



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

January 9, 2018

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. Council Meeting Minutes – December 5, 2017 **(DRAFT EMAILED TO COUNCIL)**
 - ii. Budget Amendment #7-cost to replace a crosswalk light (recognizes the revenue received from insurance company of vehicle responsible for damage)

2. Presentation- Gov-Ed Access Channel - Bobby Dobbs and Dorothy Hester, Dare County

3. 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

3. Board Reports

- A. Report of Planning Board on Council-Directed Consideration of Town Code Regulation of Tree Removal on Private Property – Planning Board Chairman

4. 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.)

5. Old Business

- A. Second Reading-Historic Property Designation -142 Ocean Blvd. – Motion to Adopt Designation Ordinance made, seconded, and passed by 3-2 vote at Regular Meeting of December 5, 2017 **(TAB 2)**
- B. Consider Land Use Plan (LUP) Update (budgeted for FY 17-18) Proposals Presented December 5, 2017 – Staff **(TAB 3)**

6. New Business

- A. Staff Recommendation of Activation of Public Works Positions/Budget Amendment # 8 – Staff **(TAB 4)**
- B. Consideration of Possibly Establishing New Council Committees – Requested by Councilman McDonald
- C. Public Hearing-Consideration Of ZTA-17-06: Zoning Text Amendment Application Submitted by The Town of Southern Shores to Amend the Southern Shores Town Code by Amending Section 36-171, Lot Disturbance and Stormwater Management **(TAB 5)**
 - i. Planning Board Chairperson Report
- D. Authorize the Town Manager to Award Contracts to Lowest Qualified Bidder for Council Authorized Capital Infrastructure Improvement Projects for Fiscal Year 2017-2018 (Projects Authorized July 11, 2017)-Mayor

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

8. Other Business

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

9. Adjourn

**Town of Southern Shores
Budget Amendment Number # 7**

Streets Increases			Streets Decreases		
Account Number	Description	Amount	Account Number	Description	Amount
40-33500	Revenues Miscellaneous Revenue	1,480			
59-50112	Expenditures Supplies	1,480			
	TOTAL			TOTAL	\$ -

Explanation: The cost to replace a crosswalk light that was backed into on Ocean Blvd. This recognizes the revenue received from the insurance company of vehicle that did the damage and the cost to replace the light.

Recommended By: _____
J. Peter Rascoe, III, Town Manager

Approved By: _____
Tom Bennett, Mayor

Date _____

TAB 1

COUNCIL WILL RECEIVE MINUTES BY EMAIL



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-17-02 Date 6/5/2017

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: Atlantica, 142 Ocean Boulevard, Southern Shores, NC 27949

Current Name: Atlantica

2. Location:

Street Address: 142 Ocean Boulevard, Southern Shores, NC 27949

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

Name: Robert E. Perkinson, Jr., Joan L. Perkinson, Clarence K. Perkinson

Address: 13 Oxenford Road

City: Bluefield

State: WV

Zip: 24701

Telephone No: 304-320-5255

E-Mail: perkinbob@yahoo.com

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

Name: Same as owners

Address:

City:

Telephone No:

E-Mail:

5. General Data/Site Information:

Date of Construction and major additions/alterations:

Date of construction - 1952

Major reconstruction - 1980

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

Approximate lot size or acreage:

Lots 9 and 10, Block 20, Section 2, Southern Shores

Architect, builder, carpenter, and/or mason:

Original builder unknown. Second floor modification in 1980 - Designer: Ed & Doris Phelps

Builder: "Lucky" Jordan

Original Use:

Vacation home

Present Use:

Family vacation home

6. Classification:

A. Category (check all that apply):

Structure(s) Object Site

7. Reason for Request:

To preserve the character of the original flattops and demonstrate that the original design can be used for modern-day living.

8. Supporting Documentation (Attach to application on separate sheets. Please type or print):

A. Photographs/Slides:

At least two sets of current exterior photographs of all facades of the building and at least one photo of all other contributing and non-contributing resources. In addition to prints, all images should be submitted electronically (CD-R, email, thumb drive). Any additional exterior views and views of other structures on the property will be helpful.

B. Boundary Map:

Please include a map showing the location of the property. A sketch map is acceptable, but please note street names and number. Any other structures on the property should also be shown. Please include a "North" arrow. Map should be no larger than 11" x 17". A tax map with boundaries marked is preferred, which can be found at: <http://gis.darecountync.gov/>.

C. Architectural Significance:

Describe the property, including exterior architectural features, additions, remodels, and alterations. Also describe significant accessory structures and landscape features. Include a statement regarding the architectural significance of the property.

D. Historic Significance:

Note any significant events, people, and/or families associated with the property. Include all major owners. Note if the property has ever been listed, nominated, or determined eligible for inclusion in the National Register of Historic Places. If so, who and when? Please include a bibliography of sources. Information regarding prior designations can be found by contacting the Survey and Planning Branch of the NC State Historic Preservation Office (NCSHPO) at 919-807-6570, 919-807-6573 or at: <http://www.hpo.dcr.state.nc.us/spbranch.htm>.

E. Special Significance Summary:

Include a one to two paragraph summary of those elements of the property that are integral to its historical, prehistorical, architectural, archaeological, and/or cultural importance.

F. Abstract

A clear summary statement of the property's significance and degree of integrity in two to three sentences. Why are you proposing designation for this property? Also please include a concise statement of what structure(s) and portion of land are to be included in the designation. Is it all of the legal parcel(s) historically and currently associated with the structure(s) or only a portion? The land area included should be, at minimum, that which is historically associated with and which continues to provide historic context for, the structure(s) for which designation is proposed.

G. Floor Plan

A sketch floor plan of the structure(s). It does not have to be of "draftsman quality" or exactly to scale, but should clearly show arrangement of spaces and their relationship to one another. Floor plans may be drawn by hand with a ruler and legible printing or may be created with graphics or drafting software.

SOUTHERN SHORES HISTORIC LANDMARKS DESIGNATION
APPLICATION – SUPPORTING DOCUMENTATION

A. Photographs

Attached.

B. Boundary Map

Attached.

C. Architectural Significance

The house was one of the early flattops as can be seen in the early photos. Our family purchased the home in 1972 and used it for family vacations for a number of years. In 1980 a major, complete renovation added the second floor, carefully preserving the character of the original house. The garage was extended toward the street and a second story rear deck was added to provide an ocean view. The run room on the back of the house was enclosed, and heating and cooling added for year-round use. The basic floor plan of the first floor was updated but generally unchanged from the original layout. In 2000 the exterior of the house was replaced with vinyl siding and all of the windows renovated with new hardware. The second floor deck was covered with solid surfacing to provide a dry space underneath.

D. Historic Significance

Major owners include:

- Sheldon Monroe Smith and Eleanor Akin Smith (1950 – 1952)
- Ruth S. Cowell (Ruth S. George) (1952 – 1972)
- Robert E. Perkinson, Sr. and/or family (1972 – Present)

Our family purchased the home in 1972 and it has stayed in the family ever since. The house was owned by Robert E. and Clara Perkinson until their deaths, and was transferred to their children, Robert E. Perkinson, Jr., Joan L. Perkinson and Clarence K. Perkinson. The property has never been listed, nominated, or determined eligible for inclusion in the National Register of Historic Places. All information is from the personal files of the family.

E. Special Significance Summary

The character of the house has remained unchanged through the years, preserving the character of the original home from the 1950s, as only a true flattop can.

F. Abstract

This house is clearly a part of the early flattop development, as construction occurred in 1952. Several updates through the years have maintained the true character of these iconic homes. The designation will encourage others to maintain the style's historic significance, while visually demonstrating a modern home can maintain its roots and heritage. Our request is to include the home and the concrete drive, sidewalks and rear patio in the designation. The parcel has been unchanged in size since our purchase and would be subject to errors of surveying in the original lot. Our family has enjoyed the style and functionality of the flattop, and we would like others to share the heritage of the Outer Banks flattops.

A photo of Atlantica was featured in an article in *Our State* magazine in May of 2014. The article was entitled, "In Love With Flat Tops," written by Jeff Hampton and photographed by Emily Chaplin.

G. Floor Plan

Attached.

Local Designation Report
Atlantica
142 Ocean Blvd
Southern Shores, North Carolina



June 2017

Local Landmark Designation Report

142 Ocean Blvd

Southern Shores, Dare County

1. NAME OF PROPERTY

Historic Name: Atlantica

Current Name: Atlantica

2. LOCATION

142 Ocean Blvd

Southern Shores, North Carolina

27949

3. NAME AND ADDRESS OF CURRENT PROPERTY OWNERS

Robert E. Perkinson, Jr., Joan L. Perkinson, Clarence K. Perkinson

13 Oxenford Road

Bluefield, West Virginia

24701

4. APPRAISED VALUE

According to Dare County tax records, the appraised value of the property is \$1,143,600, which includes the house and the 34,000 sq ft parcel. The tax appraisal for the house alone is 146,900, and the land is appraised at \$ 989,800.

5. DATE OF CONSTRUCTION

142 Ocean Blvd was constructed in 1952. In 1980 a major, complete renovation added the second floor, carefully preserving the character of the original house. During this major renovation, the garage was extended toward the street and a second story rear deck was added to provide an ocean view. The sun-room on the back of the house was enclosed, and heating and cooling added for year-round use. The basic floor plan of the first floor was updated but generally unchanged from the original layout. In 2000, the exterior of the house was replaced with vinyl siding and all of the windows were

renovated with new hardware. The second-floor deck was covered with solid surfacing to provide a dry space underneath

6. HISTORICAL SIGNIFICANCE

Areas of Significance

Architecturally Distinctive

Period(s) of Significance

1952

7. PROPERTY INCLUDED IN THE DESIGNATION

The home, concrete drive, sidewalks and rear patio.

8. STATEMENT OF SIGNIFICANCE

The 'Atlantica' house, constructed in 1952 in Southern Shores, is an example of Flat Top residential architecture inspired by Frank Stick. 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 created 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. The 'Atlantica' house 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, 142 Ocean Blvd stands taller than the original built in 1952. A major renovation was conducted in 1980 which included a second story addition. This project consisted of a garage extension, an enclosed back room, and a second story rear deck. Even with such major renovations, the Perkinsons were able to keep the architectural distinctiveness that was inspired by Frank Stick many years ago. As seen in the photos below, the second story of 142 Ocean Blvd follows the integrity of Mr. Stick's original design elements including the flat roof and extended overhang.

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 plumbing 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.

In 1952, 142 Ocean Blvd was developed in the ownership of Mr. and Mrs. Cowell. The Flat Top roof design was inspired by preexisting properties by Mr. Stick. The property represents Mr. Stick's original design, including the flat roof and adopted over-hang that Mr. Stick added to his previous Florida inspiration. In 1980, the current owner of the home added a major addition that included a complete second floor, a garage extension, an enclosed back room, a second story rear deck that was added to provide an ocean view, and the sun room on the back of the house was enclosed and heating and cooling were added for year-round use. Even with major renovations, the house has stayed true to its architectural design. In May 2014, a photo of the home was featured in an article in *Our State* magazine. The article was entitled, "In Love With Flat Tops." written by Jeff Hampton and photographed by Emily Chaplin.



**Figure 1: Front entry way of 142 Ocean Blvd.
Southern Shores, North Carolina**



Figure 2: North side of 142 Ocean Blvd

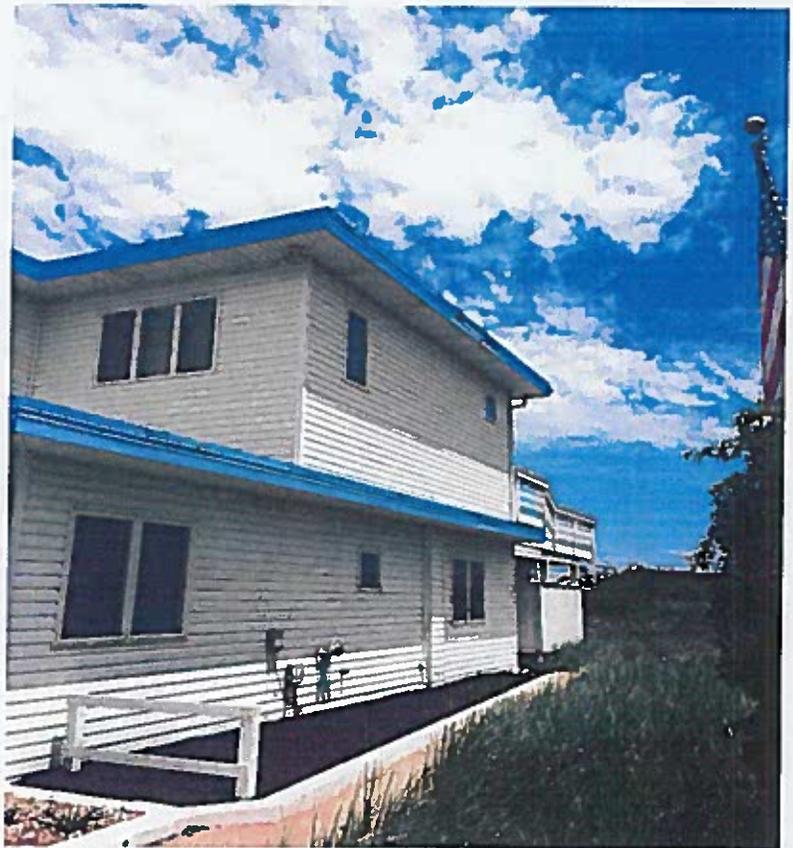


Figure 3: South side of 142 Ocean Blvd



Figure 4: Front entry way of 142 Ocean Blvd. Southern Shores, North Carolina



Figure 5: The east side of 142 Ocean Blvd that displays the second story addition and back deck that was added in 1980.

Historical Photos

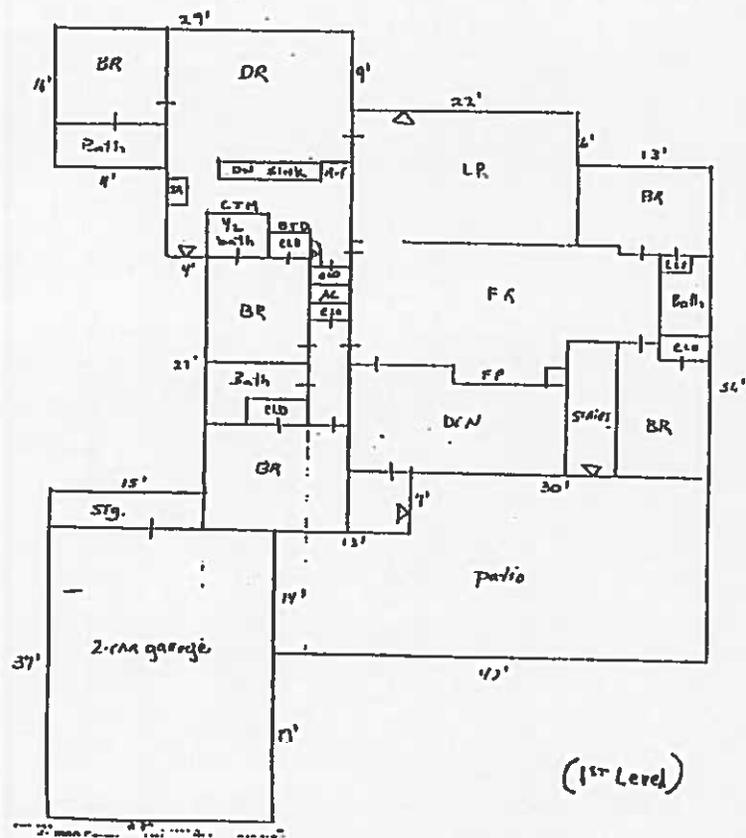
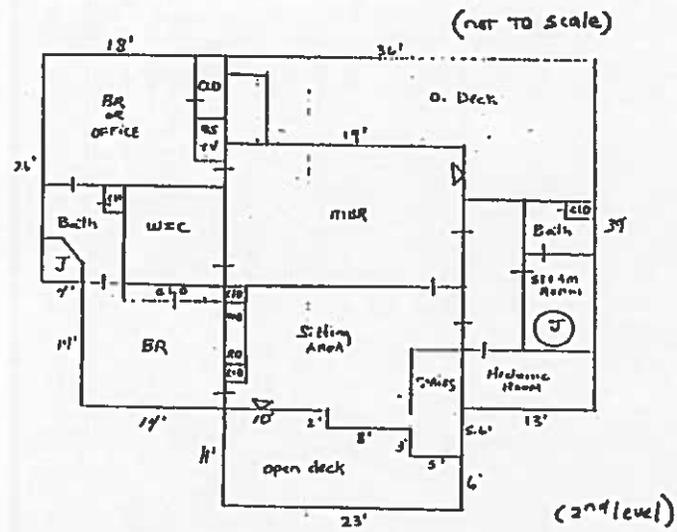
North



Figure 6 & 7: Original photos of 142 Ocean Blvd before any additions or major changes were made to the house.



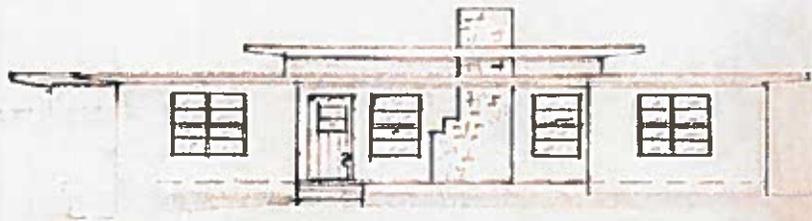
Figure 8 & 9: 142 Ocean Blvd (Source: Dare County GIS)



02 73A

Figure 10: Sketch of 142 Ocean Blvd after the owner added the second story addition on the house. Additions included a second story, extended garage, and second story rear deck.

Sheet-2
of 2

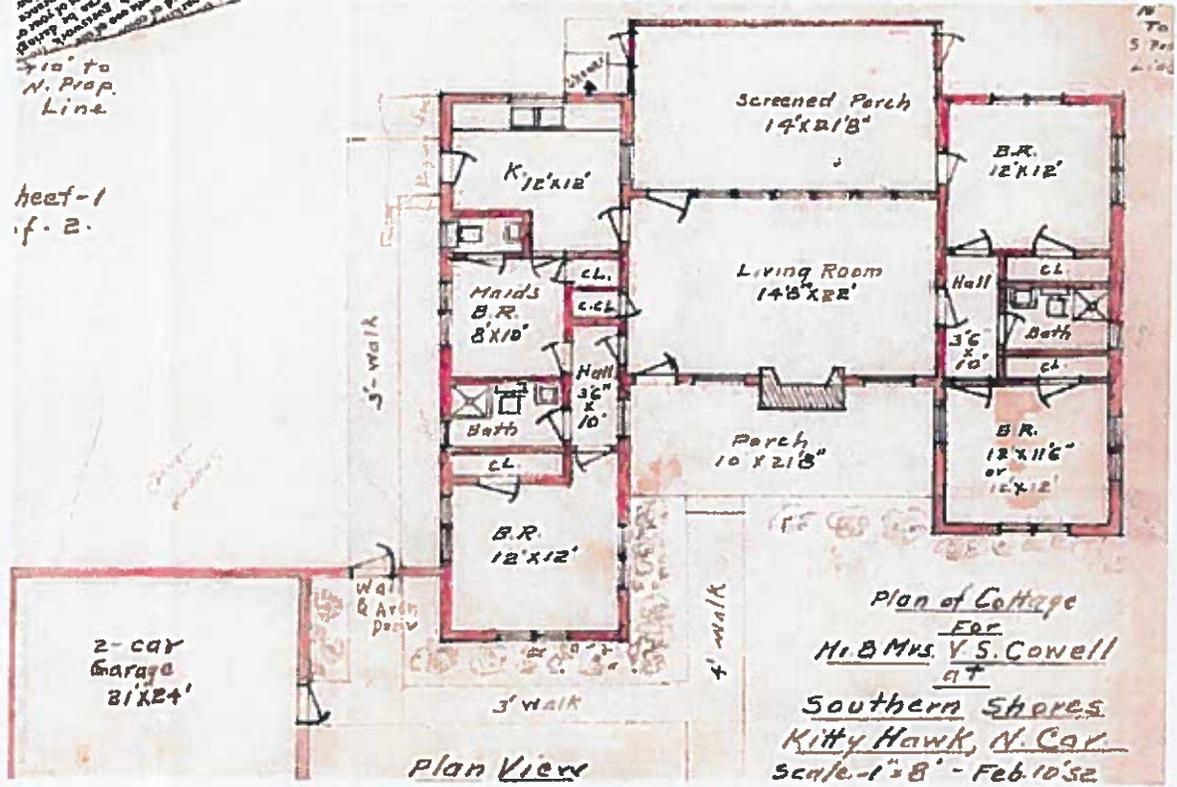


Westerly Elevation

Plan of Cottage
FOR
Mr. & Mrs. V.S. Cowell
AT
Southern Shores
Kitty Hawk, N. Carolina
Scale-1"=8' Feb 20'52.
By - H.C. Lawrence

10' to
N. Prop.
Line

Sheet-1
of 2.



Plan View

Plan of Cottage
FOR
Mr. & Mrs. V.S. Cowell
AT
Southern Shores
Kitty Hawk, N. Car.
Scale-1"=8' - Feb. 10'52

Original sketch drawings by H.C. Lawrence made for Mr. and Mrs. Cowell in February 1952.

>>>> **IMPORTANT** >>>>

PERKINSON, ROBERT E JR
 PERKINSON, CLARENCE K
 P O BOX 421
 BLUEFIELD WV 24701

[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: PERKINSON, ROBERT E JR
 PERKINSON, CLARENCE K

Customer Number	District				Bill Number
020089885	SOUTHERN SHORES				28534
Parcel Number	Billing Date	Tax Year	Due Date	Delinquent After	
021855000	07/21/2016	2016	09/01/2016	01/05/2017	
Description of Property			% Rate	Tax Levied	
PIN#: 986708-78-8808					
Description: LOT: 9,10 BLK: 20 SE SO/SH					
AMENDED PLAT B SEC 2					
Street Address: 142 OCEAN BLVD					
Real Property Value:	\$1,143,600	.430000	DARE CO	\$4,917.48	
Personal Property Value:	0	.220000	SS TOWN	2,515.92	
Exempt Value:	0	.000000		0.00	
Total Taxable Value:	\$1,143,600	.000000		0.00	
			LATE LIST:	0	
				AMOUNT DUE:	\$7,433.40

This bill does not reflect any payments made to the tax bill. Click the link below for the current balance.

[*View Tax Certification \(10 Year History\) for account balance as of the Certification Report Date*](#)

Make Check Payable & Remit To: (include Parcel Number 021855000 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.

Figure 11: Tax bill for 142 Ocean Blvd

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/>



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

Ramona M. Bartos, Administrator

Governor Roy Cooper
Secretary Sus H. Hamilton

Office of Archives and History
Deputy Secretary Kevin Cherry

August 29, 2017

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

RE: Landmark Designation Report for *Atlantica*, 142 Ocean Boulevard, Southern Shores, Dare County

Dear Mr. Haskett:

Thank you for the report we received on the proposed designation of *Atlantica* located at 142 Ocean Boulevard in Southern Shores. We have reviewed the information in the report and offer the following comments in accordance with North Carolina General Statute 160A-400.4.

The House located at 142 Ocean Boulevard in Southern Shores and known as *Atlantica*, was constructed in 1952 as a typical one-story flat top residence in the style of beach house developed by locally famous developer Frank Stick. The quintessential design was noted for its modern appearance with a broad, overhanging flat roof, concrete slab construction and streamline style. Unfortunately, in 1980 a major renovation was undertaken which added a second floor, extended the garage toward the street, added a second story rear deck to provide an ocean view and enclosed the sun-room on the back of the house. An additional renovation in 2000 replaced the exterior of the house with vinyl siding as well as replacing all of the windows and adding a second-floor deck with solid surfacing to provide a dry space underneath.

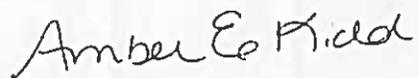
These changes to the original scale and volume of the one-story house coupled with new siding, windows and enclosing original open spaces have negatively affected the original character and defining elements of the house. With the preceding comments in mind, we feel the architectural significance of the house is too compromised to warrant local designation. The property would have had the requisite special historical significance as a flat top house but lacks the other essential component, integrity. This housing type, though becoming rare, is still represented in dwellings in Southern Shores and throughout the Outer Banks and other, more intact examples exist.

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 *Atlantica*. Please contact me at 919-807-6575 should you have any questions about our comments.

Sincerely,

A handwritten signature in cursive script that reads "Amber E. Kidd".

Amber E. Kidd
Local Preservation Commissions / CLG Coordinator

CC: Commission Chair

Enclosure

Wes Haskett

From: Guns, Meredith <MEREDITH@kdhnc.com>
Sent: Thursday, October 05, 2017 8:07 AM
To: Wes Haskett
Subject: RE: Siding on Potential Historic Landmarks

Morning Wes,

Our Landmark Commission has not designated any structures with Vinyl. So far they that has been a major deciding factor and they have dismissed those homes. They have designated property with different siding than the original (in many cases Asbestos was replaced with cedar or other wood siding) but not vinyl. Not sure this is helpful but that is the position that our commission has taken so far.

Good Luck
Meredith

From: Wes Haskett [mailto:whaskett@southernshores-nc.gov]
Sent: Wednesday, October 04, 2017 4:33 PM
To: Guns, Meredith
Subject: Siding on Potential Historic Landmarks

Good afternoon, Meredith. Our HLC recently considered an application to designate a flat top home here Southern Shores which was built in 1952 and modified in 1980 by adding a second story, extended garage, and new second story rear deck. In addition, the exterior of the structure was replaced with vinyl siding in 2000. Our HLC tabled consideration of the application so that Town Staff could ask other jurisdictions with historic landmark programs how they have handled structures that have been modified with different siding and how they impacted future applications. Have y'all designated any structures which were modified to include vinyl siding and if so, did it impact how your HLC and Board of Commissioners view such structures in subsequent requests for designation? Any input would be appreciated. Thanks!

Wes Haskett
Town Planner/Code Enforcement Officer
Town of Southern Shores
(252) 261-2394 ext. 4 (ph)
(252) 255-0876 (fx)
www.southernshores-nc.gov

This email has been scanned for spam and viruses by Proofpoint Essentials. Click [here](#) to report this email as spam.

Wes Haskett

From: Wes Haskett
Sent: Wednesday, October 18, 2017 3:36 PM
To: 'ncpres@listserv.unc.edu'
Subject: Siding On Potential Historic Landmarks

Good afternoon, everyone. Our Historic Landmarks Commission recently considered an application to designate a structure (Flat Top cottage) which was built in 1952 and modified in 1980 by adding a second story, extended garage, and new second story rear deck. In addition, the exterior of the structure was replaced with vinyl siding in 2000. Since this was our first request that includes vinyl siding, our HLC tabled consideration of the application so that Town Staff could ask other jurisdictions with Historic Landmark Programs how they have handled structures that have been modified with different siding and how they impacted future applications. Have any of the jurisdictions with a Historic Landmarks Program designated a structure(s) which were modified to include vinyl siding and if so, how did it impact such structures in subsequent requests for designation? I'm sure this inquiry has been posted before but any input would be appreciated. Thanks!

Wes Haskett
Town Planner/Code Enforcement Officer
Town of Southern Shores
(252) 261-2394 ext. 4 (ph)
(252) 255-0876 (fx)
www.southernshores-nc.gov

Wes Haskett

From: Lu-Ann Monson <lmonson@wilsonnc.org>
Sent: Wednesday, October 18, 2017 4:04 PM
To: NC Preservation Commissions and Staff
Cc: greg sekula
Subject: RE:[ncpres] Siding On Potential Historic Landmarks

I think the key to a designation is that it retains its integrity. Application of a newer material, particularly on the front, might give cause to reconsider listing, as do the other (significant-sounding) modifications that have taken place. I think it was New Bern, back about 20 yrs ago, allowed changes of material ONLY to those materials that were available at the time of construction. I think that's a good policy to use. Perhaps Annette Stone or Greg Sekula who previously staffed New Bern's HPC might be able to offer some of their experiences. Annette is in Cary vicinity – no longer have her e-mail address.

Lu-Ann

Lu-Ann Monson
City of Wilson
PO Box 10, Wilson, NC 27894-0010
(252) 399-2217 lmonson@wilsonnc.org

From: Wes Haskett [mailto:whaskett@southernshores-nc.gov]
Sent: Wednesday, October 18, 2017 3:36 PM
To: NC Preservation Commissions and Staff <ncpres@listserv.unc.edu>
Subject: [ncpres] Siding On Potential Historic Landmarks

Good afternoon, everyone. Our Historic Landmarks Commission recently considered an application to designate a structure (Flat Top cottage) which was built in 1952 and modified in 1980 by adding a second story, extended garage, and new second story rear deck. In addition, the exterior of the structure was replaced with vinyl siding in 2000. Since this was our first request that includes vinyl siding, our HLC tabled consideration of the application so that Town Staff could ask other jurisdictions with Historic Landmark Programs how they have handled structures that have been modified with different siding and how they impacted future applications. Have any of the jurisdictions with a Historic Landmarks Program designated a structure(s) which were modified to include vinyl siding and if so, how did it impact such structures in subsequent requests for designation? I'm sure this inquiry has been posted before but any input would be appreciated. Thanks!

Wes Haskett
Town Planner/Code Enforcement Officer
Town of Southern Shores
(252) 261-2394 ext. 4 (ph)
(252) 255-0876 (fx)
www.southernshores-nc.gov

You are currently subscribed to ncpres as: lmonson@wilsonnc.org.
To unsubscribe send email to listserv@unc.edu with the subject line "unsubscribe ncpres"
(remove quotes before sending)

Wes Haskett

From: tking@ncrbiz.com
Sent: Wednesday, October 18, 2017 4:10 PM
To: NC Preservation Commissions and Staff
Subject: RE: [ncpres] Siding On Potential Historic Landmarks

Louisburg has restricted vinyl siding on all primary historic structures, thus it is not allowed for new construction and would not be allowed for renovations. TK, Louisburg

From: Wes Haskett [mailto:whaskett@southernshores-nc.gov]
Sent: Wednesday, October 18, 2017 3:36 PM
To: NC Preservation Commissions and Staff <ncpres@listserv.unc.edu>
Subject: [ncpres] Siding On Potential Historic Landmarks

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Wes Haskett
Town Planner/Code Enforcement Officer
Town of Southern Shores
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(252) 255-0876 (fx)
www.southernshores-nc.gov

You are currently subscribed to ncpres as: tking@ncrbiz.com.
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Wes Haskett

From: BRYANT, ELIZABETH <elizabeth.bryant@edenton.nc.gov>
Sent: Thursday, October 19, 2017 10:34 AM
To: NC Preservation Commissions and Staff
Subject: Re: [External] [ncpres] Siding On Potential Historic Landmarks

Hey, Wes -- interesting question!

If I remember correctly, and it's very possible I'm not -- so SHPO people please chime in -- when Edenton was working on expanding our National Register Historic District, there was a certain threshold of modification that our consultant used in determining whether a structure could be considered "contributing." In other words, if the structure (50+ years old) had been so altered that its defining original characteristics/architectural features had been significantly masked or removed, it could not be considered as a contributing structure, and therefore not be included in the NRHD.

Vinyl siding was ONE part of that consideration, but so were windows (had they been replaced?), rooflines (had they been altered?), trim (was it still visible?), etc. Vinyl siding can be removed and one hopes that original siding is underneath, but the big question to me is whether the 1980 addition so altered the structure that it no longer represents that "flat top cottage."

Elizabeth Allen Bryant
Director of Planning & Community Development
Town of Edenton
ph: (252) 482-2155 fx: (252) 482-7377
400 South Broad Street
P.O. Box 300
Edenton, NC 27932
www.townofedenton.com

From: Wes Haskett <whaskett@southernshores-nc.gov>
Sent: Wednesday, October 18, 2017 3:36:11 PM
To: NC Preservation Commissions and Staff
Subject: [External] [ncpres] Siding On Potential Historic Landmarks

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Good afternoon, everyone. Our Historic Landmarks Commission recently considered an application to designate a structure (Flat Top cottage) which was built in 1952 and modified in 1980 by adding a second story, extended garage, and new second story rear deck. In addition, the exterior of the structure was replaced with vinyl siding in 2000. Since this was our first request that includes vinyl siding, our HLC tabled consideration of the application so that Town Staff could ask other jurisdictions with Historic Landmark Programs how they have handled structures that have been modified with different siding and how they impacted future applications. Have any of the jurisdictions with a Historic Landmarks Program designated a structure(s) which were modified to include vinyl siding and if so, how did it impact such structures in subsequent requests for designation? I'm sure this inquiry has been posted before but any input would be appreciated. Thanks!

Wes Haskett

From: Wood, John <john.p.wood@ncdcr.gov>
Sent: Thursday, October 19, 2017 11:06 AM
To: NC Preservation Commissions and Staff
Subject: RE: [External] [ncpres] Siding On Potential Historic Landmarks

Wes,

Below please see comments from Scott Power who reviewed the draft designation report:

Wes,

HPCs and HLCs deal with the application of vinyl siding in different ways although the standard should simply be if the use of vinyl siding has marred the original, character-defining elements of the property, then it should not be considered for landmark designation. In the case of this house, the vinyl is only one consideration as this example has been significantly and thoroughly altered as I expressed in my comments to the Southern Shores HLC with our official comments letter. I thought it worth including below:

The House located at 142 Ocean Boulevard in Southern Shores and known as *Atlantica*, was constructed in 1952 as a typical one-story flat top residence in the style of beach house developed by locally famous developer Frank Stick. The quintessential design was noted for its modern appearance with a broad, over-hanging flat roof, concrete slab construction and streamline style. Unfortunately, in 1980 a major renovation was undertaken which added a second floor, extended the garage toward the street, added a second story rear deck to provide an ocean view and enclosed the sun-room on the back of the house. An additional renovation in 2000 replaced the exterior of the house with vinyl siding as well as replacing all of the windows and adding a second-floor deck with solid surfacing to provide a dry space underneath.

These changes to the original scale and volume of the one-story house coupled with new siding, windows and enclosing original open spaces have negatively affected the original character and defining elements of the house. With the preceding comments in mind, we feel the architectural significance of the house is too compromised to warrant local designation. The property would have had the requisite special historical significance as a flat top house but lacks the other essential component, integrity. This housing type, though becoming rare, is still represented in dwellings in Southern Shores and throughout the Outer Banks and other, more intact examples exist.

Scott Power



Scott Power
Regional Supervisor
NC State Historic Preservation Office
NC Dept. of Natural and Cultural Resources
Phone: (252) 830-6580, extension 226
scott.power@ncdcr.gov

117 West Fifth Street | Greenville, North Carolina 27858

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John P. Wood
Preservation/Restoration Specialist
NC State Historic Preservation Office
NC Dept. of Natural and Cultural Resources
Phone: (252) 830-6580, extension 225
john.p.wood@ncdcr.gov

117 West Fifth Street | Greenville, North Carolina 27858

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From: Wes Haskett [mailto:whaskett@southernshores-nc.gov]
Sent: Wednesday, October 18, 2017 3:36 PM
To: NC Preservation Commissions and Staff <ncpres@listserv.unc.edu>
Subject: [External] [ncpres] Siding On Potential Historic Landmarks

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Wes Haskett
Town Planner/Code Enforcement Officer
Town of Southern Shores
(252) 261-2394 ext. 4 (ph)
(252) 255-0876 (fx)
www.southernshores-nc.gov

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Wes Haskett

From: Ross Zelenske <rzelenske@hickorync.gov>
Sent: Wednesday, October 18, 2017 4:51 PM
To: Wes Haskett
Subject: RE: Siding On Potential Historic Landmarks
Attachments: SOG Local Landmarks Process.pdf

Cannot say that I have dealt with any residential structures or cases involving vinyl being designated as local landmarks, but the two key items of the landmark process are significance and integrity. See the attached SOG write up.

I don't have all of the details of your case, but it sounds as the vinyl siding has comprised the historic integrity (materials component) side of the review. I cannot say I would recommend listing if I was staffing the case.

Best of luck,

Ross Zelenske

Ross Zelenske
Planner
City of Hickory
(828) 323-7496
rzelenske@hickorync.gov

From: Wes Haskett [mailto:whaskett@southernshores-nc.gov]
Sent: Wednesday, October 18, 2017 3:36 PM
To: NC Preservation Commissions and Staff <ncpres@listserv.unc.edu>
Subject: [ncpres] Siding On Potential Historic Landmarks

Good afternoon, everyone. Our Historic Landmarks Commission recently considered an application to designate a structure (Flat Top cottage) which was built in 1952 and modified in 1980 by adding a second story, extended garage, and new second story rear deck. In addition, the exterior of the structure was replaced with vinyl siding in 2000. Since this was our first request that includes vinyl siding, our HLC tabled consideration of the application so that Town Staff could ask other jurisdictions with Historic Landmark Programs how they have handled structures that have been modified with different siding and how they impacted future applications. Have any of the jurisdictions with a Historic Landmarks Program designated a structure(s) which were modified to include vinyl siding and if so, how did it impact such structures in subsequent requests for designation? I'm sure this inquiry has been posted before but any input would be appreciated. Thanks!

Wes Haskett
Town Planner/Code Enforcement Officer
Town of Southern Shores
(252) 261-2394 ext. 4 (ph)
(252) 255-0876 (fx)
www.southernshores-nc.gov

Local Landmark Reports

Pursuant to NC GS 160A-400.5 and 400.6, North Carolina law provides for a straightforward but multi-step procedure for designation of historic landmarks at the local level.

The state enabling legislation requires that *before* recommending designation of a historic landmark to the local governing board, a local preservation commission must find that the property in question meets two criteria: first, that it is significant and, second, that it retains integrity. Because these can be variable terms, there has to be some way of explaining why a property is "significant" and how it has "integrity." Thus, the legislation specifically requires a report or study, based on objective evidence and research, to be done examining each potential landmark *before* the local governing authority designates a landmark:

- NC G.S. 160A-400.5. *No property shall be recommended for designation as a historic landmark unless it is deemed and found by the preservation commission to be of special significance in terms of its historical, prehistorical, architectural, or cultural importance, and to possess integrity of design, setting, workmanship, materials, feeling and/or association [emphasis added].*
- NC G.S. 160A-400.6(2). *The preservation commission shall make or cause to be made an investigation and report on the historic, architectural, prehistorical, educational or cultural significance of each building, structure, site, area or object proposed for designation or acquisition. Such investigation and report shall be forwarded to the [State Historic Preservation Office].*
- NC G.S. 160A-400.6(3). *The [State Historic Preservation Office] shall... be given an opportunity to review and comment upon the substance and effect of the designation of any landmark.... Any comments shall be provided in writing. If the [State Historic Preservation Office] does not submit its comments or recommendation in connection with any designation within 30 days following receipt... of the investigation and report of the commission, the commission and any city or county governing board shall be relieved of any responsibility to consider such comments.*

The landmark report should help justify and explain to the general public why the local governing authority's decision to landmark any property as "historic" is appropriate and defensible. Ultimately, the decision to landmark rests in the hands of the local governing authority, but the report should inform both the general public as well as the local governing authority as to why a property is properly designated a "historic landmark". The report also serves as a baseline for the preservation commission's evaluation of certificate of appropriateness applications for the property. While the report is sent to both the State Historic Preservation Office (HPO) and the Office of State Archaeology (via the HPO) for review and comment, the report is required for the benefit of the public, the local governing authority, and the preservation commission.

SIGNIFICANCE AND INTEGRITY

Even though a property's value as a historic resource may seem obvious, the required report sets forth what is known about the property and explains how it meets the statutory criteria for significance and integrity. Because it is both a public record and documented history of the property, a landmark report

must substantially inform and explain why a particular property is worthy of preferential taxation treatment by the local government.

A report must spell out the property's significance and integrity with specific details. When you say a property is significant, or important, you have to say why and how. Most of the time, significant properties are those that are fifty or more years old, although considerable age is not necessarily equated with significance. A property can be significant because it is associated with an important historic event (e.g., a house used as a hospital during the Civil War), or because it is associated with an important historic person (e.g., an office associated with the community's first doctor), or because it is architecturally distinctive (e.g., an Italianate house or a mill house), or because it holds or may hold important archaeological information (e.g., the site of railroad repair shops now vanished) – or for a combination of these things. One claim of significance usually is sufficient.

The significance claim should be thought of as an argument "making a case" for designation based on evidence. It must be clearly stated and supported by an evaluation of the property's integrity. Integrity is the extent to which the building looks like it did during the period in which it gained significance. In other words, a property can be said to have integrity if its historic importance can be seen or experienced, rather than imagined. To qualify for designation, a property generally should show integrity in most or all of these six aspects: design, setting, workmanship, materials, feeling, and association. (See pp. 47-48 of *Handbook for Historic Preservation Commissions in North Carolina* for an explanation of the aspects of integrity.) In particular, integrity of feeling or association alone is not sufficient, because these are more subjective qualities. Generally, a property retains integrity if it has not been substantially altered and if it is not severely deteriorated or dilapidated.

The integrity criterion gives you the opportunity to explain all the ways in which the property may or may not have been altered over time and how these changes have affected its integrity – specificity is *strongly* encouraged. For instance, if you say a house is important because it is a Federal-era house, then the report must show whether or not it is recognizable as such.

- Some changes can be considered to have attained historic status in and of themselves – for example an 1820s house, which has had its carriage shed demolished and replaced by an auto garage in 1920, or its back porch give way to a 1950 addition. These changes are not original to the house but do represent different historical periods and thus might contribute to an understanding of the property's significance. A change is likely to diminish integrity if it did not occur within the property's period of significance.
- However, some changes detract from integrity because they destroy, damage, or conceal authentic features or elements from historic periods – such as replacement siding, windows, and roofs; or the enclosure of open porches; or the removal of architectural features. These changes must be acknowledged and accounted for in this section. In the case of our Federal-era house, the architectural elements that define it as Federal should be apparent – even if a casual observer could not identify it as "Federal." A Federal-era house that has had its windows and doors replaced or reconfigured, that has had its siding altered, or that has had porches or wings added may no longer look enough like a Federal-era house to make landmark designation appropriate – no matter how historic it might be!

REPORT FORMAT

In order for the Historic Preservation Office to provide informed and worthwhile comments regarding the proposed designation, each report should contain all of the following information:

I. General information

1. Common and Historical Property Names
2. Physical Address or Location
3. Tax Parcel Identification Number (PIN)
4. Current Owner(s) Name(s)
5. Current Owner(s) Mailing Address(es)
6. Appraised Value of the Property (a copy of the most recent tax card will suffice)

II. Abstract

1. A clear summary statement of the property's significance and degree of integrity in two to three sentences. Why are you proposing designation for this property?
2. A concise statement of what buildings and portion of land are to be included in the designation. Is it all of the legal parcel(s) historically and currently associated with the building(s) or only a portion? The land area included should be, at minimum, that which is historically associated with and which continues to provide historic context for, the building(s) for which designation is proposed.

III. Historic Background

1. A narrative of the property's history that focuses on points relevant to the significance and integrity criteria. A chain of title should not be included unless you are claiming that the property is significant for its association with a historically significant person – and then only those deeds directly related to that person.
2. Date(s) of original construction (use "circa" and a year if the exact year is unknown). The report may need a chain of title to help prove or substantiate the original construction date.
3. Date(s) of all additions and/or alterations (use "circa" and a year if the exact year is unknown)

IV. Assessment

1. A full description of the property's historical, prehistorical, architectural, and/or cultural importance (significance) for one or more of the following specific reasons:
 - a. its association with a historic event
 - b. its association with the life of a historically significant person
 - c. its architectural style or its type of construction or engineering
 - d. its archaeological potential
2. A complete architectural description of the property. For architecturally significant properties, the description should focus on the elements that define the building's design. For report preparers, commissions, or staff who are unfamiliar with this kind of technical

writing, an outline for an architectural description may be found at <http://www.hpo.ncdcr.gov/local/ArchitecturalDescriptionTemplate.pdf>.

3. A description of any elements that contribute to the property's archaeological significance. A brief archaeological comment should be included in every report. If no known archaeological features are present at the current time, a statement to that effect will suffice.
4. A complete and thorough evaluation of the property's integrity of design, setting, workmanship, materials, feeling, and association, fully accounting for all alterations and changes to the property, including those which detract from or do not contribute to the property's significance.
5. A justification of the proposed boundaries of the designation.

V. Supporting documentation

1. Photographs that clearly show the overall property
 - a. At least 1 photograph of each elevation, to the extent they are visible or accessible; if an elevation is not visible, the report must explain why.
 - b. At least 1 photograph of each interior feature proposed for designation; if interior features are not to be designated, photographs of interior spaces are encouraged for documentary purposes but are not required.
 - c. Supporting photographs that illustrate architectural features, spatial relationships, orientation, size, scale, and texture, or which otherwise illustrate context
2. A sketch floor plan of the building(s). It does not have to be of "draftsman quality" or exactly to scale, but should clearly show arrangement of spaces and their relationship to one another. Floor plans may be drawn by hand with a ruler and legible printing or may be created with graphics or drafting software.
3. A site plan (preferably but not necessarily drawn to scale) showing:
 - a. the property's location
 - b. location of primary structures
 - c. location of all outbuildings and appurtenant features (e.g., a well)
 - d. major landscape and hardscape features such as large, ancient trees, driveways, and walkways
 - e. the boundaries of the proposed designation.
4. Plat or tax map, including the tax appraised value of the property.
5. Any other information the local governing board deems necessary.

VI. Bibliography/Source Citations

Note: If the property has been listed individually in the National Register of Historic Places, the National Register nomination might serve as the substance of the local designation report, either verbatim or re-formatted to meet the report guidelines set forth by the local commission (including a cover form required by the commission). If the property boundaries for the local designation are different from those for the National Register nomination or if there have been physical changes to the property since the nomination was written, the nomination may substantively serve as the designation report as long as an explanation of the different boundary and physical changes to the property are incorporated in the report. The usefulness of a nomination depends on when the property was listed and the amount and quality of information in the nomination. Nominations written prior to ca. 1990 might need to be augmented for the architectural description and/or the significance section of the designation report.

SUBMITTAL. Please mail completed reports to:

Local Government Program
Attn: Local Landmarks Reports
North Carolina State Historic Preservation Office
4617 Mail Service Center
Raleigh, NC 27699-4617



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 2017-12-01

**ORDINANCE DESIGNATING THE PROPERTY AND STRUCTURE LOCATED
AT 142 OCEAN BOULEVARD 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 Atlantica, located at 142 Ocean Boulevard 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 October 24, 2017 to consider designating Atlantica located at 142 Ocean Boulevard 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 5th day of December, 2017, on the question of designating the property known as Atlantica located at 142 Ocean Boulevard currently owned by Robert E. Perkinson, Jr. and Clarence K. Perkinson as a historic landmark, and

WHEREAS, the property known as Atlantica, located at 142 Ocean Boulevard in the Town of Southern Shores and more particularly described as the house and lots shown as Lots 9 and 10, Block 20, Southern Shores Amended Plat B Section 2, as described in Exhibit A attached hereto, remains as an example of the Flat Top vacation house form designed by famed Outer Banks developer Frank Stick; and

WHEREAS, the property known as Atlantica, located at 142 Ocean Boulevard in the Town of Southern Shores is an example of Flat Top residential architecture inspired by Frank Stick.; and

WHEREAS, the exterior of the house known as Atlantica continues to follow the overall form of the Stick design including a flat roof and an extended overhang; and

WHEREAS, Atlantica, located at 142 Ocean Boulevard in the Town of Sothern Shores was developed in 1952 which incorporated the Flat Top roof design inspired by preexisting properties developed by Frank Stick. A major renovation was conducted in 1980 and even with the major renovation, the house has stayed true to its architectural design; and

WHEREAS, the Southern Shores Historic Landmarks Commission has recognized the special significance of Atlantica 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 Atlantica.

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

Section 1. The property and structure known as Atlantica, located at 142 Ocean Boulevard 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 Atlantica 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

Parcel:

[Parcel Data](#) [Tax Bill](#) [Tax Certification](#) [GIS](#) [Quick Links](#)

Dare County Tax Department
P.O. Box 1000
Manteo NC 27954-1000



PROPERTY TAX BILL

>>>>IMPORTANT>>>>



00002082017200028633600007890841

PERKINSON, ROBERT E JR
PERKINSON, CLARENCE K
P O BOX 421
BLUEFIELD WV 24701

[PLEASE CLICK HERE FOR IMPORTANT INFORMATION](#)

DROP BOX NOW AVAILABLE... located in front of the Dare County Justice Center, 962 Marshall C. Collins Dr., Manteo NC

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: PERKINSON, ROBERT E JR
PERKINSON, CLARENCE K**

Customer Number	District	Bill Number		
020089885	SOUTHERN SHORES	28633		
Parcel Number	Billing Date	Tax Year	Due Date	Delinquent After
021855000	07/28/2017	2017	09/01/2017	01/05/2018
Description of Property	% Rate	Tax Levied		
PIN#: 986708-78-8808				
Description: LOT: 9,10 BLK: 20 SE SO/SH	.470000	DARE CO \$5,374.92		
AMENDED PLAT B SEC 2				
Street Address: 142 OCEAN BLVD	.220000	SS TOWN 2,515.92		
Real Property Value: \$1,143,600	.000000	0.00		
Personal Property Value: 0	.000000	0.00		
Exempt Value: 0	.000000	0.00		
Total Taxable Value: \$1,143,600		0.00		
	.000000	0.00		
		LATE LIST: 0		
AMOUNT DUE:		\$7,890.84		

This bill does not reflect any payments made to the tax bill. Click the link below for the current balance.
[*View Tax Certification \(10 Year History\) for account balance as of the Certification Report Date*](#)

November 28, 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."



August 7, 2017

Mr. Wes Haskett, Town Planner
Town of Southern Shores
5375 N. Virginia Dare Trail
Southern Shores, North Carolina 27949

RE: Proposal - CAMA Land Use Plan Update

Dear Mr. Haskett:

We are pleased to submit our proposal for preparation of the Town of Southern Shores CAMA Land Use Plan Update. As Project Lead, I will serve as the primary contact between the Town of Southern Shores and Holland Consulting Planners. I will represent our firm at selected meetings with the Planning Board and Town Council, and will organize and conduct the public workshops and public hearing. Landin Holland, Senior Planner, will provide assistance in data collection and analysis, supervise required mapping, and will also attend some of the meetings.

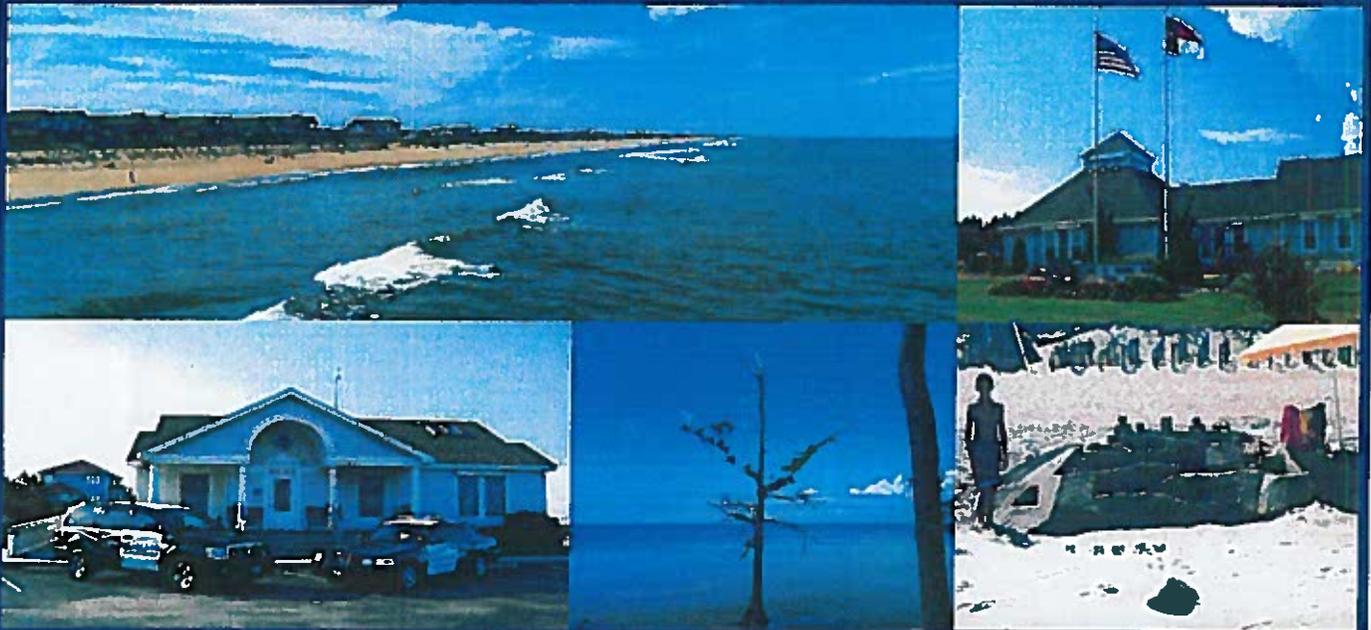
Holland Consulting Planners, Inc., is enthusiastic about the opportunity to serve the Town of Southern Shores, and earnestly solicits your award of this project to us. Our staff is committed to our clients and we encourage you to contact any of them to discuss our project performance. We would welcome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

Sincerely,


T. Dale Holland, AICP
Principal

TDH:cma
Enclosure

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@hcpplanning.com



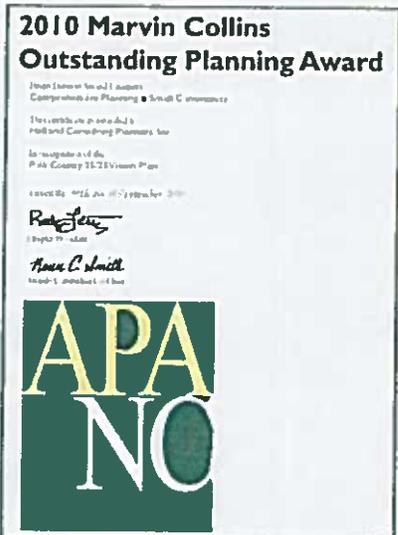
Holland Consulting Planners, Inc., (HCP) was established in 1987 to provide quality comprehensive planning and grant management consultant services. T. Dale Holland, AICP, is the firm's owner and president. While a wide range of planning capabilities are provided, our principal focus is on land use planning 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.





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

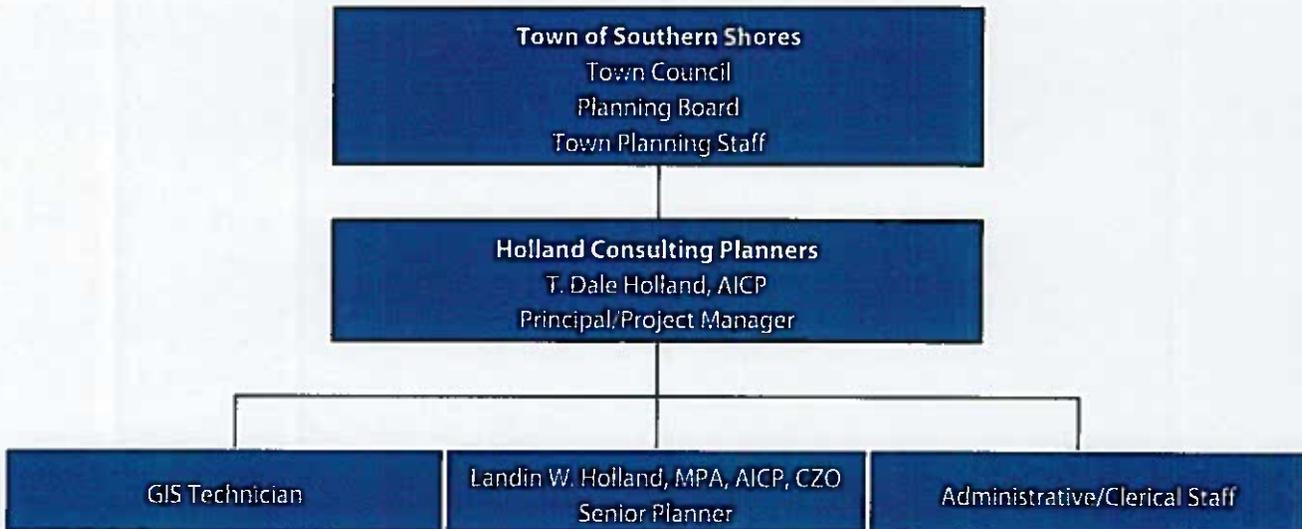
Holland Consulting Planners, Inc.
3329 Wrightsville Avenue, Suite F
Wilmington, North Carolina 28403
Phone: 910/392-0060 • Fax: 910/392-2839
Website: www.hcpplanning.com
E-mail: wilmington@hcpplanning.com

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



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/>





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**.





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?

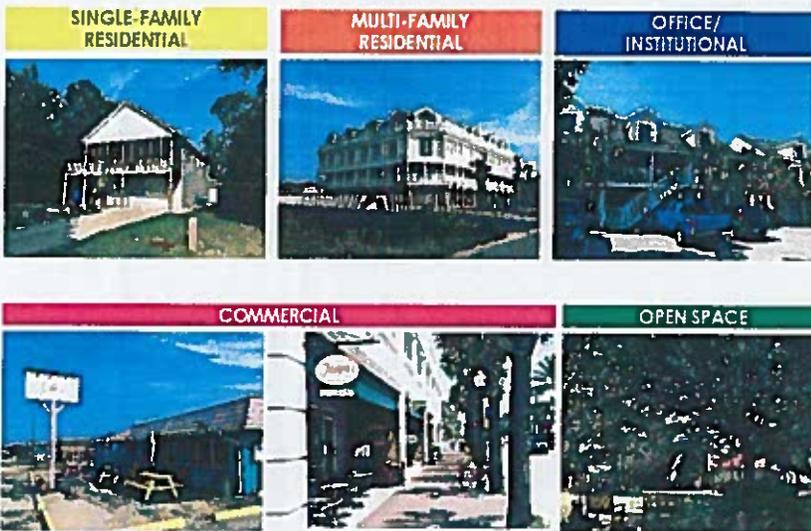


City of Goldsboro, NC

- Urbanized Area Plan Boundary
- Neuse River
- Goldsboro Corporate Limits
- Goldsboro ETJ
- Goldsboro Urbanized Area
- Wayne Municipalities
- County Border




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



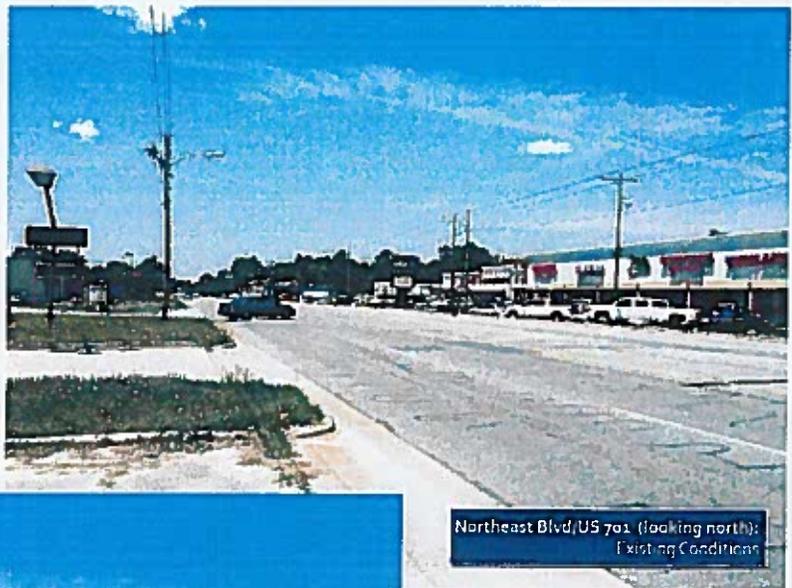
Future Land Use Visual Preference Survey

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.

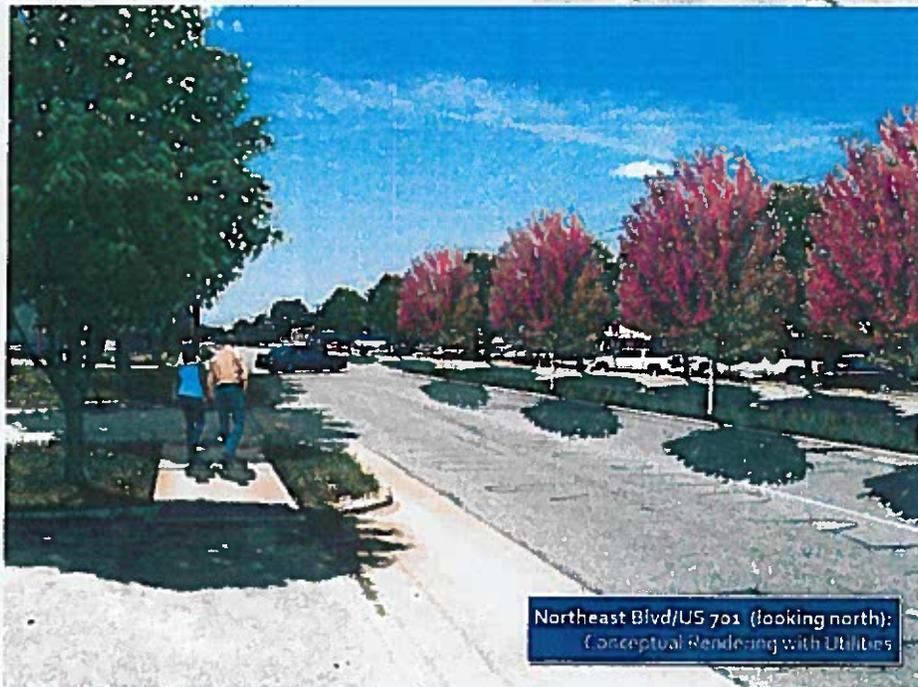


Clinton 2035 Comprehensive Plan - Clinton, NC

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.



- 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 verbage. 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.



N·FOCUS

Planning • Public Administration • Urban Design

September 11, 2017

Town of Southern Shores
Attn: Wes Haskett, Town Planner
5375 N. Virginia Dare Trail
Southern Shores, NC 27949

Re: Request for Proposals: Updating the Town of Southern Shores CAMA Land Use Plan

Dear Wes,

On behalf of N-Focus Planning & Design, Inc., I am pleased to submit this response to your Request for Proposals (RFP) for Professional Services to update the Town of Southern Shores CAMA Land Use Plan.

Our Staff's expertise in local government services is extensive and includes:

- Land Use Planning
- Comprehensive Planning
- Plan Implementation
- Urban Design
- Growth & Development Ordinances
- Public Involvement Facilitation

Robert E. (Bob) Clark, AICP and N-Focus Senior Planner has developed CAMA compliant planning and implementation strategies including coordinating intensive citizen involvement, private sector stakeholders, and the participation of agencies across the local & state government spectrum. Further experience and qualifications are identified on page 15 of the attached Statement of Qualifications & Proposal. Additional project team members to be assigned to this project are identified on page 14.

N-Focus believes the updated CAMA Land Use Plan should not only reflect the collective vision of Southern Shores' citizenry in 2017, but also provide guidance to citizens, businesses, property owners, and those exploring investment into Southern Shores. The Plan should also provide guidance in the adoption of clear standards & specifications for growth & development over the next decade and beyond.

Thank you for the opportunity to submit this response to your Request for Proposals. We look forward to discussing our recommended project approach and the prospect of working on this project with the Town of Southern Shores.

Respectively,

Patti Rader

Patti Rader, Manager
prader@nfocusplanning.org

Enclosure: One (1) Statement of Qualifications & Proposal

N-Focus Planning & Design, Inc.
313 South Main Street, Suite 110 • Kannapolis, NC 28081
Tel: (704) 933-0772
www.nfocusplanning.org



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

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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 motto 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. <i>LB</i>

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										
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							
UPDATE FUTURE LAND USE MAP						N-Focus	N-Focus					
PROVIDE GUIDANCE ON LAND USE POLICIES & ACTIONS				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)

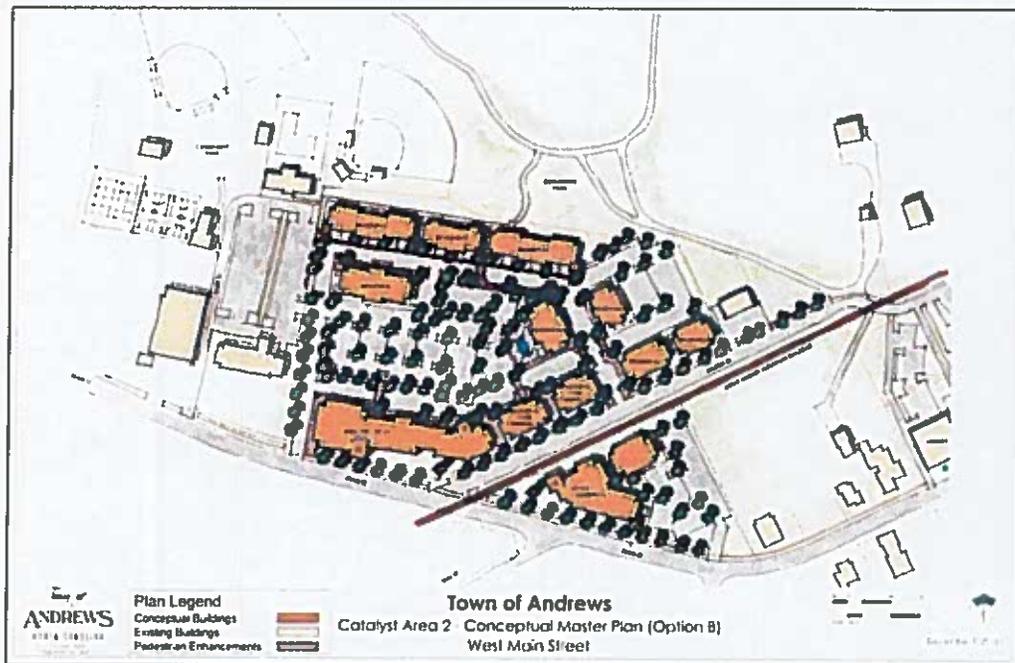
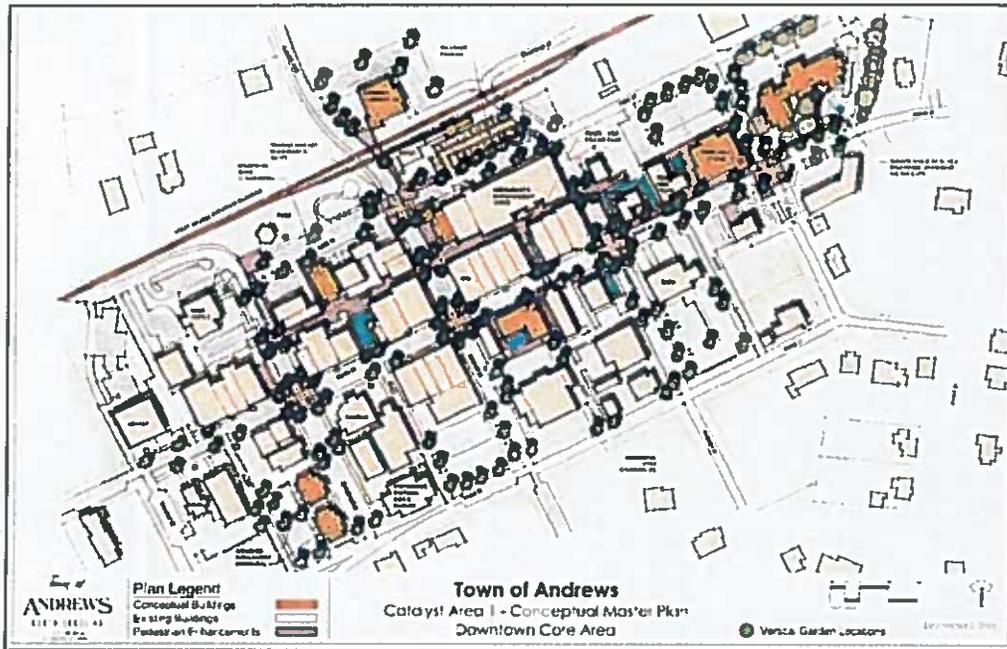
The N-Focus Team completed the newly adopted *Town Plan 2030 – Land Use & Comprehensive Master Plan* and the companion *Midland Development Ordinance (MDO)*. *Town Plan 2030* was adopted August 9, 2011 and the MDO was subsequently adopted on September 13, 2011.

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



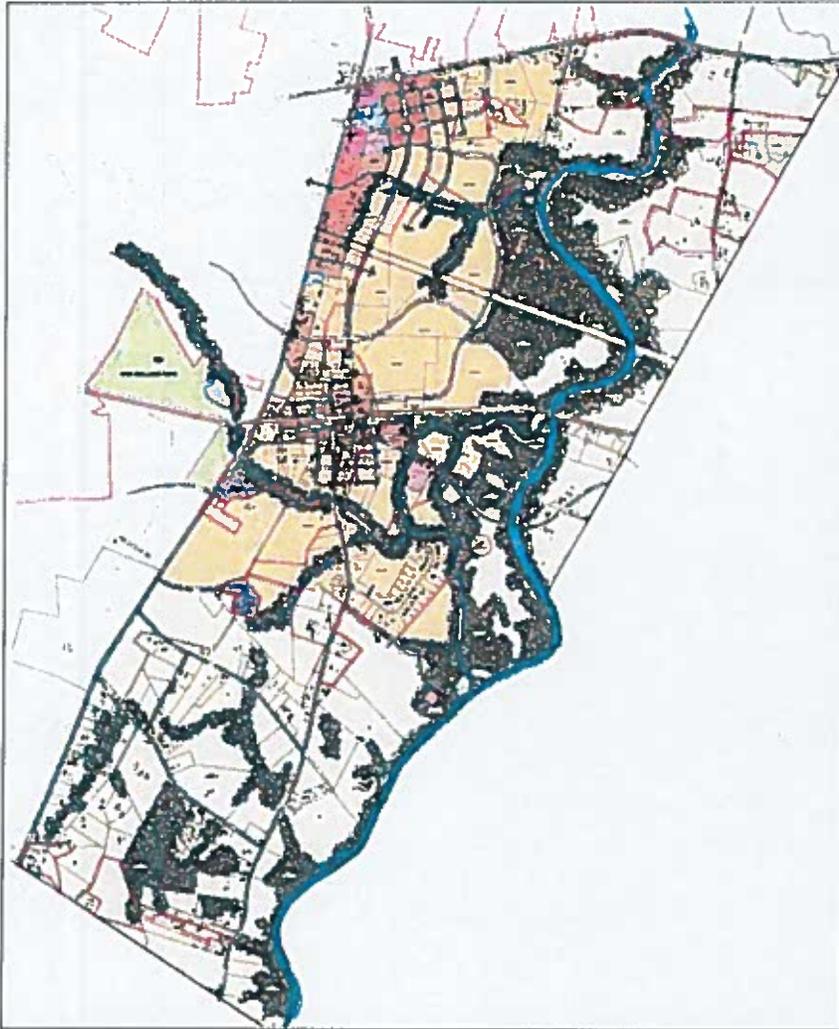
10. SAMPLE PROJECT ILLUSTRATIONS OF ADOPTED PLANS

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





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



Town of Midland, North Carolina
Planning Services Department
420 Mill Irony 240-7 East
PO Box 500
Midland, NC 28107

Town Plan 2030 - Revision 1
Southeast Quadrant Plan
April 9, 2011

0 100 200 300 400 500 Feet

N



© 2011 Town of Midland, NC

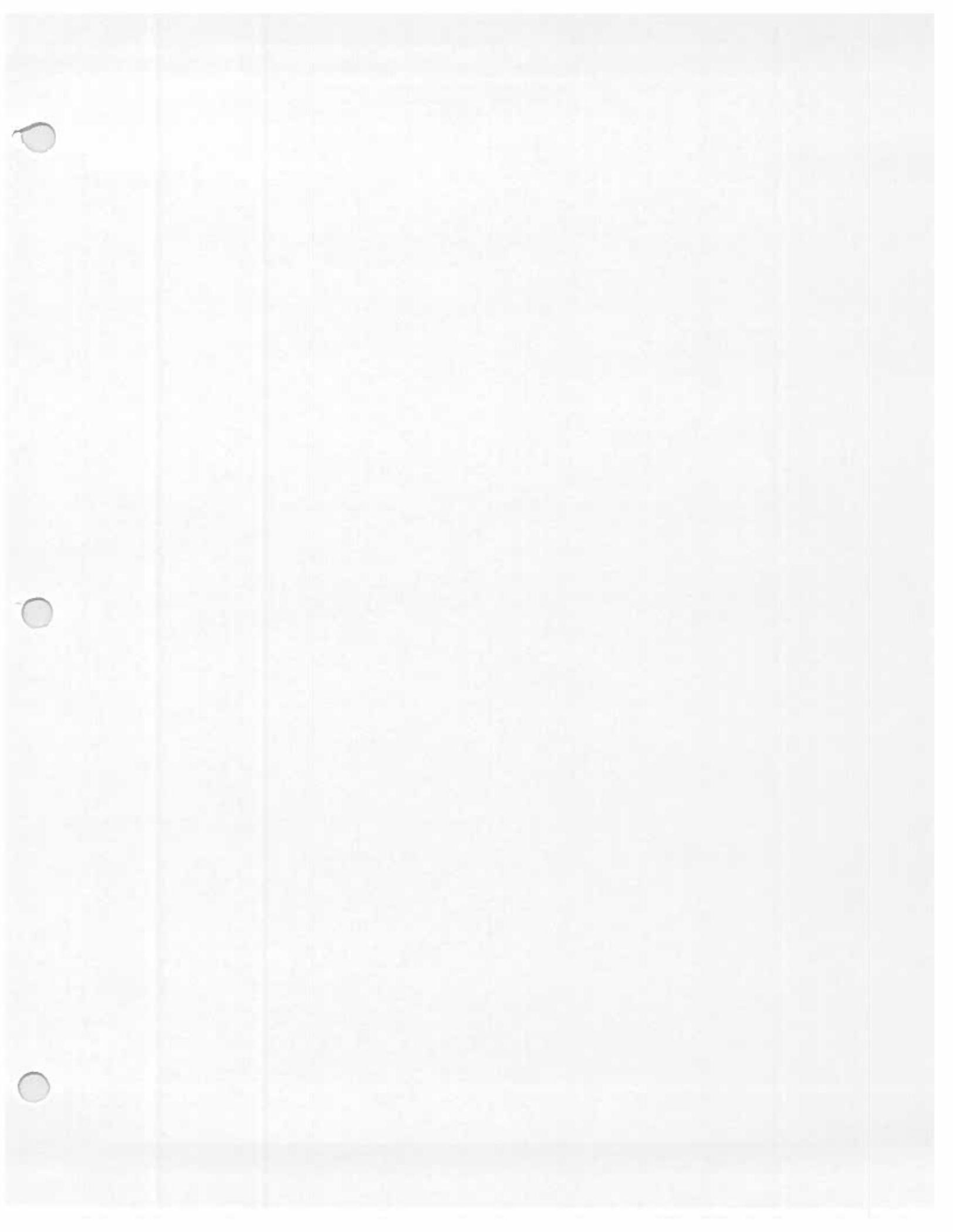




11. LIST OF CLIENTS SERVED BY N-FOCUS PLANNING TEAM

Albemarle	Denton	Maysville	Tabor City
Andrews	Ellerbe	Midland	Taylorstown
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





Peter Rascoe

From: Peter Rascoe
Sent: Thursday, December 14, 2017 1:20 PM
To: Tom Bennett; Chris Nason; Gary McDonald; Jim Conners; Fred Newberry
Cc: Sheila Kane; Bonnie Swain
Subject: RE: Recommendation for Council Action Jan 9, 2017
Attachments: Budget Amendments 17-18.xls

Attached recommended Budget Amendment #8 as referenced in previous email below.

From: Peter Rascoe
Sent: Thursday, December 14, 2017 12:14 PM
To: Tom Bennett <tbennett@southernshores-nc.gov>; Chris Nason <cnason@southernshores-nc.gov>; Gary McDonald <gmcDonald@southernshores-nc.gov>; Jim Conners <jconners@southernshores-nc.gov>; Fred Newberry <fnewberry@southernshores-nc.gov>
Cc: Sheila Kane <skane@southernshores-nc.gov>; Bonnie Swain <bswain@southernshores-nc.gov>
Subject: Recommendation for Council Action Jan 9, 2017

Council Members,

For your January 9th meeting I have requested the Mayor agendaize a recommendation from me for the Council to activate the position of Director of the Public Works Department in the best interest of the Town. As some of you may recall, the budget recommended to you for FY 17-18 did not contain funding for the Director position and consequently it was recognized as an inactive position. Recall the reason at the time was that despite our advertising and recruitment, we had not been able to attract and locate applicants with the necessary experience and education suitable for the position. Since that time, the Department has been operating by a Supervisor of the work crews, with the Departmental administrative functions being performed by various Town Hall staff. I now have the opportunity to consider hiring an applicant with the experience and education suitable for the Director role. A proposed amendment to the budget is attached to activate the Director position, and allowing for its funding from January 1, 2018 to June 30, 2018. Also included in the recommended budget amendment are funds for the Senior Maintenance Technician who will be directly supervising the work crew, as well as funding for a year-round part-time position to supplement the Department's work force. The part-time position has been utilized by the Department in the past and is a resource needed by the Department to adequately carry out its responsibilities. The recommended action to approve the attached Budget Amendment # 8 would return the Department to full personnel complement, as in past years, to perform the Town's services as directed and authorized.

Recommendation for Council action:

Accept Manager's recommendation to approve Budget Amendment # 8.

**Town of Southern Shores
Budget Amendment Number # 8**

Streets Increases			Streets Decreases		
<u>Account Number</u>	<u>Description</u>	<u>Amount</u>	<u>Account Number</u>	<u>Description</u>	<u>Amount</u>
40-39909	Revenues Unassigned Fund Balance	19,438			
59-50010 59-50050 59-50070	Expenditures Salaries FICA Retirement	17,014 1,303 1,121			

Explanation: The cost to fill PW Director position, Senior PW Maintenance Tech and a year 'round part time position.

Recommended By:

J. Peter Rascoe, III, Town Manager

Approved By:

Tom Bennett, Mayor

Date

STAFF REPORT

To: Southern Shores Town Council
Date: January 3, 2018
Case: ZTA-17-06
Prepared By: Wes Haskett, Town Planner/Code Enforcement Officer

GENERAL INFORMATION

Applicant: Town of Southern Shores

Requested Action: Amendment of the Town Zoning Ordinance by amending Section 36-171, Lot Disturbance and Stormwater Management

ANALYSIS

As directed by the Town Council, Town Staff is proposing to amend the Town Zoning Ordinance by amending Section 36-171, Lot Disturbance and Stormwater Management. Stormwater management was the first topic raised in Module One of the Town Code Update project that was identified as a "critical issue". At the November 6, 2017 Special Planning Board meeting, the Board discussed each option proposed by CodeWright Planners for stormwater in Module One and agreed that keeping the current stormwater requirements with some modifications is preferred. The recommended modifications to Section 36-171 are as follows:

- Language that permits the Town Manager or his/her designee to modify an existing stormwater permit requirement during the construction process;
- No fill material may be placed on a lot in the side setback areas unless the final vertical-to-horizontal slope ratio is equal to or less than 1:3;
- Stormwater plans shall include an engineer's certification on required stormwater plans certifying that the proposed stormwater improvements are in compliance with the Town's stormwater requirements.
- Language that addresses the maintenance of stormwater improvements.

The proposed language attempts to modify Section 36-171 in accordance with the aforementioned recommendations. The Town's currently adopted Land Use Plan contains the following Policy that is applicable to the proposed ZTA:

- **Policy 7:** Support stormwater management programs that reduce flooding and improve coastal water quality.

RECOMMENDATION

Town Staff and the Town Planning Board have determined that the proposed amendment is consistent with the Town's currently adopted Land Use Plan and the Town Planning Board unanimously (3-0) recommended approval of the application.



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

Ordinance 2017-XX-XX

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, pursuant to N.C.G.S. § 160A-174 the Town may also enact and amend ordinances that define, prohibit, regulate, or abate acts, omissions, or conditions, detrimental to the health, safety, or welfare of its citizens and the peace and dignity of the Town; 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 and Town Code of Ordinances 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.

ARTICLE III. Amendment of Zoning Ordinance.

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

PART I. That Section 36-171 [Lot disturbance and stormwater management] be amended as follows:

1 **Sec. 36-171. Lot disturbance and stormwater management.**
2

3 Subject to the requirements of G.S. 160A-417(b), if applicable, in all town zoning
4 districts, including all areas within the extraterritorial jurisdiction, no grading, filling, or
5 other alteration of the topography or elevation of any unimproved lot, or demolition and
6 clearing of improved property, nor any manmade change to any improved real estate
7 resulting in the discharge of stormwater onto adjacent property and requiring a building
8 permit, shall be undertaken prior to the issuance of a lot disturbance-stormwater
9 management permit by the zoning administrator.

10 (1) All applications for lot disturbance and stormwater management shall be
11 accompanied by a survey and site plan of the proposed improvements prepared
12 by a state licensed professional surveyor, engineer, architect or other person
13 duly authorized by the state to prepare such plans showing the actual
14 dimensions and shape of the lot, and showing the surveyed pre-disturbance
15 ground elevation at the corners of the proposed structure referenced to mean
16 sea level. The application shall also describe the disturbance or development
17 activity which is proposed for the lot. The application and accompanying
18 survey shall be sufficiently detailed for the zoning administrator to confirm
19 that following construction of the proposed improvements the property will
20 retain all stormwater generated by a 1.5 inch rain event and will not adversely
21 affect any stormwater management system previously constructed by the town
22 or on adjacent properties. No fill material may be placed on a lot in the side
23 setback areas unless the final vertical-to-horizontal slope is equal to or less
24 than 1:3. The burden shall be on the applicant to make such a showing, and the
25 zoning administrator, in his discretion, may request reasonable additional
26 information to make a decision on the application.

27 (2) Upon inspection, the zoning administrator shall confirm that the survey detail
28 submitted conforms generally to the pre-disturbance condition of the lot with
29 respect to its elevations, and that the proposed disturbance activity will not create
30 any hazards or disturb land or lots other than that owned by the applicant or his
31 agent. The zoning administrator shall make such notation or comments on the
32 permit as needed to further establish the pre-disturbance topography and elevation
33 of the lot for later use in determining the permitted height of any structures
34 subsequently constructed on said lot. The zoning administrator may modify an
35 existing lot disturbance and stormwater management permit requirement during
36 the construction process.

37 (3) The zoning administrator is hereby authorized to include requirements in the
38 permit which minimize the disturbance or damage of any adjacent lots or land,
39 including any reasonable conditions meeting current best management practices
40 for retaining all stormwater generated by a 1.5 inch rain event. All required
41 stormwater improvements shall be maintained in a manner that ensures that the
42 improvements will continue to satisfy all applicable requirements in the issued
43 permit. A certification executed by the person duly authorized by the state to

1 prepare such plans attesting to compliance with all applicable stormwater
2 requirements shall be shown on the survey.

3 **ARTICLE III. Statement of Consistency with Comprehensive Plan and**
4 **Reasonableness.**

5
6 The Town's adoption of this ordinance amendment is consistent with the Town's adopted
7 comprehensive zoning ordinance, land use plan and any other officially adopted plan that
8 is applicable. For all of the above-stated reasons and any additional reasons supporting
9 the Town's adoption of this ordinance amendment, the Town considers the adoption of
10 this ordinance amendment to be reasonable and in the public interest.

11
12 **ARTICLE IV. Severability.**

13
14 All Town ordinances or parts of ordinances in conflict with this ordinance amendment
15 are hereby repealed. Should a court of competent jurisdiction declare this ordinance
16 amendment or any part thereof to be invalid, such decision shall not affect the remaining
17 provisions of this ordinance amendment nor the Zoning Ordinance or Town Code of the
18 Town of Southern Shores, North Carolina which shall remain in full force and effect.

19
20 **ARTICLE V. Effective Date.**

21
22 This ordinance amendment shall be in full force and effect from and after the ___ day of
23 _____, 201__.

24
25
26
27 _____
28 Mayor

29 ATTEST: Date: _____

30
31 _____
32 Deputy Clerk

Vote: Ayes Nays

33
34
35
36 APPROVED AS TO FORM:

37
38
39 _____
40 Town Attorney