Town of Nags Head, NC
CAMA Land and Water Use Plan Update
Citizen Participation Plan

Background

This Citizen Participation Plan (CPP) is developed to provide a formal public participation program for the development of the CAMA Land and Water Use Plan (the Plan). The Town of Nags Head is required to develop the CPP because the Town is using CAMA funds to assist with preparation of the Plan. This CPP satisfies the requirements of the state-funded CAMA Land and Water Use Plan contained in 15A NCAC Subchapter 7L, Local Planning and Management Grants.

The Land and Water Use Plan, created with input from residents, non-resident property owners, business owners, Town Boards and Committees, State and Federal agencies, as well as other stakeholders, establishes the vision for the community and formulates the goals, objectives, and strategies for achieving that vision. Many of the Town's regulations and initiatives are a direct result of the policies included in the Land and Water Use Plan.

As evidenced by this Citizen Participation Plan, the Town will be making a substantial effort to solicit public input. Part of this includes assembling a diverse group of individuals and community representatives to formulate the Lead Planning Group, which will serve as a steering committee to guide Staff's efforts and advise the Board of Commissioners throughout this process. Additionally, the CPP will "employ a variety of educational efforts and participation techniques to assure that all socio-economic segments of the community and non-resident property owners have opportunities to participate during plan development" [15A NCAC 7L .0506 (a)]. CPP activities will occur throughout the Plan development process (see Appendix A for a Plan schedule).

The CPP includes four major components:

1. Lead Planning Group
2. Initial public information meetings
3. Public participation tools
4. Meeting schedule

The following sections further describe each of these components.

Section 1: Lead Planning Group (LPG)

The Lead Planning Group has been designated by the Town to act in an advisory capacity throughout the development of the Plan. The Town's Board of Commissioners selected a large and diverse group of stakeholders to participate as members of the LPG. The Board identified groups and individuals to contact based upon a desire to build upon experience with these groups formed on previous issues and projects. Representatives from organizations, associations and community groups were specifically sought due to their ability to further involve the members of their associations in the development of the Plan.

The Town has contracted with Parsons Brinckerhoff Quade & Douglas, Inc., an international consulting firm, to act as facilitator throughout the Plan development process. The consultants will act as facilitators at all LPG and public meetings. Town Staff will act as co-facilitators.

<u>Membership</u>

Invitations to participate on the LPG were sent by the Town on September 23, 2005. Appendix B lists the current LPG representatives. The following organizations (listed below) were requested to provide a representative to the LPG.

The Nature Conservancy - Nags Head Woods	Town of Nags Head Board of Adjustment	Old Nags Head Cove Homeowners Association (North)
Friends of Jockey's Ridge	Town of Nags Head Planning Board	Town of Nags Head Board of Commissioners
Outer Banks Community Foundation	Nags Head Acres Homeowners Association	Outer Banks Visitors Bureau
Outer Banks Community Development Corporation	Outer Banks Kiwanis Club	North Ridge Homeowners Association
North Carolina Aquarium	Dare County Board of Education	Outer Banks Homebuilders Association
Dare County Planning Board	Gallery Row Merchants	South Creek Acres Homeowners Association
Jockey's Ridge State Park	North Carolina Department of Transportation	North Carolina Coastal Federation
Dare County Restaurant Association	Outer Banks Transportation Task Force	Outer Banks Chamber of Commerce
Nags Head Pond Homeowners Association	Outer Banks Surfrider Foundation	Nags Head Surf Fishing Club
Outer Banks Association of Realtors	National Park Service - Cape Hatteras National Seashore	Old Nags Head Cove Homeowners Association (South)
Dare County Arts Council	Villa Dunes Property Owners/Nags Head Community Watch Program	Town of Kill Devil Hills
Dare County Board of Commissioners	Town of Nags Head Citizens Advisory Committee	Village at Nags Head Property Owners Association
Village at Nags Head Property Owners Association	Wheels of Dare	Thomas A. Baum Senior Center

Role & Authority

As an advisory committee created specifically for the purpose of updating the Plan, the LPG's role is to guide the Town staff and Board of Commissioners in the development of the Plan. The LPG will serve in an advisory capacity to the Town of Nags Head staff and the Board of Commissioners (Board). The LPG has the authority to make recommendations to the Board regarding the Plan's development and adoption. The Board shall remain ultimately responsible for the adoption of the Plan and its associated policies.

Responsibilities
Several responsibilities have been identified for the members of the LPG:

1. *Establish a chairperson*
   The chairperson will focus and lead the LPG. The chairperson will assist the Consultant and Town Staff to facilitate LPG meetings. When necessary, the

chairperson shall request LPG members to vote on issues or recommendations in order to reach consensus as a group.

2. Attend meetings
The primary responsibility of each LPG member is to be an active participant in the development of the Plan. Attendance and contribution to the discussion at each LPG meeting is essential to foster the development of the Plan.

3. Participate in outreach activities
Several outreach activities are included in the development of the Plan (see Section 4 below). LPG members are requested to assist the Town to publicize and make successful all efforts to solicit input to the Plan. Members of the LPG will be requested to be active participants at public outreach activities. The LPG will act as "ambassadors" of the planning process, ensuring that issues raised by the public are documented and discussed in the Plan.

4. Provide input at milestones / decision points
The LPG will review materials related to the development of the Plan and will provide input at project milestones and decision points. A few of the areas the LPG will review during Phase I of the Plan include:

- draft version of this Citizen Participation Plan
- draft survey instrument
- summary of survey findings
- public comments
- key issues
- existing conditions assessment
- draft vision statement

During Phase II the LPG will participate in the following activities:

- update citizen participation plan
- develop goals and objectives for policies
- review previous policies
- future land use map
- develop draft plan
- present Plan to the Board
- Review comments from public / Board
- revise Plan

5. Advise the Town staff and Board of Commissioners
The LPG will act in an advisory capacity to the Town Staff and Board of Commissioners for all issues related to development of the Plan.

- content of public outreach activities
- data & forecast analyses
- project deliverables
- provide recommendations for board actions

Section 2: Initial public information meetings

An initial public information meeting occurred on October 27, 2005 at 7PM to inform citizens about the purpose of the CAMA land use plan and the steps that will be taken to update it. A notice was published in the *Coastland Times* on September 23, 2005. A second notice will be published in the *Coastland Times* on Thursday October 13, 2005. (See Appendix C for copies of the Notices). The notices were conveyed to the Coastal Resources Advisory Council members and to the district DCM planner.

The meeting format was an open-house style workshop with PowerPoint presentation and exhibit maps depicting some of the issues that came from the scoping session. The public will be invited to speak about key issues to be addressed in the Plan.

Section 3: Public participation tools

There are several objectives of the citizen participation process. These objectives are met with various public participation tools: The table below highlights the major citizen participation tools intended for the Nags Head Plan. The tools will be used throughout the planning progress.

Education - improving stakeholders' understanding of the impact that land use and development issues have on their quality of life and increasing the community's understanding of CAMA and the land use planning process.

Listening - improving the local planning team's understanding of the values of the community's stakeholders, the issues that are important to them, and how stakeholders perceive that the land use plan will affect them.

Collaboration – creating opportunities for working with stakeholders to identify alternative plan solutions, to identify the impacts of favored solutions on stakeholders, and to work toward community consensus.

Support – creating a base of support in the community for implementation of the policies and programs embodied in the plan.

Method	Description / Purpose	Target Audience	Anticipated Results
Email Broadcast	• Sent regularly to provide Plan updates • Meeting invitations & reminders	• Email list • Plan mailing list	• Education • Support
Government Access TV	• Notices & updates broadcast to TV viewers • Meeting invitations & reminders	• Residents	• Education
Targeted Phone Interviews	• Solicit stakeholder input on key issues • Build dialogue between Town & key stakeholders	• Key stakeholders	• Education • Listening • Collaboration
Design Charette / Visioning	• Provide information about Plan progress • Gather public input regarding design issues • Develop draft recommendations / designs for specific areas	• Residents • Property owners	• Education • Listening • Collaboration • Support
Town Website	• Post information & draft materials for review	• Residents • Property owners • Visitors	• Education
Town Newsletter	• Provide information about Plan progress • Build support through stories about Plan importance	• Town residents	• Education
Survey Instrument	• Request opinions on key issues	• Residents • Property owners	• Listening
Published notices	• Meeting invitations & reminders Provide notices regarding	• Residents	• Education
Newspaper articles	• Provide information about Plan progress • Build support through stories about Plan importance	• Residents	• Education • Support
Public Workshops / Community Forum	• Provide information • Request feedback • Enable public comment • Build dialogue & support for Plan	• Residents • Property owners	• Education • Listening • Collaboration • Support
Focus Groups	• Solicit stakeholder input on key issues	• Key stakeholders	• Listening • Support
Public Hearings	• Present draft vision statement • Listen to public comment	• Residents • Property owners	• Education • Listening

At the end of Phase I and at the conclusion of the Plan, a summary report of all public outreach activities will be prepared. The report will document the activities listed in the

table above and will more fully describe the anticipated results compared to actual results achieved through the Citizen Participation Process.

Section 4: Meeting schedule

The following is a general outline of topics and activities scheduled for the lead planning group and public meetings.

LPG Meeting 1: Organization and overview of the land use planning process; review of CPP; preliminary input on key issues; prepare for first public meeting

First Public Workshop: Describe purpose for Plan; Review 2000 Plan; Solicit input for key issues

LPG Meeting 2: Review results of first public meeting; revise CPP; More input on key issues;

LPG Meeting 3: Review existing conditions analysis; refine key issues; coordinate with Beach Road study; preliminary input for survey design

LPG Meeting 4: Review growth trends; more input for survey design; prepare for 2nd public outreach meeting

Second Public Workshop: Summarize key issues identified to date; seek input / refinement; present topics for opinion survey

LPG Meeting 5: Review results of second public meeting; approve survey design; review growth forecasts

LPG Meeting 6: Review draft results of survey; review natural systems analysis; discuss 2000 plan implementation; review draft vision statement; prepare for third public outreach meeting

Third Public Workshop: Summarize findings from opinion survey; present summaries of existing conditions, forecasts, and natural systems analyses; preliminary input for draft vision statement

LPG Meeting 7: Review third public workshop; refine draft vision statement; review implementation deficiencies from 2000 Plan

LPG Meeting 8: Finalize draft vision statement; define management topics; review of Phase I & preview of Phase II activities

Fourth Public Workshop (Hearing): Present draft vision statement for adoption; overview of Phase II activities

Appendix A: Plan Schedule

Appendix B: LPG members

Name	Organization
The Nature Conservancy - Nags Head Woods	Aaron McCall
Old Nags Head Cove Homeowners Association (North)	Bel Pitcher
Wheels of Dare	Bill Brobst
Friends of Jockey's Ridge	Billy Moseley
Town of Nags Head Planning Board	Bo Taylor
Town of Nags Head Board of Commissioners	Bob Muller
Outer Banks Community Foundation	Bob Oakes
Thomas A. Baum Senior Center	Brandi Rheubottom
Nags Head Acres Homeowners Association	Buster Nunemaker
Outer Banks Visitors Bureau	Carolyn McCormick
Outer Banks Community Development Corporation	Charles Poe
Outer Banks Kiwanis Club	Chuck Parker
North Ridge Homeowners Association	David Gourley
North Carolina Aquarium	David Griffin
Nags Head Pond Homeowners Association	Ed Mays
Dare County Planning Board	Elmer Midgett
Gallery Row Merchants	Gail Kowalski
South Creek Acres Homeowners Association	Garry Oliver
Jockey's Ridge State Park	George Barnes
North Carolina Department of Transportation	Gretchen Byrum
North Carolina Coastal Federation	Jan DeBlieu
Outer Banks Transportation Task Force	Jody Crosswhite
Dare County Board of Education	John Donlan
Town of Nags Head Citizens Advisory Committee	John Ratzenberger
Outer Banks Surfrider Foundation	John Wasniewski
Villa Dunes Property Owners	Kaye White
Nags Head Surf Fishing Club	Kearns Lowman
Outer Banks Realtors Association	Mark Cornwell
Old Nags Head Cove Homeowners Association (South)	Paula Farah
Dare County Arts Council	Peggy Saporito
Nags Head Community Watch Program	Perry White
Outer Banks Chamber of Commerce	Ralph Buxton
National Park Service - Cape Hatteras National Seashore	Ron Clark
Outer Banks Homebuilders Association	Russell Lay
Town of Kill Devil Hills	David Gill
Dare County Board of Commissioners	Stan White
Town of Nags Head Board of Adjustment	Susan Boncek
Village at Nags Head Property Owners Association	Tom Saporito
Dare County Restaurant Association	Tom Sloate

Appendix C: Citizen Information Meeting Notices

Town of Nags Head

PUBLIC MEETING

TOWN OF NAGS HEAD CAMA LAND AND WATER USE PLAN UPDATE

7:00 P.M. – THURSDAY, OCTOBER 27, 2005

LOCATION: NAGS HEAD BOARD OF COMMISSIONERS MEETING ROOM

The Town of Nags Head is preparing to update one of its most important policy documents – the CAMA (Coastal Area Management Act) Land and Water Use Plan. The Land and Water Use Plan, created with input from residents, non-resident property owners, business owners, Town Boards and Committees, State and Federal agencies, as well as other stakeholders, establishes the vision for our community and formulates the goals, objectives, and strategies for achieving that vision.

Many of the Town's regulations and initiatives are a direct result of the policies included in the Land and Water Use Plan; some of the topics to be addressed will include management of growth and development, beach nourishment, stormwater management, transportation, water quality and environmental protection, recreation and open space, the local economy, and hazard mitigation.

The Town has always emphasized the importance of the planning process and will be making a substantial effort to solicit public participation during this project. In order to develop a successful plan, it will be vital that the Town receives input from a wide range of interest groups and individuals.

This will be the first of several opportunities to participate in the creation of our Land and Water Use Plan. This first meeting will focus primarily on the methods and steps the Town will take to develop the plan and to gather citizen input throughout the two year course of this project. Your input will be a key component of the Land and Water Use Plan; please plan on attending this important meeting (Thursday, October 27th at 7:00 p.m.) and be thinking about the things you would like to share with us as we move forward.

If you have additional questions about the meeting, or if you cannot attend but would like to share your comments, please contact Andy Garman or Bruce Bortz with the Nags Head Planning and Development Department at 252-441-7016.

Town of Nags Head

CAMA LAND AND WATER USE PLAN UPDATE

PUBLIC MEETING NOTES

OCTOBER 27, 2005

Attendance:
The meeting was attended by four members of the Lead Planning Group, the Division of Coastal Management District Planner, and six members of the Town staff.

Agenda:
The meeting addressed the following topics via a PowerPoint presentation (see attached):

- Overview of the Land & Water Use Plan
- Lead Planning Group
- Ways to Participate
- 2000 Plan Summary
- Lead Planning Group preliminary key issues (from October 12 meeting)

Key Issue Input:
At the conclusion of the PowerPoint presentation, input was requested to broaden the list of preliminary key issues. The following issues were mentioned:

- Mixed Use Development:
  - Identify methods to make commercial development more viable
  - Mix of commercial / residential in single developments

- Septic Health
  - Review of innovative systems – analysis of results / identify issues regarding maintenance to determine if the systems are working

- Beach Access
  - Need for additional beach access points
  - Beach erosion has removed access in South Nags Head.
  - Determine methods to manage lost / dead-end streets

- Pedestrian Transportation System
  - Provide more connections between residences, services and recreation opportunities
  - Better linkages may reduce auto trips
  - Less auto trips may reduce congestion

- Stormwater
  - Protection of investment (swales and drainage infrastructure)
  - Addition of no parking signs to keep cars away from swales

Public questionnaire:
A questionnaire was distributed to solicit additional public input regarding key issues. The questionnaire posed the following open-ended questions:

1. What issues are you PERSONALLY concerned about within the Town?
2. What issues should the Town (as a whole) be concerned about?
3. What changes have you seen within the Town in the last Five years? Ten years? 15 to 20 years?
4. What's been good or bad about these changes?

Attendees offered to distribute the questionnaire to neighbors, associates and other Town residents to further solicit input on the plan.

Enhancing outreach:
Attendees were asked to help identify methods to increase public awareness about the LUP update and to solicit greater public input. One option under consideration is including information about the LUP in the Town's bi-monthly water bill.

Next steps:
Attendees were asked to continue to provide input regarding the key issues. Preliminary input on the public opinion survey was also solicited.

- The next Lead Planning Group meeting (open to the public) will tentatively occur in November.
- The next public meeting will occur in early 2006.

On Thursday, January 19th
be an active citizen…
Help shape the future of Nags Head!

Is **vehicular traffic** a concern for you, or are you more concerned about bike paths? Or both?

Should there be more **development**? Less development?

Are you curious to know about the Town's **vision statement**?

Are you concerned about how the Town is tackling **environmental issues**?

Is there an important issue that you feel the Town has **overlooked**?

Come to this public meeting and make your voice be heard!

Nags Head Land Use Plan Update Public Meeting
Thursday January 19, 2006
7 PM
Town Board Room at the Municipal Center

For more information, contact **Andy Garman** at **252-449-6041** or at **garman@townofnagshead.net**

Nags Head is on the move, so don't get left behind!