



Town Planner Report

Town Council Retreat
January 20, 2010



Town Planner / CEO Duties

1. Planning
2. Research
3. Outreach
4. Information Management
5. Zoning Ordinance
6. Board of Adjustment and Variances



TP – Planning & Research Work

1. Performs variety of planning work such as long range, land use, and current planning
2. Interprets and applies master plans, codes and ordinances
3. Prepares text amendments
4. Serves as staff to Planning Board and related boards and commissions
5. Makes recommendations to elected officials through Town Administration
6. **EXAMPLES INCLUDE:**
 - Provide staff support to PB LR Plan projects
 - Bring code enforcement & variance issues to PB attention & where appropriate propose solutions (i.e., subdivision ordinance)
 - Research other municipalities best practices & draft ZTA's to implement proposed LR plan policies & action items prepared by the PB (i.e., wind generation facilities)



Mutual Support TP & PB/PAG

ACTIVITY	TOWN PLANNER	PLANNING BOARD
PERMIT APPLICATIONS	<ul style="list-style-type: none"> • Confer with permit applicants & answer questions about the application process • Review permit applications for completeness and compliance with Town Code and Zoning Ordinance • Prepare & present SOF and TP/CEO recommendation to PB & TC • Answer questions at hearings PB & TC 	<ul style="list-style-type: none"> • Review permit application packets • Review CE SOF's & TP/CE recommendations • Conduct quasi-judicial hearings for conditional use & non-exempt subdivision applications per the applicable conditions stipulated in the code • Document findings & recommend action to Town Council
ZONING ORDINANCES	<ul style="list-style-type: none"> • Monitor changes in Federal & State statutory requirements that affect ordinance • Monitor compliance problems & variance requests to identify ordinance issues • Bring ordinance issues & amendment needs to the attention of PB; • Work with PB on amendments as needed. 	<ul style="list-style-type: none"> • PB serves as the planning agency for the preparation & revision of zoning ordinance • Monitor & evaluate legislative changes, compliance issues, zoning trends & best practices to identify new needs. • Initiate a SOW where a new or amended ordinance is needed. Coordinate with TP as appropriate.
PLANNING WORK	<ul style="list-style-type: none"> • Research topics assigned by PB such as best practices of other municipalities • Draft proposed ordinances to implement PB's proposed policies & action items • Prepare minutes for all public meetings of PB/PAG per open meeting law • Assists in preparation & tracking of PB/PAG operating budget 	<ul style="list-style-type: none"> • Acquire / maintain information needed to assess past trends, current conditions & future forces for change • Maintain & improve the quality & currency of town LR Plans • Prepare & revise comprehensive & coordinated plans for physical development / redevelopment of area (general location, character & extent of streets, bridges, waterways, parks, playground, open spaces & public utilities)



Pending ZTA's Initiated by CE

1. Subdivisions – Proposed by CE

- Differentiate between Major and Minor subdivisions
- Minor subdivisions to be administrative review only
- Major will still require Planning Board review & public hearing

2. Height Calculation Method – Proposed by CE

- Change from lowest corner to average of all 4 corners
- Lowest corner method is confusing & at odds with the rest of Dare County
- Lowest corner method can encourage excessive fill & grading on lots with holes or depressions

3. Lot Disturbance – Proposed by CE

- Prevent excessive fill and/or grading
- Prevent unwise siting of structures on lots with depressions
- Improve stormwater management at the lot level



Pending ZTA's Initiated by PB

1. Transportation Infrastructure

- Updated design guidelines & engineering standards for roadways including pedestrian safety zones, multi-use pathways & bridges
- Guidelines regarding the use of town maintained roads by non-powered & electric powered vehicles.
- Improved coordination through roadway, pathway & bridge projects review process

2. Stormwater Management

- Improved design guidelines & engineering standards for roadways & for driveway runoff onto roadways
- Improved coordination through roadway, pathway & bridge projects review process

3. CAMA LUP

- Prepare ZMA & ZTA'S as needed once LUP certified by State of NC

4. Wireless – implementation & enforcement

- Implement & enforce the proposed Wireless Ordinance just passed

5. Wind Generation Facilities

- Draft ordinance to implement the Wind Team's proposed policies, action items & impacts to be mitigated. This includes stipulating the design & engineering standards that must be met by each facility

6. Underground Utility Lines

- Underground lines cannot be required unless the Power Co. fails to meet the NC Utility Commission's reliability standards for the delivery of power



TP – Community Outreach

1. Works with neighborhoods on various issues and problems
2. Assists with defining problems and identifying solutions
3. Assists citizens with Town procedures
4. Team's with PB / PAG to deliver community workshops on proposed ordinances



TP – Information Management

1. Establishes, maintains and updates maps, prepares visual aids, or performs other related tasks (i.e., official Town Zoning Map, Transportation Infrastructure Map, GIS maps required for CAMA LUP project)
2. Verifies accuracy of database information (i.e., basic population & development statistics required for CAMA LUP)
3. Track changes in Federal & State regulations that impact Southern Shores
4. Update/correct GIS Maps received from Earth Tech for CAMA LUP project
5. Maintain Town's official maps
 - Zoning District Map
 - Floodzone Maps
 - Hazard Mitigation Map
 - Transportation Infrastructure Map



TP – Ordinance Enforcement

1. Consults with citizens, property owners, contractors and others
2. Interprets Zoning Ordinance and Town Code regulations
3. Checks to determine violation corrected; follow-up, using diplomatic approach, to ensure individual understands responsibility to correct; issues warnings and citations when required
4. Logs complaints indicating complaint, person calling, findings, resolution, and/or other actions required. Communicates with person lodging complaint by calling and sending written documentation on progress and/or resolution



TP – Board of Adjustment

1. Reviews applications for variances to zoning regulations
2. Explains process to person requesting variance
3. Reviews applications for completeness and accuracy
4. Verifies list of property owners surrounding affected property
5. Attaches maps and site surveys to applications
6. Prepares Board of Adjustment agendas
7. Attend meetings and answer questions



Questions?