

*SOUTHERN SHORES PLANNING ADVISORY GROUP*  
*Statement of Work ~ Approved by Town Council 1/20/09 & Planning Board 1/21/09*

**PURPOSE OF PLANNING ADVISORY GROUP**

To advise & assist the Town Manager, Department Heads, Town Staff and Town Council in carrying out planning and budgeting activities for the town.

- Provide planning guidance to plan owners (department heads, advisory committees, civic associations and other organizations that may develop joint plans with TOSS i.e., SSVFD, Duck Woods CC.
- Provide a forum & a process for stakeholder participation in town planning activities.
- Provide the Town Manager and the Town Council with timely and well reasoned recommendations on LR planning, the prioritization of recommended programs and projects and budgeting decisions.

**PLANNING ADVISORY GROUP DELIVERABLES FOR 2009**

1. PLANNING ASSESSMENT (PAG Team) Completed January 20, 2009
  - a. Assess TOSS planning needs and priorities
  - b. Recommend a course of action to the Town Manager and Town Council
2. CAMA LUP (Sam Williams) Estimated completion September 2009
  - a. Complete Grant close out paperwork.
  - b. Respond to State of NC comments & bring LUP into compliance with CAMA rules.
  - c. Limit scope of LUP to CAMA requirements & TOSS related items.
  - d. Revise vision, goals, policies & action items as appropriate.
  - e. Provide additional opportunities for community input.
  - f. Work with State Office of DCM to bring LUP into compliance for certification by CRC.
3. LR / COMPREHENSIVE PLANNING (Mike Florez) Estimated completion June 2009
  - a. Collaborate with CAMA LUP team leader to separate land use vision from other LR vision elements for TOSS.
  - b. Define a "Model" LR Plan with templates & guidance for basic plan elements
  - c. Inventory and assess all existing LR Plans to identify elements that are missing or need to be updated / replaced.
  - d. Consolidate land use vision & all LR Plan principles and policies that are relevant to land use decisions into TOSS "Criteria for Consistency."
  - e. Provide a tool to apply these criteria whenever the PB or TC makes a zoning decision that requires a written statement of "consistency."
4. CIP & ANNUAL BUDGETING (Bill Gleason) Estimated completion June 2009
  - a. DRAFT budgeting principles/guidelines for TC adoption. Approved January 20, 2009
  - b. Recommend a process for prioritizing all programs and projects that are competing for capital funding for TC adoption.
  - c. Collaborate with CAMA LUP and LR / Comprehensive Planning leaders to link programs and projects to the 3 year CIP based on prioritization process.
  - d. Establish an annual planning and budgeting cycle for TOSS.
5. COORDINATE & LINK PLANNING COMMITTEES (PAG Team) Ongoing: with checkpoints
  - a. Stormwater Management Advisory Committee (Jay Russell)
  - b. Roads Evaluation Advisory Committee (Dave Peckens)
  - c. Hazard Mitigation and Disaster Recovery Committee (Alvin Rountree)
  - d. Wireless Committee (Larry Lawhon)