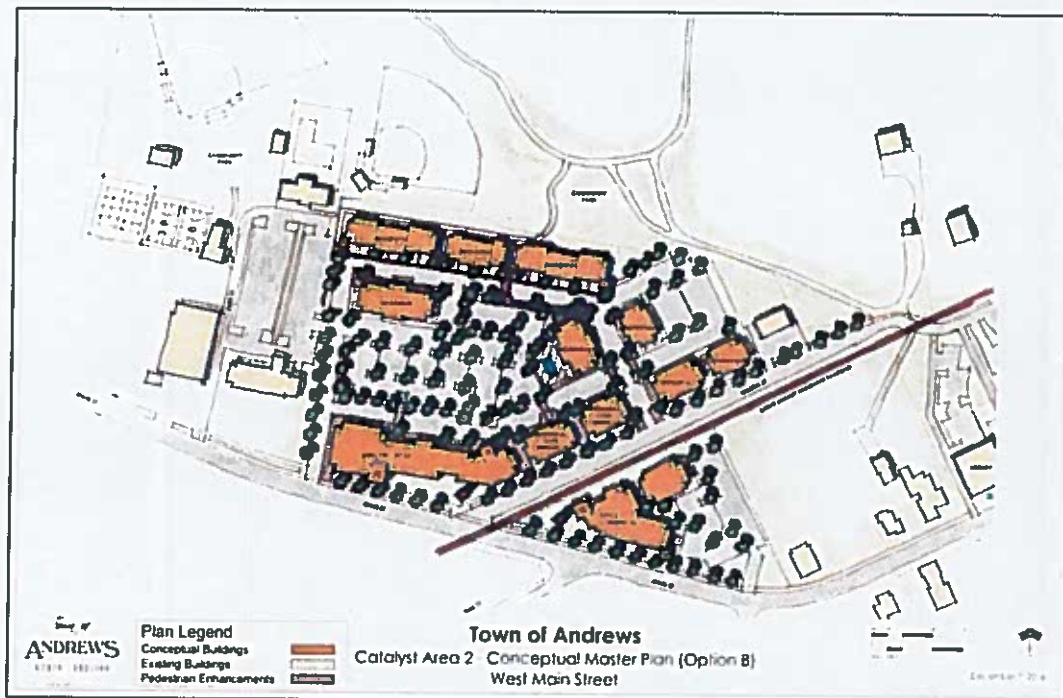
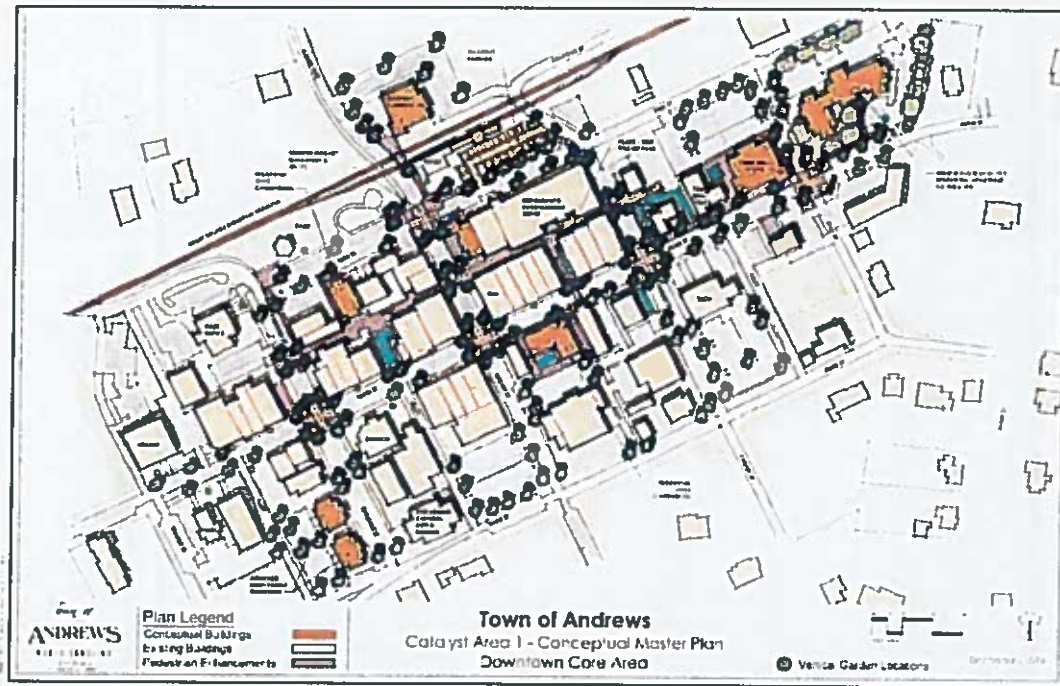
The N-Focus Team completed the newly adopted *Town Plan 2030 – Land Use & Comprehensive Master Plan* and the companion *Midland Development Ordinance (MDO)*. *Town Plan 2030* was adopted August 9, 2011 and the MDO was subsequently adopted on September 13, 2011.

Reference: former Town Administrator, David Pugh (704) 824-4337 or
email: dpugh@cramerton.org



10. SAMPLE PROJECT ILLUSTRATIONS OF ADOPTED PLANS

Excerpts from Andrews Town Plan 2035 Comprehensive Land Use & Master Plan





Excerpts from Midland Town Plan 2030 Land Use & Comprehensive Master Plan





11. LIST OF CLIENTS SERVED BY N-FOCUS PLANNING TEAM

Albemarle	Denton	Maysville	Tabor City
Andrews	Ellerbe	Midland	Taylortown
Archer Lodge	Erwin	Mineral Springs	Unionville
Belmont	Fair Bluff	Mount Holly	Waxhaw
Bessemer City	Fairview	New London	Weddington
Black Mountain	Fuquay-Varina	Norwood	Wesley Chapel
Biscoe	Forest City	Pineville	Wilkesboro
Brunswick	Granite Quarry	Pleasant Garden	Wilson's Mills
Bunn	Hookerton	Rockwell	Wingate
Chadbourn	Indian Trail	Ronda	Yanceyville
Chapel Hill	Jamestown	Roxboro	Youngsville
Cleveland	Kannapolis	Salisbury	
Clyde	Lake Lure	Saluda	
Columbus	Lilesville	Sharpsburg	Carteret County
Conover	Louisburg	Shelby	Chatham County
Cornelius	Lowell	Stallings	Columbus County
Cramerton	McAdenville	Stem	Duplin County
Creedmoor	Marshville	Summerfield	Gaston County
Dallas	Marvin	Surf City	Yadkin County



