

**TOWN OF WRIGHTSVILLE BEACH
2017 CAMA LAND USE PLAN UPDATE
CITIZEN PARTICIPATION PLAN**

Introduction

The Town of Wrightsville Beach has initiated the preparation of an updated CAMA Land Use Plan for the Wrightsville Beach planning jurisdiction. The final document will serve as land use plan for future public investment to achieve the community's overall vision. The intent of this project is to draft a plan that will maintain the positive attributes of the existing Plan, while identifying new and strategic development goals and policies, and also new and strategic public initiatives supported by the community.

Recognizing that a collaborative effort with the public is essential, the initial step in the planning process is the adoption of this Citizen Participation Plan (CPP) by the Wrightsville Beach Board of Aldermen. Approval of the CPP was accomplished on November 10, 2016.

CAMA Land Use Plan Steering Committee

A CAMA Land Use Plan Steering Committee is established by the adoption of this plan. This committee will:

- Supervise the preparation of a draft CAMA Land Use Plan for presentation to the Wrightsville Beach Planning Board. (Upon recommendation of the Planning Board, the Plan will be presented to the Wrightsville Beach Board of Aldermen);
- Act in an advisory capacity to the Town staff, Consultant, Planning Board, and Board of Aldermen during the preparation of the draft CAMA Land Use Plan;
- Adhere to the terms of the scope of work included in the contract for consulting services with Holland Consulting Planners, Inc., dated October 13, 2016. Deviations from the scope of work will not be allowed without the express consent of the Wrightsville Beach Board of Aldermen.
- Review and comment on all sections of the draft plan throughout its preparation;
- End its responsibilities with the recommendation of a draft plan to the Town of Wrightsville Beach Planning Board.

The committee is composed of twelve (12) members representing diverse interests, and includes the following members appointed by the Wrightsville Beach Board of Aldermen:

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| 1. Jim Busby | 7. Robert A. O'Quinn |
| 2. Susan Collins | 8. William E. Sisson, Jr. |
| 3. David Culp | 9. James C. Smith |
| 4. Jeff DeGroote | 10. Frank Smith, Jr. |
| 5. Pat Koballa | 11. Calvin Wells |
| 6. Darryl Mills | 12. Allen Rippy (alternate) |

Meetings

All Steering Committee meetings will be conducted in an open format which will encourage public involvement/engagement. The Steering Committee will conduct up to seven (7) work sessions, including one (1) with the Board of Aldermen, to prepare the draft CAMA Land Use Plan. All meetings of the Steering Committee will be advertised, posted on the project and Town websites, and open to the public. At a minimum, the following meetings will be conducted throughout the plan preparation process:

- Up to six (6) 1-1/2 hour work sessions of the Steering Committee and one (1) work session with the Board of Aldermen (total of seven [7] work sessions) will be conducted. At each Steering Committee meeting, the location, date, and time of the succeeding meeting will be determined. All meetings will be advertised, posted on the project and Town websites, and open to the public.
- A mid-project public review meeting to report overall project status and to obtain public input on progress to date. This meeting will be scheduled approximately six (6) months into the project, and will provide a summary of all data and issues identification obtained to date in the process.
- Submittal of draft plan to the Steering Committee by the consultant. Following approval of a draft plan by the Steering Committee, one (1) open house meeting for public review will be conducted to allow the public to question and comment on the draft plan.
- A meeting with the Town Planning Board for presentation of the plan.
- Submittal of plan to the Board of Aldermen for consideration.
- Presentation of the final plan at a public hearing.

Rules of Conduct

The Steering Committee will adopt specific rules of procedure for its conduct. These rules should define at a minimum:

- Advertising of committee meetings.
- Designation of Chairperson/Vice-Chairperson.
- Controlled opportunities for public input/comments at meetings.
- Meeting locations.
- Steering Committee meeting schedule objectives.
- Decision-making procedures/guidelines.

Public Notification

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:

- Notices of all public meetings will be advertised in a non-legal advertisement section of The Lumina News newspaper, in addition to being placed in the Town Municipal Building.
- Notices of all public meetings will be e-mailed to civic groups and other interested groups (to be determined by Town staff).
- The project team will create and maintain an interactive project-dedicated website to both collect and disseminate information regarding the project. 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 out. Information regarding the project website will be posted in The Lumina News newspaper, Town Municipal Building, and on the Town's official website.
- Notices of all meetings will be posted on the project website, The Lumina News, and the Town's official website at <http://www.townofwrightsvillebeach.com/>.

Dissemination of Information

The following procedures will be utilized to ensure the availability of information:

- 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 draft Plan will be posted on the Town of Wrightsville Beach CAMA Land Use Plan website as it is developed for online review or printing. Information regarding the location of the document online will be included in all published notices of Steering Committee meetings.
- Sections of the proposed plan will be provided to the Steering Committee prior to any meetings at which the draft plan section(s) will be discussed.
- Copies of the draft plan or sections of the draft plan may be obtained from the Municipal Building.

Public Comment

Throughout the process, the public will have the following opportunities for input:

- At each Steering Committee meeting, time will be allocated for public comments and/or questions.
- At any time during the preparation of the draft Plan, the public may obtain information and/or offer comments via e-mail.
- A citizen (including absentee property owners) survey for widespread distribution and posting on project website will be developed and will be open for 60 days from the date of initial distribution.
- The town-wide mid-project status meeting/public input session, Steering Committee work sessions, open house, and public hearing will all provide additional opportunities for public input and questions.
- Sign-up sheets will be placed in the Wrightsville Beach Municipal Building. Individuals who place their names on this list will be mailed or e-mailed notices announcing meeting times for review of the CAMA Land Use Plan.
- Social media will be utilized on an as-needed basis.

Schedule

The CAMA Land Use Plan planning process will utilize the following schedule:

Project Task	Timeframe
Issue Notice to Proceed	October 2016
Project Initiation	October-November 2016
Research and Analysis	November 2016-January 2017
Plan Format/Development	November 2015-March 2017
Open House	April 2017
Public Hearing	May 2017

NOTE: This schedule may be subject to change as project milestones are achieved and depending upon the length of time required to receive CAMA review comments.