

APPENDIX I

TOWN OF SHALLOTTE CITIZEN PARTICIPATION PLAN

PREPARATION OF A CORE LAND USE PLAN PHASE I

The Town of Shallotte has received a Coastal Area Management Act grant for preparation of a Core Land Use Plan, Phase I. Adequate citizen participation in the development of the plan is essential to the preparation of a document responsive to the needs of the citizens of the Town of Shallotte. To ensure such input, the following citizen participation program will be utilized by the Town.

The Town of Shallotte Board of Aldermen will appoint the Shallotte Planning Board to work with the Town's planning consultant to ensure that the final product will be a plan suitable for adoption by the Town.

Specifically, the planning consultant and the Planning Board will be responsible for ensuring accomplishment of the following:

- Conduct initial orientation session with project team; develop and adopt the Citizen Participation Plan; conduct public information meeting; and conduct a Town-wide meeting to identify community aspirations, issues, and needs. In addition, prepare analysis of existing and emerging conditions; prepare existing land use map and existing facilities & infrastructure map; review analysis of existing and emerging conditions and existing environmental conditions and hazards; complete analysis of community facilities.
- Finalize forecast of future land use needs; prepare composite environmental conditions map; prepare/review land suitability analysis and map; review existing CAMA plan, local regulations, and other plan documents.

The following schedule will be utilized for Phase I:

1. August, 2004
 - Begin data collection and analysis.
2. September, 2004
 - Conduct public information meeting.
 - Board of Aldermen adopt the Citizen Participation Plan.
 - Conduct initial meeting with Planning Board and review Citizen Participation Plan and process for preparing the land use plan.
 - Conduct Town-wide issues identification meeting.
3. September, 2004 to April, 2005 – Prepare preliminary draft land use plan which will include analysis of existing conditions, land suitability analysis, natural systems analysis, and community facilities analysis. Conduct monthly meetings with the Planning Board.

4. May, 2005 – Present draft of Phase I to the Planning Board and Board of Aldermen.
5. June, 2005 – Conduct open house; present plan to the Board of Aldermen.

All meetings of the Planning Board and Board of Aldermen at which the Plan will be discussed will be advertised in a local newspaper. The public information meeting, Town-wide meeting, and public hearing will also be advertised in a local newspaper. In addition, public service announcements will be mailed to local radio stations and posted in the Town Hall and other public buildings as directed by the Planning Board and Board of Aldermen. All meetings will be open to the public. The Town will encourage and consider all economic, social, ethnic and cultural viewpoints. No major non-English speaking groups are known to exist in the Town of Shallotte.

7/29/04

TOWN OF SHALLOTTE
CITIZEN PARTICIPATION PLAN

PREPARATION OF A CORE LAND USE PLAN
PHASE II

The Town of Shallotte has received a Coastal Area Management Act grant for preparation of a Core Land Use Plan, Phase II. Adequate citizen participation in the development of the plan is essential to the preparation of a document responsive to the needs of the citizens of the Town of Shallotte. To ensure such input, the following citizen participation program will be utilized by the Town.

The Shallotte Board of Aldermen has appointed the Town of Shallotte Planning Board to work with the Town's planning consultant to ensure that the final product will be a plan suitable for adoption by the Town.

Specifically, the planning consultant and the Planning Board will be responsible for ensuring accomplishment of the following:

- Adopt and implement Citizen Participation Plan for Phase II.
- Revise preliminary plan based on public review.
- Complete plan for the future (including future land use map and tools for managing development).
- Present the draft plan to the Board of Aldermen.
- Submit plan to state/DCM for review; provide plan to adjacent jurisdictions for review; conduct public information hearings.
- Review plan based on state and local review; conduct public hearing; Board of Aldermen adoption; submit for CRC certification.

The following schedule will be utilized for Phase II:

1. August - September, 2005
 - Update Citizen Participation Plan
 - Begin preparation of Phase II portion of LUP
2. October, 2005 - January, 2006
 - Hold monthly meetings with Planning Board
 - Revise preliminary plan based on public review
3. February, 2006 – Provide plan to adjacent jurisdictions to review
4. March, 2006 – Submit plan (with any revisions) to the Shallotte Planning Board for review and preliminary approval
5. April, 2006 – Submit draft plan to state for DCM review
6. May, 2006
 - Revise plan based on state and local review
 - Conduct public hearing for Board of Aldermen to adopt plan
 - Submit to CRC for certification

All meetings of the Planning Board and Board of Aldermen at which the Plan will be discussed will be advertised in a local newspaper. The public hearing will also be advertised in a local newspaper. In addition, public service announcements will be posted in the Town Hall and other public buildings as directed by the Planning Board and Board of Aldermen. All meetings will be open to the public. The Town will encourage and consider all economic, social, ethnic and cultural viewpoints. No major non-English speaking groups are known to exist in the Town of Shallotte.

7/14/05