



**Town of Summerville
Planning Commission**
The public and Town Council members are invited to attend
January 28, 2019 - 4:00 PM
Summerville Town Hall, Training Room
200 S. Main Street, Summerville, SC

For additional information regarding items on this agenda including any public hearings, please contact the Planning Department at 843.851.5200. Applications and related documents for this meeting are available for review at any time at www.summerville.sc.gov, Public Notices; and, in the Planning Department during regular business hours, Monday–Friday, 8:30–5:00 excluding Town of Summerville holidays.

I. APPROVAL OF MINUTES, ELECTION OF OFFICERS, RULES AND PROCEDURES, AND CODE OF ETHICS AND CONDUCT:

1. Approval of minutes from meeting on December 17, 2018.
2. Election of Chairman and Vice Chairman
3. Rules and Procedures Review
4. Code of Ethics and Conduct for new members

II. PUBLIC HEARINGS:

III. OLD BUSINESS:

IV. NEW BUSINESS:

1. New Street Names (as needed)

V. MISCELLANEOUS:

1. Comprehensive Plan & Master Transportation Plan Overview

VI. ADJOURNMENT:

Chairman or Vice Chairman

Posted January 15, 2019

The Town of Summerville Planning Commission Meeting
Minutes
December 17, 2018

This meeting of the Town of Summerville Planning Commission was attended by Commission Members, Jim Reaves, Chairman; Elaine Segelken; Will Rogan; Margie Pizarro; and Sarah Bares. Staff in attendance included Jessi Shuler, AICP, Director of Planning; Tim Macholl, Zoning Administrator; Meredith Detsch, Town Planner; Russ Cornette, Town Engineer and Director of Public Works; and Bonnie Miley, Assistant Town Engineer.

Jim Reaves, Chairman, called the meeting to order at 4:00 PM.

Approval of Minutes:

The Chairman called for a motion for the approval of the minutes from the meeting on November 19, 2018. Ms. Segelken made a motion to approve the minutes as presented with Dr. Bares making the second. Following no discussion the motion carried.

Public Hearings:

The first public hearing opened at 4:01 PM and was for Article V, Traffic Impact Analysis proposed to be added to Town Code, Chapter 20, Planning and Development. Mr. Reaves introduced the request. Mr. Cornette briefly explained that this was part of the UDO, but there is nothing in the ordinance now, and it is needed as soon as possible. He stated that the Engineering Department was in the process of preparing an RFQ now in order to have three to four consultants on retainer and that Dorchester County is considering the same language. Mr. Reaves then opened the floor to public comment.

Hearing no public comment, the public hearing was closed at 4:03 PM.

Old Business

The first item under Old Business was the Unified Development Ordinance (UDO) proposed to repeal and replace in its entirety Town Code, Chapter 32, Zoning; Chapter 22, Stormwater Management; Chapter 20, Article II, Planning Commission and Article III, Development Standards, Section 20-71, Roads; and Chapter 6, Article III, Flood Damage Prevention. Dr. Bares noted that the Planning Commission will have new members in January who could have valuable input, and she made a motion to table the UDO until the January meeting. Ms. Segelken made the second. Dr. Bares further noted that she felt a workshop should be held with the new members in January as this document would impact the Town for at least the next 20 years, and with Council concerns and concerns voiced at the last public hearing, she felt that it should be a clean document and unanimous vote of the Commission.

Mr. Reaves called for the vote, and the motion failed 3-2 with Mr. Reaves, Ms. Pizarro, and Mr. Rogan voting in opposition.

Ms. Pizarro then made a motion to move the UDO on to Town Council, and Mr. Rogan made the second. Mr. Reaves stressed that the Planning Commission spent over two years reviewing the document and Council will also review the document and make further changes as needed. Mr. Rogan brought up the concern about homeless shelters that was raised at the last public hearing, and Ms. Shuler explained that she had not made any changes to the draft document as the Planning Commission did not vote on any at the last meeting, but they could certainly make amendments to the original motion to require certain changes. She noted that she had made changes to the map in certain areas based on public comment and comments from the Planning Commission members, but not in the US-78 area as there was no agreement in that area. Mr. Rogan also mentioned that he would like to revisit the two story building requirement and no parking requirement in the D-MX zoning district. Mr. Reaves expressed that there was always

going to be a strong property rights contingent, but that the community rights also need to be taken into account. Dr. Bares requested a point of information from Town staff, which Mr. Reaves allowed. She asked Mr. Cornette if there was a plan for additional public parking in the Downtown area. Mr. Cornette responded that staff was certainly thinking about additional parking, but currently there was no concrete plan. Ms. Shuler added that the BRT discussion would also include the investigation of additional parking in the Downtown area.

Following further discussion, Mr. Rogan made a motion to amend the original motion to include removing homeless shelters from the D-MX zoning district and to make the two story building only required along properties fronting 17-A. Mr. Reaves asked Mr. Rogan if he would be willing to make those two separate motions, which he did. Ms. Segelken seconded the first motion, but the second motion died for lack of a second. Mr. Reaves called for the question on the amendment to not allow homeless shelters in the D-MX district, and the motion passed unanimously.

Dr. Bares then made a motion to amend the original motion to make the two story building requirement in the D-MX zoning only along the whole block on either side of 17-A, and Mr. Rogan made the second. Ms. Shuler pointed out that area on the proposed zoning map to make sure everyone understood the motion. Mr. Reaves called for the question, and the motion passed unanimously.

Dr. Bares suggested that the allowance for an administrative variance also be removed from the ordinance as she felt it would put undue pressure on staff and did not allow for notification or appeal of a decision. She made a motion to amend the original motion by striking section 13.10.1 D, and Mr. Rogan made the second. Mr. Reaves called for the question, and the motion passed unanimously.

Dr. Bares also maintained that she was concerned about flooding mitigation and would like to consider adding language about compensatory storage. She asked for a point of information from Town staff, which Mr. Reaves granted. Dr. Bares asked Mr. Cornette if he believed the language in the UDO was adequate in regards to flood prevention. Mr. Cornette stated that he was not opposed to adding compensatory storage language to the ordinance similar to Charleston County's language. Dr. Bares made a motion to amend the original motion by having Engineering staff include language on compensatory storage similar to the language in Charleston, and Ms. Segelken made the second. Mr. Reaves called for the question, and the motion passed unanimously.

Mr. Reaves then called for the question on the original motion to move the UDO to Council with the approved amendments, and the motion passed unanimously.

New Business:

The first item under New Business was New Street Names (as applicable). Ms. Shuler stated that staff did not have any names for approval at this time.

The second item under New Business was Article V, Traffic Impact Analysis proposed to be added to Town Code, Chapter 20, Planning and Development. Ms. Segelken made a motion to recommend approval to Town Council, and Dr. Bares seconded the motion. Mr. Rogan asked how the hiring of the traffic engineer would work, and Mr. Cornette explained that the Town would have firms on retainer for use, and they would be identified through an RFQ process, which Dorchester County would also participate in. A fee schedule would also have to be developed. Mr. Rogan stated that he fully supported the other requirements in the ordinance, but asked about the possibility of adding an option for a developer to still hire their own traffic engineer, mainly for timing reasons. Ms. Segelken stated that she would be concerned about a possible conflict if they hired their own, and that this would keep the work more local. Mr. Cornette asserted that in order to protect the Town, he would like to see the ordinance

remain as submitted. Mr. Reaves called for the question, and the motion passed with Mr. Rogan the lone vote in opposition.

Miscellaneous:

Ms. Shuler announced that she would like to recognize Charlie Cuzzell for his many years of service and support to the Town by serving on the Town's Planning Commission. She presented him with a certificate of recognition.

Ms. Shuler also thanked the Commission members for all of their time and effort this year.

Adjourn

With no further business for the Commission, Mr. Rogan made a motion to adjourn with Ms. Segelken making the second, and Mr. Reaves adjourned the meeting at 4:56 PM.

Respectfully Submitted,

Jessi Shuler, AICP
Director of Planning

Date: _____

Approved: _____
Jim Reaves, Chairman or Elaine Segelken, Vice Chairman

Planning Commission Rules of Procedure

Article I Organization

Section 1. Rules. These rules of procedure are adopted pursuant to S.C. Code § 6-29-360 for the Town of Summerville Planning Commission which consists of seven members appointed by Council.

Section 2. Officers. The officers of the Commission shall be a chairman and vice-chairman elected for one year terms at the first meeting of the Commission in each calendar year. A member of the staff shall serve as secretary of the Commission.

Section 3. Chairman. The chairman shall be a voting member of the Commission and shall:

- Call meetings of the Commission;
- Preside at meetings and hearings;
- Act as spokesperson for the Commission;
- Sign documents for the Commission;
- Transmit reports and recommendations to Council; and
- Perform other duties approved by the Commission.

Section 4. Vice-Chairman. The vice-chairman shall exercise the duties of the chairman in the absence, disability, or disqualification of the chairman. In the absence of the chairman and vice-chairman, an acting chairman shall be elected by the members present.

Section 5. Secretary. The secretary shall:

- Provide notice of meetings;
- Assist the chairman in preparation of agenda;
- Keep minutes of meetings and hearings;
- Maintain Commission records as public records;
- Attend to Commission correspondence in accordance with policies of the Town of Summerville and its Town Council; and
- Perform other duties as applicable.

Section 6. Training. All appointed members shall participate in required training per SC Code § 6-29-1310 in order to maintain membership on the Commission for the appointed term.

Article II Meetings

Section 1. Time and Place. An annual schedule of regular meetings shall be adopted, published and posted at the planning office in December of each year. Special meetings may be called by the chairman upon 24 hours notice, posted, and delivered to all members and local news media. Meetings shall be held at the place stated in the notices, and shall be open to the public.

Section 2. Agenda. A written agenda shall be furnished by the secretary to each member of the Commission and as required by State and Town statute including being posted at least 24 hours prior to each

regular meeting, and at least 24 hours prior to a special meeting. Items may be added to the agenda per State statute.

Section 3. Quorum. A simple majority of the members of the Commission shall constitute a quorum. A quorum shall be present before any business is conducted other than rescheduling the meeting.

Section 4. Rules of Order. Robert's Rules of Order Newly Revised, latest edition, shall govern the conduct of meetings except as otherwise provided by these Rules of Procedure.

Section 5. Voting. A member must be present to vote. Each member shall vote on every question unless disqualified by law. Disqualification shall also include recusal from the discussion of an item. The question of disqualification and / or recusal shall be decided by the member affected, who shall announce the reason for disqualification and / or recusal, give it to the chairman in writing, have it placed in the minutes, and refrain from deliberating or voting on the question.

Section 6. Conduct. Except for public hearings, no person shall speak at a Commission meeting unless invited to do so by the Commission.

Article III Public Hearings

Section 1. Notice. The secretary shall give the notice required by statute or ordinance for all public hearings conducted by the Commission. Members of the public desiring to be heard shall register with the secretary prior to being recognized by means of a sign in sheet at the meeting.

Section 2. Procedure. In matters brought before the Commission for public hearing which were initiated by an applicant, the applicant, his agent or attorney shall be heard first, members of the public next, and staff next. The applicant shall have the right to reply last. No person may speak for more than five minutes without consent of the Commission. No person speaking at a public hearing shall be subject to cross-examination. All questions shall be posed by members of the Commission. In matters not initiated by an applicant, members of the public shall speak in the order in which requests were received, or in such order as the Commission shall determine.

Article IV Records

Section 1. Minutes. The secretary shall audibly record via tape, digital or electronic means all meetings and hearings of the Commission which shall be preserved until final action is taken on all matters presented. The secretary shall prepare minutes of each meeting for approval by the Commission at the next regular meeting. Minutes shall be maintained as public records.

Section 2. Reports. The secretary shall assist in the preparation and forwarding of all reports and recommendations of the Commission in appropriate form. Copies of all notices, correspondence in accordance with policies of the Town of Summerville of its Town Council, reports and forms shall be maintained as public records.

Section 3. Attendance. The minutes shall show the members in attendance at each meeting. The Commission may recommend to the governing body the removal for cause of any member who is absent from three consecutive meetings.

**Article V
Review Procedure**

Section 1. Zoning Amendments. Proposed zoning text and district amendments shall be considered and recommendations shall be forwarded to the governing body within 30 days after receipt of the proposed amendments, unless additional time is given by the governing body. When so authorized, the Planning Commission shall conduct any required public hearing prior to making a recommendation.

Section 2. Plats. Plats submitted for review pursuant to land development regulations shall be reviewed by designated staff members who may approve for recording plats. A listing of approved plats shall be maintained by designated staff which may be requested for information by the Planning Commission.

Section 3. Comprehensive Plan. All zoning and land development regulation amendments shall be reviewed first for conformity with the comprehensive plan. Conflicts with the comprehensive plan shall be noted in any report to the governing body on a proposed amendment. The elements of the comprehensive plan shall be reviewed and updated on a schedule adopted by the Commission meeting the requirements of S.C. Code § 6-29-510(E).

Section 4. Reconsideration. The Commission may reconsider any review when so requested by the governing body, or when it is brought to the attention of the Commission new facts, a mistake of fact in the original review, correction of clerical error, or matters not the fault of the applicant which affect the result of the review prior to the final reading of Town Council or as Town Council directs.

**Article VI
Adoption and Amendment**

Section 1. Amendment. These rules may be amended at any regular meeting Of the Commission by a majority vote of the members of the Commission at least seven days after the written amendment is delivered to all members.

Section 2. Adoption. These rules were adopted by a vote of a majority of the members of the Commission at a regular public meeting on Feb. 22, 2016.

Attest :


Secretary


Chairman or Vice Chairman

Council
Approved
6/8/17

TOWN OF SUMMERVILLE
CODE OF ETHICS AND CONDUCT
FOR
ELECTED AND APPOINTED OFFICIALS

ADOPTED by RESOLUTION of TOWN COUNCIL

PURPOSE

The Town of Summerville adopts this Code of Ethics and Conduct to ensure that all elected and appointed officials conduct themselves in the exercise of their offices in a manner that will instill public confidence and trust in the fair operation and integrity of the Town's "Council" form of government.

CODE OF ETHICS

The citizens of the Town of Summerville are entitled to have fair, ethical and accountable local government. To this end, the public should have full confidence that their elected and appointed officials:

- Comply with the laws and policies affecting the operations of government;
- Are independent, impartial, and fair in their judgment and actions;
- Use their public office for the public good; and
- Conduct public deliberations and processes openly in an atmosphere of respect and civility.

Therefore, the Mayor and other members of the Town Council, and members of all Boards, Commissions and Committees of the Town (collectively, "Members") shall conduct themselves in accordance with the following ethical standards:

1. **Act as Community Stewards.** Recognizing that community stewardship must be their primary concern, Members will work for the common good of all of the people of the Town and not for any special or personal interests, and they will ensure fair and equal treatment of all persons, claims and transactions coming before them.
2. **Comply with the Law and Town Policy.** Members shall comply with the laws of the nation, the State of South Carolina and the Town of Summerville in the performance of their public duties.

3. **Conduct of Members.** The professional and personal conduct of Members while exercising their office must be beyond reproach and avoid the appearance of impropriety. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of Council, Boards, Committees and Commissions, or Town staff.
4. **Respect for Process.** Members shall perform their duties in accordance with the processes and rules of order established by Town Council.
5. **Conduct at Public Meetings.** Members shall prepare themselves for public issues, listen courteously and attentively to all public discussions before the body, and focus on the business at hand.
6. **Adjudicative Decisions Based on Merit.** Members of those Boards or Commissions of the Town which make adjudicative or quasi-judicial decisions shall base their decisions on the merits and substances of the matter on hand, rather than on unrelated considerations. Where such Members are called upon to determine and apply facts peculiar to an individual matter, they shall maintain an open mind until the conclusion of the hearing on the matter and shall base their decisions on the facts presented at the hearing and the law. For such adjudicative matters pending before a Board or Commission, Members shall refrain from receiving information outside of an open public meeting or the agenda materials, except on advice of Corporation Counsel.
7. **Conflicts of Interest.** In order to ensure their independence and impartiality on behalf of the common good and compliance with conflict of interest laws, the Mayor and other members of Town Council and members of the Boards, Commissions, and Committees of the Town shall use their best efforts to refrain from creating an appearance of impropriety in their actions and decisions. Members shall not use their official positions to influence government decisions in which they have a material financial interest. A member who has a potential conflict of interest regarding a particular decision shall disclose the matter to Corporation Counsel and reasonably cooperate with Corporation Counsel to analyze the potential conflict. If the existence of a conflict of interest is determined, the Member shall provide a written explanation of the conflict to Corporation Counsel and the Town Clerk, and shall refrain from participating in any deliberations or decision making regarding the matter. In providing assistance to Members, Corporation Counsel represents the Town and not individual Members.

8. **Confidential Information.** Members must maintain the confidentiality of all written materials or verbal information provided to Members which are confidential or privileged, including but not limited to confidential or privileged materials and information relating to personnel or pending contractual matters, and pending or threatened litigation. Members shall neither disclose confidential information without proper legal authorization, nor use such information to advance their private, financial, political, or other personal interests.
9. **Use of Public Resources.** Members shall not use public resources which are not available to the public in general (e.g., Town staff time, equipment, supplies or facilities) for private gain or for political or other personal purposes not otherwise authorized by law.
10. **Representation of Private Interests.** In keeping with their role as Community Stewards, the Mayor and other members of Town Council shall not appear on behalf of private interests of third parties before the Council or any Board, Commission, or Committee of the Town. Members of Boards, Commissions, and Committees of the Town shall not appear before their own bodies or before Town Council on behalf of the interests of the private interests of third parties on matters related to the area of service of their bodies.
11. **Policy or Political Advocacy.** Members shall represent the official policies or positions of the Town Council, Board, Commission or Committee to the best of their ability when designated as delegates for this purpose. *When presenting their individual opinions and positions, Members shall explicitly state they do not represent their body or the Town of Summerville, nor will they allow the inference that they do.* Members have the right to endorse candidates for Mayor and other Council seats or any other elected office, however it is inappropriate to mention or display endorsements during Council meetings, or Board, Commission or Committee meetings of the Town, or to engage in electoral campaign activity or advocacy on Town property or with the use or aid of any Town resources.
12. **Role of Individual Members in Council Form of Government.** Members shall respect and adhere to the Council form of government as prescribed by state law and Town ordinances. In this structure, Council as a whole determines the policies of the Town and administers these policies with the assistance of a Town Administrator. *Neither the Mayor nor any other individual member of Town Council shall interfere with the functions and professional duties of the Town Administrator or of other Town staff, nor shall they act in any manner to impair the ability of staff to implement Council decisions.*

13. **Independence of Boards, Commissions and Committees.** Because of the value of independent advice of Boards, Commissions, and Committees to the public policy process, the Mayor and other members of Council shall refrain from using their position to influence the deliberations or outcomes of Board, Commission and Committee proceedings.
14. **Positive Work Place Environment.** The Mayor and other members of Town Council and the members of the Boards, Commissions, and Committees of the Town shall support the maintenance of a positive and constructive workplace environment for Town employees and for citizens dealing with the Town. Members shall recognize their special role in dealings with Town employees to in no way create the perception of inappropriate direction to staff.

CODE OF CONDUCT

This Code of Conduct is designed to describe the manner in which elected officials and appointed officials should treat one another, Town staff, constituents, and others they come into contact with while representing the Town of Summerville:

1. Members' Conduct with Each Other in Public Meetings

(a) The Role of Chair in Maintaining Order

It is the responsibility of the Chair to keep the comments of Members on track during public meetings. Members should honor efforts by the Chair to focus discussion on current agenda items. If there is disagreement about the agenda or the Chair's actions, those objections should be voiced politely and with reason.

Civility and Decorum in Discussions and Debate

Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of debate by a free democracy in action. Free debate does not justify, however, public officials making belligerent, personal, impertinent, slanderous, threatening, abusing or disparaging comments toward each other.

(b) Personal Comments Offensive to Other Members

If a Member is personally offended by the remarks of another Member, the offended Member should make notes of the actual words used and call for "a point of personal privilege" that challenges the other member to justify or apologize for the language used.

(c) Effective Problem-Solving as Community Stewards

Members have a public stage and have the responsibility as Community Stewards to demonstrate how individuals with disparate points of view can find common ground and seek a compromise that benefits the Town as a whole.

2. Members' Conduct with the Public in Public Meetings

Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice or disrespect should be evident on the part of Members toward an individual participating in a public meeting. Every effort should be made to be fair and impartial in listening to public comments or testimony.

(a) Be Welcoming and Respectful to Speakers.

While questions of clarification may be asked by the Chair, the Members' role during public comment or testimony is to listen.

(b) Be Fair and Equitable in Allocating Public Time to Individual Speakers.

(c) Listen Actively.

(d) Maintain an Open Mind.

(e) Ask for Clarification, but Avoid Debate and Argument with the Public.

Only the Chair – not individual members – may interrupt a speaker during a presentation. However, a Member may ask the Chair for a point of order if the speaker is off the topic or exhibiting behavior or language the Member finds offensive or disturbing.

3. Members' Conduct with Town Staff.

Governance of the Town of Summerville relies on the cooperative efforts of elected officials who set and administer policy as a whole, appointed officials who advise the elected, and Town staff who implement the Town's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual as stewards of the community.

(a) Treat all Staff as Professionals.

Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior towards Town staff is not acceptable.

(b) Do not disrupt Town Staff from their Jobs.

Members should not disrupt Town staff while they are in meetings, on the telephone, or actively engaged in performing their job functions in order to have their individual needs met. Do not attend Town staff meetings unless requested by staff – even if a Member does not say anything, his or her presence implies support, shows partiality, may intimidate staff, or hamper staff's ability to do their jobs objectively.

(c) Never Publicly Criticize an Individual Employee.

Members should never express concerns about the performance of a Town employee in public, to the employee directly, or to the employee's manager. Comments about staff performance should only be made to the Town Administrator through private correspondence or conversation.

(d) Never Become Individually Involved in Administrative Functions.

Members should never act individually or in a group comprised of less than the whole of their respective body to attempt to influence Town staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, or granting of Town licenses or permits. Rather, any involvement in such administrative functions must be made by the Council (or Board, Commission or Committee) as a whole.

4. Councilmembers' Conduct with Boards, Commissions and Committees

The Town of Summerville has established several Boards, Commissions and Committees as a means of gathering more community input. Citizens who serve on Boards, Commissions and Committees become more involved in government and serve as advisors to the Town Council. They are a valuable resource to the Town's leadership and should be treated with appreciation and respect.

(a) Limit Contact with Board, Commission and Committee members to Questions of Clarification.

It is inappropriate for a Mayor or other member of Town Council to contact a Board, Commission or Committee member to lobby on behalf of or against individuals, groups or entities with matters before the Board, Commission or Committee. It is acceptable for Councilmembers to contact Board, Commission, or Committee members in order to clarify a position taken by the Board, Commission or Committee.

(b) Respect that Boards, Commissions and Committees serve the Community, not individual Councilmembers.

Town Council appoints individuals to serve on Boards, Commissions, and Committees, and it is the responsibility of Boards, Commissions, and Committees to follow policy established by the Council as a whole. Board, Commission and Committee members do not report to the Mayor or to any other individual Councilmember. Neither the Mayor nor any other individual Councilmember should feel they have the power or right to threaten Board, Commission or Committee members with removal if they disagree about an issue. Appointment and re-appointment to a Board, Commission or Committee should be based on such criteria as expertise, ability to work with staff and the public, and commitment to fulfilling official duties. A Board, Commission or Committee appointment should not be used as a political "reward."

(c) Respect for Diverse Opinions.

A primary role of Boards, Commissions, and Committees is to represent many points of view in the community and to provide Town Council with advice based on a full spectrum of concerns and perspectives. Councilmembers may have a closer working relationship with some individuals serving on Boards, Commissions and Committees, but must be fair and respectful of all citizens serving on Boards, Commissions and Committees.

SANCTIONS

- (a) **Acknowledgement of Code of Ethics and Conduct.** Councilmembers who do not sign an acknowledgement that they have read and understand the Code of Ethics and Conduct shall be ineligible for intergovernmental assignments or service on any of the Council's standing committees. Board, Commission or Committee members who do not sign an acknowledgment that they have read and understand the Code of Ethics and Conduct are not eligible to hold office.
- (b) **Behavior and Conduct.** The Town of Summerville Code of Ethics and Conduct for Elected and Appointed Officials expresses standards of conduct expected for the Mayor and other members of Town Council and members of the Boards, Commissions and Committees of the Town. Members themselves have the primary responsibility to assure that ethical standards are understood and met, and the public can continue to have full confidence in the integrity of government. The Chairs of the Boards, Commissions and Committees have the additional responsibility to intervene when actions of respective members appear to be in violation of the Code of Ethics and Conduct are brought to their attention.

Mayor and Town Council:

In the event that the Mayor or any other member of Town Council intentionally or repeatedly fails to follow proper conduct, the Member may be reprimanded or formally censured by the Council or may lose Chair or committee assignments (both within the Town and with regard to assignment with intergovernmental agencies). Such action may only be taken by vote of a majority of the Council at a properly-noticed public meeting.

Boards, Commissions and Committees:

When deemed warranted, a majority of Council may call for an investigation of Board, Commission or Committee member conduct which appears to have intentionally or repeatedly violated the Code of Ethics and Conduct. Also, should the Town Administrator or Corporation Counsel believe such an investigation is warranted, they shall confer with the Council in this regard. Once an investigation is authorized by Council, the Town Administrator and Corporation Counsel shall investigate the allegations and report their findings in a written report to Council with supporting documentation. Town Council may impose sanctions on Board, Commission and Committee members whose conduct fails to comply with the Code of Ethics and Conduct - up to and including written reprimand, required counseling, censure, removal as Chair, or removal from office. Removal from office of a Board, Commission or Committee member must be by unanimous vote of all members of Council at a properly-noticed public meeting. Lesser sanctions may be imposed by a majority vote of at least a quorum of the Council at a properly-noticed public meeting.

IMPLEMENTATION

The Town of Summerville Code of Ethics and Conduct for Elected and Appointed Officials is intended to be self-enforcing and is an expression of the standard of conduct for Members expressed by the Town. It therefore is most effective when Members are thoroughly familiar with it and embrace its provisions.

For this reason, this document shall be including in the filing materials for candidates for Mayor and other Town Council positions, the application materials for all Boards, Commissions and Committees of the Town, and in the orientation materials for all newly elected or appointed officials. Upon adoption by resolution of Town Council, all current Members and new Members entering office shall sign the statement below acknowledging they have read and understand the Code of Ethics and Conduct.

I affirm that I have read and understand the Town of Summerville Code of Ethics and Conduct for Elected and Appointed Officials.

Signature

Date

Section 2

Comprehensive Plan Update Scope of Services

Step 1: Project Initiation

To “kick-off” the planning process on the right foot, meetings with key Town staff, a Comprehensive Plan Advisory Committee (CPAC), and elected and appointed officials are needed prior to undertaking other community outreach activities. After the “kick-off” to the planning process, our proposed outreach activities will help foster stewardship for the plan and the community as a whole.

1a: Staff Kick-off Meeting

Prior to our first meeting with CPAC, key members of the consultant team will meet with Summerville’s Director of Planning, Director of Administration & Economic Development, Zoning Administrator, Planner II, and other key Town staff. This first meeting will allow the Project Director and key members of the Consultant Team to review and discuss matters with Town staff. Regular and “as-needed” meetings and conference calls with Town staff will frequently be held throughout the planning process to ensure an open communication and exchange of ideas. We recommend a standing monthly or bi-weekly meeting/call between the consultant team and Town staff to keep the project on track throughout the duration of the assignment.

1b: Project Initiation CPAC Meeting

Before actual work begins, a project initiation meeting will be held to set the foundation for the planning program and review and discuss the overall direction and policy issues facing Summerville. Participants in the project initiation workshop would include Town staff, key personnel from the Consultant Team and members of CPAC. The purposes of this meeting will be to: (a) review overall project objectives; (b) refine the work program for the project; (c) review and establish the roles and responsibilities for all parties involved throughout the process; and (d) establish a schedule for the project. The project initiation meeting will conclude with a Project Initiation Workshop. The workshop is intended to solicit the views of the CPAC members and staff regarding their concerns and aspirations for the Town of Summerville.

1c: Elected and Appointed Officials “Roundtable” Workshop

As part of the “kicking off” to the comprehensive planning process, a “roundtable” workshop will be conducted with members of Summerville’s elected and appointed officials. As the community’s policy makers, it is important that officials and community representative have a chance to communicate and discuss their issues and concerns with the Consultant Team, as well as each other, at the very on-set of the process. This initial dialogue will inform the Consultant Team and ensure that issues important to the Town are identified on the front end. This workshop will help to inform the process as well as educate officials about the upcoming community planning process.

Step 2: Community Outreach and Engagement

Community outreach and citizen participation is the cornerstone of our proposed planning process. Anticipating high levels of participation from an active and engaged community, our proposed outreach process includes both traditional (face-to-face) and web-based activities to obtain the broadest levels of participation in preparing the Comprehensive Plan. Summerville’s new Comprehensive Plan provides a great opportunity for residents to communicate what they believe to be the strengths and weaknesses of the community, and to prioritize which issues are most important for the near- and long-term direction of the Town. Our planning process is designed to promote community involvement and encourage citizen participation. Community outreach is included throughout the entire planning process, with this step providing the initial participation efforts and laying the foundation for the remaining process. Our proposed planning process includes the following outreach and engagement components:

- Branding the Plan
- Collateral Design
- Press Releases & Newsletter Articles
- Community Workshops (3)
- Business Workshop
- Key Person Interviews/Focus Groups
- Do-It-Yourself Workshops
- CPAC Meetings (4)
- Interactive Project Website
- Social Media
- map.social (interactive web-based issues mapping platform)
- Online Questionnaires (residents, businesses, and youth)
- Subarea Charrettes (optional)
- Community Open House
- Planning Commission (Public Hearing)
- Town Council Formal (Consideration and Adoption)

2a: Naming and Collateral

This initial community outreach task will play a significant role in garnering support for the planning process and piquing public interest in the Comprehensive Plan as an important guide to improving quality of life throughout Summerville. We will work with Town staff and the CPAC to establish a name/brand for the Comprehensive Plan that will then be integrated into community-wide marketing efforts. The graphic design and communications experts on the project team will use their expertise in community-based marketing to create an “identity” for the planning process as well as the plan document. Collateral such as postcards, posters, and email blasts will be developed for use by the Town to better promote the plan and inform and engage the community.

2b: Social Media and Traditional Media Content

We will work with Town staff to prepare content for both traditional media and social media platforms. This content can be used for newsletters, websites, local newspapers, Facebook, RSS Feeds, Twitter, and more as the Town sees fit. We suggest an initial article to describe the purpose, process and objectives of the Comprehensive Plan, as well as regular updates during the process. Key planning components, updates, meeting summaries, and draft documents will be

posted on the Project Website to keep residents informed throughout the process. Social networking tools can also help increase awareness of the new Comprehensive Plan and assist in increasing participation at outreach events, including traditional face-to-face meetings.

2c: Community Workshop #1

This community workshop is the first of three community-wide face-to-face outreach events scheduled throughout the planning process. The purpose of this first workshop is to allow residents to provide input, before any plans or recommendations are formulated. The workshop will: (a) review the purpose of the Comprehensive Plan, the planning process to be undertaken, and the schedule for the project; and (b) secure local views on concerns, issues, and potentials within the community.

2d: Business Workshop

This workshop will be targeted specifically to business owners and operators to obtain the input of this important stakeholder group. We will work with the Chambers of Commerce for Greater Summerville, Dorchester County, Berkley, Charleston Metro, Oakbrook Civic Association, and others to send out notices/invitations to maximize attendance and participation. The purpose is to establish a dialogue and obtain feedback from those members of the development and business community that have a unique insight and perspective, and whose assistance and involvement is crucial to the plan's ultimate success.

2e: Key Person Interviews and Focus Group Discussions

Key person interviews and focus group discussions allow us to obtain first-hand insight into the community from a diverse array of perspectives. Approximately 12-15 confidential interviews/focus group discussions will be conducted to obtain additional information regarding local issues and potentials. The consultant will work with Town staff and the CPAC to identify those individuals and groups to be interviewed. We recommend a broad sampling of interviewees who may possess unique perspectives or special insights into the community. Interviewees could include selected property owners, new and lifelong residents, local builders and developers, students, local business persons, area not-for-profits and service providers, and representatives from other government, institutions, and civic groups.

2f: Interactive Project Website

We will design and host an interactive Project Website that is linked to the Town's existing website. We are committed to utilizing the internet to maximize the participation and communication between the Town and its residents and an interactive project website would provide a "home base" for information regarding the new Comprehensive Plan. This website can be used to post project schedules and meeting dates; display graphics, maps, and draft documents; address frequently asked questions; host a community discussion forum and map.social; contain online community surveys; and provide a variety of other features.

2g: map.social (an interactive web-based issues mapping platform)

We will feature map.social, a web-based community issues mapping tool on the interactive Project website. This award-winning tool, developed by Houseal Lavigne, allows visitors to the website to identify, map, and comment on areas of concern and valued community assets. It simplifies the mapping process and familiarizes residents with all areas of the community in a fun, interactive, and effective manner. Input from residents allows us to create a composite map of community issues to assist with the identification and establishment of community goals and objectives.

2h: Online Community Questionnaires for Residents, Businesses, and Youth

To provide another means for community participation, we will prepare (1) a web-based questionnaire for residents of Summerville to solicit community-wide opinion on a range of topics and issues; (2) a web-based questionnaire for business owners designed to gather information on those issues and concerns most important to the Town's business community; and (3) a questionnaire for students and community youth . These online surveys will be posted on the project website. At the close of the survey response period, we will review and summarize results as a gauge of community priorities and issues.

Step 3: Existing Conditions Analysis

This step of the project will include the analysis of existing conditions and potential within the community. It will be based on reconnaissance and research undertaken by the Consultant Team, information provided by the Town, as well as feedback from community service providers and stakeholders. In addition, we will utilize information obtained from surveys and inventories, and derived from company-licensed analysis tools. We will place an emphasis on the identification of the current conditions within Summerville that will ultimately guide the formulation of the Comprehensive Plan. This information will provide the basis for the planning process and be used to indicate a starting point for development of plan recommendations.

3a: Past Studies, Plans, Reports, and Current Planning Initiatives

The Town's previously prepared plans and studies having an influence on the new Comprehensive Plan will be assembled and reviewed, including the 2014 Vision Plan (including Downtown, Oakbrook, Sheep Island, and more), Planning for Green Infrastructure, Comprehensive Traffic Plan, CHATS Long Range Transportation Plan, BCDCOG Walk + Bike BCD Plan, Dorchester County Parks and Recreation Master Plan, and other relevant documents, studies, and plans. This review of documents will determine: (a) recently adopted Town policy which needs to be reflected in the updated Comprehensive Plan; (b) changes within the community that have taken place since the previous plans were prepared; (c) inconsistencies between plans and reports, (d) the relevance of previously collected data; and (e) gaps in data which must be corrected as part of this planning process.

3b: Market/Economic and Demographic Overview & Analysis (including housing)

Using the U.S. Census and subscription data sources, including Costar and Esri, an analysis of existing conditions and trends within the Town of Summerville and the larger market area will be conducted. It is imperative that the Comprehensive Plan's recommendations be grounded in market and economic realities. To that end, demographic overview will include an analysis of recent trends in population, households, income, age and gender characteristics, racial and ethnic composition, labor force and employment, as well as trends, supply, demand, and potential for residential and commercial uses. Gaining a firm understanding of the existing market and the potential for various types of development throughout Summerville will help to establish the foundation for land use planning and development decision-making, including houseal, commercial, and industrial markets.

3c: Existing Land Use and Development

An Existing Land Use Map will be prepared that inventories all parcels in the Town and its planning jurisdiction. The map will then be analyzed to identify functional land use areas, compatible and incompatible land use arrangements, key redevelopment areas, and other issues related to land use and existing development conditions. This inventory and assessment will include detailed examination of residential neighborhoods, commercial areas, industrial/employment areas, and more. All land use inventories will be recorded into a GIS database/shapefile and provided to the Town for future use.

3d: Transportation and Mobility

Working with Town staff and the various Town departments, BCDCOG, SCDOT, CARTA, and other transit and transportation service providers, we will undertake an analysis of the Town's transportation network. This will encompass the existing street system, bike and pedestrian facilities, and public transportation. Issues, concerns, and opportunities for improvement will be identified. The analysis will assist with the development of recommendations that would improve access and control, linkages and connectivity, and overall safety and efficiency. Our analysis will include discussions and consideration of other jurisdictional transportation efforts, including state, regional, county, and other planning levels. Our assessment will focus on vehicular, bicycle, pedestrian, and transit, and how they relate.

3e: Community Facilities & Infrastructure

An inventory and analysis will be undertaken of community service and infrastructure providers and owners, including the Parks and Recreation Department and numerous recreation facilities, George H. Seago Jr. Library, Timrod Library, Summerville Gateway Center, public and private schools, Police Department, Fire & Rescue Department, Public Works Department, local utilities and infrastructure, and much more. We will prepare a facilities survey questionnaire to be sent to all service and facility providers within the community. We will use the results of the survey, together with fieldwork and other research, to prepare a report detailing and mapping existing

community facilities. The Town's infrastructure will also be examined in this step of the process based on information provided by the Town.

3f: Cultural Resources

Summerville is a community rich in history, charm, and local character. It is a community with an abundance of historic places, structures, and events that contribute to its overall character and help to define its sense of place. In addition to its rich history and charm, Summerville offers a wide range of events and amenities that further enhance its cultural offerings, including but not limited to the farmers market, garden club spring house tour, concerts in the park, harvest moon hayride, Christmas parade, taste of the town, and many, many more. This task will inventory and assess the many cultural resources, including structures, places, events, and more, to provide a thorough understanding of this important community component to ensure a solid foundation upon which to develop the Cultural Resources element of the comprehensive plan.

3g: Natural Resources, Environmental Features, and Open Space

Building upon the excellent work already done as part of the Green Infrastructure Plan, this step will include the review, inventory, and analysis of the Town's natural resources, open space and environmental features, including all parks, trails, natural resource areas, wooded areas, water features, and other special natural and human-made features that add to the Town's special image and character. Issues, concerns, strengths, and opportunities for improvement will be identified that will serve as the foundation for development of the Natural Resources element of the new comprehensive plan.

3h: Issues and Opportunities Memo (IOM)

The results of the community outreach activities (Step 2) and the results of the various existing conditions analysis (Step 3) will be brought together into an Issues and Opportunities Memo highlighting the strengths, weaknesses, opportunities, and threats which should be addressed in development of the new Comprehensive Plan. The focus of this memorandum will be to identify issues and opportunities that will inform the plan, rather than simply preparing exhaustive inventories of existing conditions. This report will answer the questions "Where are we?" and "Where are we headed?" The report will be a stand-alone document and will serve as a foundation for the next steps in the planning process.

3i: Staff Review

Prior to presenting the IOM to the CPAC, the IOM will be distributed to Town staff for review. Appropriate revisions will be made based on feedback before distributing to the CPAC.

3j: CPAC Meeting

The Issues and Opportunities Memo will be presented to the CPAC as a basis of understanding of the Town's existing conditions, and to reach consensus on the primary issues and opportunities to be addressed in the new comprehensive plan.

Step 4: Community Vision, Goals, and Objectives

This step will include a hands-on visioning workshop/community charrette that invites the community to put pen to paper and illustrate their vision for the future of Summerville. The purpose of this step will be to establish an overall “vision” for the Town of Summerville that can provide focus and direction for subsequent planning activities, serve as the “cornerstone” of the consensus building process, and identify a path for growth and investment. Based on the vision and previous steps in the planning process, preliminary goals, objectives, and policies will then be prepared.

4a: Visioning Workshops/Community Charrette

We will conduct a vision workshop/community charrette to help formulate the Vision, Goals, and Objectives. The community visioning workshops will involve the Consultant Team, Town staff, the CPAC, elected officials, residents, and other community stakeholders. The session will include both small- and large-group activities to review and discuss conditions and potentials within the Town. The large group will work together to identify issues and opportunities, and the small “breakout” groups will work together to develop “visions” for the future of the community.

4b: Vision Statement

Following the Community Visioning Workshop, we will summarize the results of the group discussions and prepare a preliminary Vision Statement. The preliminary Vision Statement will be based on the Community Visioning Workshop, feedback from the community outreach activities, and observations from the consultant team.

4c: Vision, Goals, Objectives and Statement of Importance

Based on previous steps in the planning process, preliminary Vision, Goals, Objectives, and Statement of Importance will be prepared for each element of the plan, including but not limited to: land use, economic development, transportation, housing, community facilitates, natural resources, cultural resources, investment and implementation, and more.

Step 5: Detailed Subarea Plans (optional)

Some areas of Town are more susceptible to development pressure and are more likely candidates for change, development, and investment in the near future. Working with Town staff and CPAC, we will identify areas in need of more detailed planning efforts to better guide focused attention and investment. Based on our analysis of existing conditions, outreach activities, and goals, objectives, and policies, we will prepare preliminary plans for key areas of the Town. These plans will include recommendations on land use and development, circulation and parking, and urban design framework recommendations. Each Subarea Plan will be highly illustrative and graphically compelling, using a variety of illustrations, perspective drawings, 3D renderings, photographs, maps, and more. Subareas will be identified, discussed, and finalized

with Town staff and the CPAC prior to undertaking this step. Likely subarea candidates could include Downtown, Oakbrook, and the Sheep Island interchange area.

5a: Visioning Workshop/Charrette

The Visioning Charrette during Subarea Plan development is open to the entire community and will focus on identified subareas. The charrette will explore, through exciting exercises, improvements and scenarios that will serve as the basis for detailed planning in the following step. The intent of the workshop is to create consensus around a preferred approach to improving, transforming, revitalizing, and investing in several high priority areas of the Town.

5b: Detailed Subarea Plans

Detailed Subarea Plans will be developed for certain subareas based on discussions with staff, the CPAC, and the results of the outreach activities and visioning workshop. Subarea Plans allow for a more detailed parcel-by-parcel/building-by-building analysis, including priority and catalyst redevelopment sites, key public improvements, access and mobility recommendations, urban design enhancement, and much more.

Detailed development visualizations would also be provided including 3d representations of the potential for new development and redevelopment at key sites within each subarea. These visualizations would provide creative development solutions and visualize a site's potential for developers and residents, both while conforming to market realities, site constraints, development regulations, and the desired character of the community. The components of the Subarea Plans would include: Land Use and Development Framework; Circulation, Mobility, and Access Plan; Urban Design Framework – Public and Private Components; and Development Visualizations.

5c: Staff Review

Prior to presenting the preliminary Subarea Plans to the CPAC, the plans will be distributed to Town staff for review. Appropriate revisions will be made based on feedback before distributing to the CPAC.

5d: CPAC Meeting/Community Workshop – Subarea Plans

A meeting/workshop will be conducted with the CPAC and the community to review and reach agreement on the preliminary Subarea Plans before proceeding to the development of the plans and policies. Appropriate revisions will be made based on feedback from the CPAC and meeting/workshop participants.

Step 6: Preliminary Town-Wide Plans and Policies (Core Elements)

This step will entail the preparation of preliminary Town-Wide Plans for core element of the comprehensive plan, including community profile/population, land use, economic development, transportation, housing and neighborhoods, community facilitates, natural resources and open

space, cultural resources, and priority investment. These plan components will provide the “core” for the new Comprehensive Plan and will reflect outreach activities and the Town’s vision, goals, and objectives.

Each element will include its own statement of importance, vision, goals, objectives, and implementation strategy with timing, teaming, performance indicators, and potential funding.

Elements will be highly illustrative, and visually compelling, consisting of concise well-written text, maps, graphics, photos, illustrations, and more to ensure an attractive, user-friendly, responsive, and effective document.

6a: Population/Community Profile

The *Community Profile/Population* element will provide historic trends and projections, household numbers and sizes, educational levels, and income characteristics for the Summerville community. This element will provide detailed information and analysis of the Town’s current and future/projected populations. This information will tell the story of where the Summerville population is now and where it is heading. By better understanding current and future populations and trends, the new comprehensive plan can better plan to meet the needs of its residents.

6b: Land Use

The *Land Use* element will consider existing and future land use by categories, including residential, commercial, industrial, agricultural, forestry, mining, public and quasi-public, recreation, parks, open space, and vacant or undeveloped. The Land Use element will include recommendations and policies for all land use areas in the Town and its planning area. The Land Use element will identify and address land use patterns, new growth areas, land use compatibility issues and mitigation strategies, targeted infill development, conservation areas, and more.

6c: Economic Development

The *Economic Development* element will consider labor force and labor force characteristics, employment by place of work and residence, and analysis of the economic base. This element will provide analysis and potential for residential, retail, office, and industrial markets to serve as a foundation for land use recommendations and implementation strategies to strengthen employment, job creation, and to provide and grow a diverse and thriving tax base for the community.

6d: Housing and Neighborhoods

The *Housing Element* will consider location, types, age, and condition of housing, owner and renter occupancy, and affordability of housing. This element includes an analysis to ascertain nonessential housing regulatory requirements, as defined in title 6, chapter 29 of South Carolina Code of Laws, that add to the cost of developing affordable housing but are not necessary to protect the public health, safety, or welfare and an analysis of market-based incentives that may

be made available to encourage development of affordable housing, which incentives may include density bonuses, design flexibility, and streamlined permitting processes.

6e: Transportation and Mobility (Transportation Master Plan)

The *Transportation Element* will consider transportation facilities, including major road improvements, new road construction, transit projects, pedestrian and bicycle projects, and other elements of a transportation network. This element must be developed in coordination with the land use element, to ensure transportation efficiency for existing and planned development. The Transportation and Mobility element will focus on the coordination and optimization of all modes of travel within the Town, including vehicular, bicycle, walking, and transit services. The Transportation Master Plan will include specific recommendations for motorized and non-motorized travel, parking, circulation, and linkages between key areas of the Town. The Transportation Master Plan will analyze the existing transportation system (step 4f), identify corridors and areas of Town that merit the greatest attention, and identify transportation improvement projects that include phasing options based on implementation feasibility. “Complete Streets” principles will be incorporated as appropriate throughout the Transportation Master Plan, to ensure effective mobility environments for pedestrians, cyclists, motorists, and persons using public transportation.

6f: Community Facilities and Infrastructure

The *Community Facilities and Infrastructure* element will identify and inventory all community facilities in the Town and include recommendations and policies for municipal facilities and services, infrastructure, intergovernmental coordination and cooperation, and more. The Community Facilities and Infrastructure element will consider water supply, treatment, and distribution; sewage system and wastewater treatment; solid waste collection and disposal, fire protection, emergency medical services, and general government facilities; education facilities; and libraries and other cultural facilities.

6g: Natural Resources, Resiliency, Parks & Open Space

This element will consider coastal resources, slope characteristics, prime agricultural and forest land, plant and animal habitats, parks and recreation areas, scenic views and sites, wetlands, and soil types. The *Natural Resources, Resiliency, Parks & Open Space* element will also identify linkages, greenways, environmental protection areas, open space and parkland (passive and active), and unique and sensitive natural resources. This element will also identify resiliency strategies and best practices for mitigate and recover more quickly from storm events and hazards. The Town’s *Green Infrastructure Plan* provides a wealth of information which will inform and help develop recommendations for this element.

6h: Cultural Resources

The *Cultural Resources* element will consider historic buildings and structures, the arts, commercial districts, residential districts, unique, natural, or scenic resources, archaeological,

and other cultural resources. This element will seek to strengthen cultural resources as key amenities for the community and provide recommendations and new ideas to fully leverage the community's rich offerings.

6i: Priority Investment

The *Priority Investment* element will identify likely federal, state, and local funds available for public infrastructure and facilities during the next ten years and will recommend projects for expenditure of such funds during over next ten years for needed public infrastructure and facilities such as water, sewer, roads, and schools. The recommendation of such projects for public expenditure will be done through coordination with adjacent and relevant jurisdictions and agencies. This element will help to coordinate public investment over time in a coordinated and targeted manner to maximize efficiency and effectiveness across agencies, organizations, and service providers.

Step 7: Comprehensive Plan Document and Adoption

Based on the previous steps in the planning process, the draft and final versions of the Comprehensive Plan document will be presented for review and consideration as part of the adoption process.

7a: Prepare Draft Comprehensive Plan

Based on the work activities of steps 1 through 6, a draft Comprehensive Plan document will be prepared for review and consideration. The draft Plan will be designed not only to serve as a legal document for guiding land use, transportation community facilities, and the natural environment, but also as a guide for establishing Town policy regarding a variety of community components that collectively improves the overall quality of life. We anticipate that the Comprehensive Plan will include the following sections:

1. Introduction
2. Community Profile/Population
3. Community Vision & Goals
4. Land Use
5. Economic Development
6. Housing & Neighborhoods
7. Transportation & Mobility
8. Community Facilities & Infrastructure
9. Natural Resources, Resiliency, and Parks & Open Space
10. Cultural Resources
11. Priority Investment & Implementation

7b: Staff Review of Draft Comprehensive Plan

Prior to presenting the draft Plan to the CPAC, the Plan will be distributed to staff for review. The Plan will be modified based on staff review before presentation to the CPAC.

7c: CPAC Meeting

A meeting will be conducted with the CPAC to review and reach agreement on the draft Comprehensive Plan before proceeding to the development of the final Comprehensive Plan document. Appropriate revisions to the draft Plan will be made based on feedback from the CPAC, and the final Comprehensive Plan will be prepared for public hearing presentation.

7d: Community Open House

Prior to the public hearing, a community open house will be held to allow residents to “drop in” and review the draft Comprehensive Plan and ask questions of the members of the Consultant Team. The Open House format provides an opportunity to see and learn about the Town’s new Comprehensive Plan. Following the community open house, the final Comprehensive Plan will be prepared for public hearing presentation the adoption process begins.

7e: Final Comprehensive Plan to the Planning Commission (Public Hearing)

In accordance with the State’s statutory requirements, the final Comprehensive Plan will be presented to the Planning Commission at a public hearing. Based on review and discussion, and based on public feedback during the public hearing, a revised final Comprehensive Plan will be prepared for recommendation to the Town Council.

7f: Final Comprehensive Plan to Town Council

The revised final Comprehensive Plan will be presented to the Town Council for consideration and adoption. At the conclusion of the project, all of the background data and information compiled by the Consultant Team during the course of the study will be forwarded to the Town.