

# Steering Committee Handbook

Currituck County Land Use Plan

12/1/2015

Currituck County Planning and Community Development Department

# Table of Contents

Overview of the Land Use Plan .....	2
Your Role at a Steering Committee Member.....	4
Organization and Management of the Plan.....	6
Your Time commitment as a Steering Committee Member.....	7

## OVERVIEW OF THE LAND USE PLAN

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### Why Prepare a Land Use Plan?

Communities are dynamic places; they change over time as their population grows or ebbs. They are continually evolving as places where human interaction and capital investment meets the natural environment. By looking at current data and concerns, exploring future trends, we can begin to address some of the current problems and may be able to anticipate some future issues. During the Land Use Plan process, we'll gather data (including public input), interpret the data and trends, and finally set goals and create policies from what we've learned. The final document will be a long range, "big picture" Plan that can guide decisions about the future of the County. We will attempt to address several pressing challenges, including:

- Losing agriculture and other resource-based land areas to residential development;
- Maintaining the high-quality tourist destination of the Currituck Outer Banks as demographics and economics change;
- Addressing stormwater and drainage issues that are exacerbated by increased development;
- Supporting commercial and economic development that offers greater prosperity to our citizens and our region while complementing the County's unique sense of place;
- Creating new parks, recreation and open space facilities to promote the health of well-being of multiple generations of our citizens;
- Ensuring the housing needs for all socioeconomic backgrounds are met
- Addressing the needs of a senior population as baby boomers age and immigration of retirees occurs;
- Having adequate County infrastructure in place, from water and sewer systems to school capacity to senior services as the County grows;
- Providing for the expansion of walking and biking facilities on both the mainland and the Currituck outer banks.

Your County Commissioners must make difficult decisions about how to manage growth and about how to allocate the County's resources to deal with these many growth-related issues. The Land Use Plan will help guide those difficult decisions—about future development and redevelopment, and about priorities for County government in response to the demands brought about by constant change. The intent of the plan is to create a shared vision for the County to preserve and build on its heritage while giving direction for desirable growth and development. The Land Use Plan presents an opportunity to demonstrate that Currituck residents, businesses and elected officials are committed to working together for the best possible future for our community.

## Who will be responsible for preparing the Land Use Plan?

A Steering Committee consisting of 11 to 14 citizens appointed by the Board of Commissioners will guide the preparation of the Land Use Plan. Other appointed boards, most notably the Planning Board, will be invited to provide input to the Steering Committee as the plan is developed. The Steering Committee will receive technical and administrative assistance from County staff. The Board of Commissioners will provide leadership and direction at strategic benchmarks during the plan's development.

## How will the community be involved?

A critical part of plan development will be the involvement of property owners, residents, business owners and other stakeholders in the community. Community involvement will be the foundation of the plan; the development of the Land Use Plan will start from the ground up. Starting early in the process and continuing throughout the development of the plan, the Steering Committee and Planning staff will be gathering public input through public meetings, surveys, special group meetings, social media and interacting with others in the community. Formally, we will host a series of community meetings to gather public opinion and speak to people at group meetings, like civic groups, senior groups, etc. Informally, we will talk with people in where we live, work and play about their concerns about the County.

# YOUR ROLE AS A STEERING COMMITTEE MEMBER

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Your role as a Steering Committee member is critically important to the success of the Land Use Plan.

➤ **Unique Perspective:**

You hold a unique viewpoint within the Currituck community. You have been selected as a steering committee member because of your knowledge of the community, your interest in its future and your willingness to help create a new vision for our county for the next decade.

➤ **Plan Development:**

You should provide perspective and insight on information gathered as well feedback on draft policies and implementation actions. In doing so, you will play an important role in shaping guidelines for growth and development over the ten years or more. You are not being asked to be a planner or writer but rather a sounding board for the citizens of Currituck.

➤ **Learning and Sharing Information**

Over the course of the plan's preparation you may be introduced to new ideas about development, demographic trends, new technologies and other information. You may also come across other ideas that you want to share with the Steering Committee and staff – ideas that you believe may have merit for Currituck.

➤ **Networking and Recruitment**

You know others in the community have an interest in the way in which our county should grow. These others may include friends, neighbors, business associates or other vitally interested in the future of Currituck. By inviting these people to participate in the planning process, you can help make sure that all different viewpoints within the community are heard.

➤ **Public Meeting Facilitation and Support**

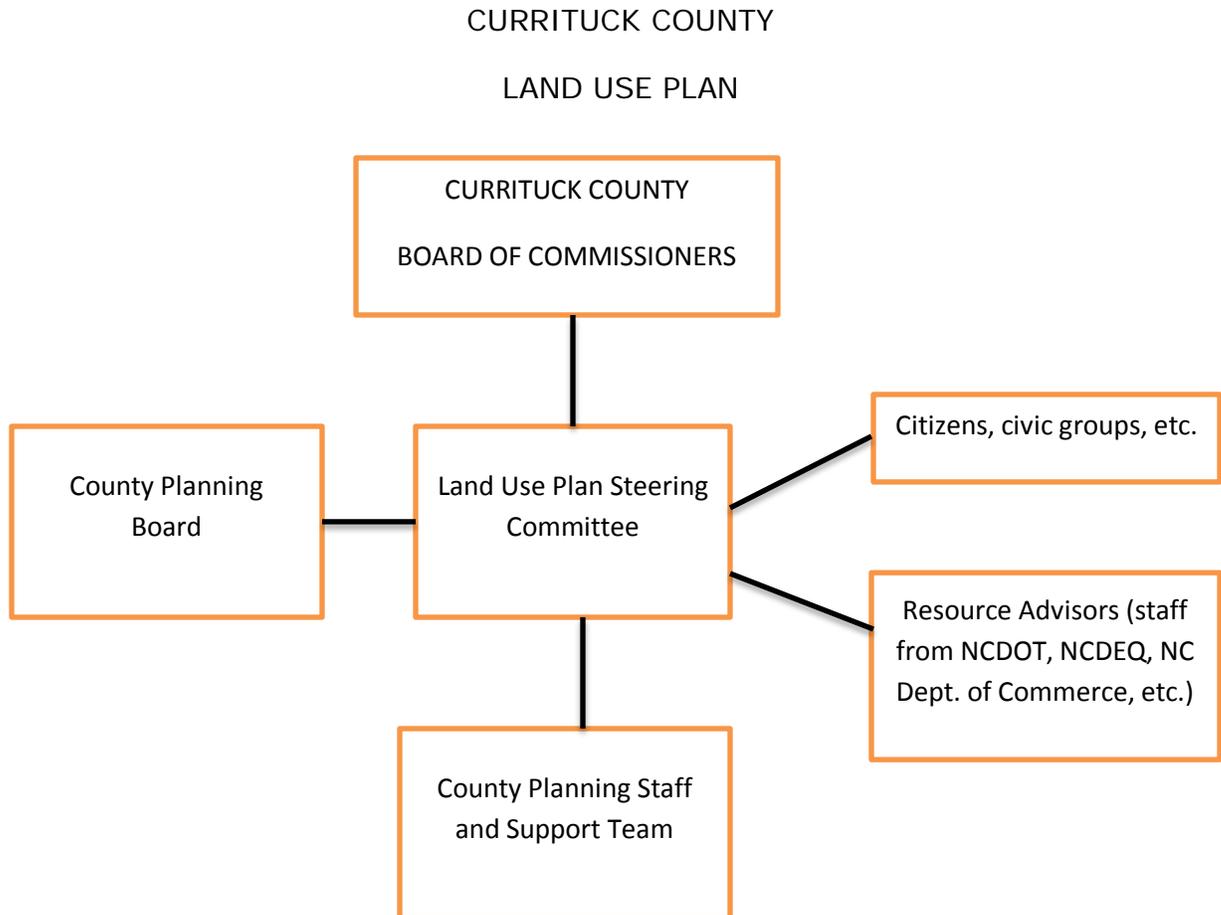
During the course of the plan's development, you may be asked to take a leadership role in facilitating public meetings. Specific roles will be discussed before each meeting and may include: greeting/signing people

in, working with small groups, promoting discussion, summarizing meeting input and interpreting meeting results.

➤ Plan Presentation and Recommendation

At the conclusion of the process, you may be asked to participate in the presentation of the Land Use Plan to the Board of Commissioners for their consideration of adoption.

# Organization and Management of the Plan



- ❖ The Board of Commissioners provides direction to Steering Committee, early in the process as well as during the review of draft sections of the plan. They will hold a formal public hearing to consider adoption of the plan
- ❖ Steering Committee guides preparation of the Land Use Plan and recommends the plan to the Board of Commissioners
- ❖ Planning Commission provides input on draft plan to Steering Committee
- ❖ Citizens, civic groups and Resource Advisors provide input and perspective at organized public input meetings, focus groups, as well as by social media, letter, personal contact, etc
- ❖ Support Team provides technical and administrative assistance, facilitates communications to the public, organizes civic engagement process and prepares draft and final plan.

# Your Time Commitment as a Steering Committee Member

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Below is an estimate as to the minimum time commitment of Steering Committee members over the course of the plan's preparation:

## **Project Duration** – 20-24 months

Plan preparation normally runs about 20 month from the date of the “kick off meeting” until the draft plan is presented to the Commissioners in a concluding joint work session.

## **Regular Committee Meetings** – 2 hours

Typically, we will hold one 2 hour meeting per month as needed during this process. We will probably not meet every month but plan for 9-10 months out of the year.

## **Monthly Review of Draft Materials** -1.5 hours

Committee members will receive information about the discussion of different topics and issues of the Land Development Plan. As the plan progresses, members will need to review draft chapters of the Plan.

## **Special Community meetings** – 3-4 hours per quarter

Special public meetings held for the plan may take 3-4 hours during any three month period. These will be held in the different communities throughout the county. Members are encouraged to attend the meeting held in their home community or one that meets their schedule.

## **Other** – 3-4 hour per quarter (not required)

Committee members may want to allow time to make special appearances at civic club meetings, neighborhood meetings, focus group meetings or other special gatherings during the course of plan preparation.