

## APPENDIX I

### CITY OF SOUTHPORT CITIZEN PARTICIPATION PLAN

#### PREPARATION OF A CORE LAND USE PLAN, PHASE I

The City of Southport 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 City of Southport. To ensure such input, the following citizen participation program will be utilized by the City.

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

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 City-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. September, 2004
  - Begin data collection and analysis.
  - Conduct public information meeting.
  - Board of Aldermen adopt the Citizen Participation Plan.
2. October, 2004
  - Conduct initial meeting with Planning Board and review Citizen Participation Plan and process for preparing the land use plan.
  - Conduct City-wide issues identification meeting.
3. October, 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, City-wide meeting, and public hearing will also be advertised in a local newspaper. In addition, notification will be made via a sandwich board located at the intersection of Howe and Nash Streets and notices posted in the City Hall, the visitors center, the library, and the Building Inspector's Office. As the plan is developed, sections of the document will be posted on the city's website (<http://www.cityofsouthport.com>) for review. All meetings will be open to the public. The City will encourage and consider all economic, social, ethnic and cultural viewpoints. No major non-English speaking groups are known to exist in the City of Southport.

08/27/04

CITY OF SOUTHPORT  
CITIZEN PARTICIPATION PLAN

PREPARATION OF A CORE LAND USE PLAN  
PHASE II

The City of Southport 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 City of Southport. To ensure such input, the following citizen participation program will be utilized by the city.

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

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 Southport 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, notification will be made via a sandwich board in a conspicuous location near the intersection of Howe and Nash Streets and notices posted in the City Hall, the visitors center, the library, and the Building Inspector's Office. All meetings will be open to the public. The City will encourage and consider all economic, social, ethnic and cultural viewpoints. No major non-English speaking groups are known to exist in the City of Southport.

7/14/05

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APPENDIX II

CITY OF SOUTHPORT  
 2004-2006 CAMA CORE LAND USE PLAN UPDATE  
 ABSENTEE PROPERTY OWNER SURVEY RESULTS

1. Southport needs to provide more public access and recreational facilities and programs to its citizens.

Agree	No Opinion	Disagree
26	6	6

2. Southport should increase its economic development efforts and provide incentives, where feasible, in an effort to attract more jobs and businesses to the city.

Agree	No Opinion	Disagree
18	4	16

3. In light of the recent increased restrictions regarding stormwater runoff control currently being implemented in a majority of counties and municipalities across the state, Southport should continue a pro active approach to stormwater control.

Agree	No Opinion	Disagree
35	2	1

4. Southport should increase parking spaces, and address a need for increased pedestrian access to the central business district.

Agree	No Opinion	Disagree
18	9	11

5. Southport should protect residential districts from encroaching commercial and industrial development.

Agree	No Opinion	Disagree
34	3	1

6. Southport should increase its efforts to improve surface water quality (i.e., creeks, marshes, estuarine areas).

Agree	No Opinion	Disagree
33	4	1

7. Southport is taking the proper steps to preserve the historic character of the city and existing commercial areas.

Agree	No Opinion	Disagree
16	9	13

8. Southport is taking adequate steps to protect its Areas of Environmental Concern.

Agree	No Opinion	Disagree
12	17	9

9. Southport should work to provide affordable owner-occupied housing in an effort to boost the percentage of owner-occupied housing units.

Agree	No Opinion	Disagree
13	13	12

10. The following issues were identified and ranked by permanent residents of the City at a public meeting conducted during the development of the city's Comprehensive Plan. Absentee property owners as identified by Brunswick County tax records were asked to rank each issue identified from 1 to 10, with 1 being the most important need and 10 being the least important need. Following are the results of the ranking by absentee property owners (63 being the most important need and 262 being the least important need):

SCORE	KEY ISSUE	RANK
63	● Preserve city's character	1
124	● Preservation of fragile areas	2
142	● Preserve residential areas	3
189	● Affordable quality of life	4
205	● Preserve trees on city property	5
224	● Re-write zoning ordinance	6
235	● Careful gateway plan	7
239	● Establish Historic Commission	8
242	● Alternative truck route	9
262	● Establish landscape ordinance	10

**Appendix III**  
**Policy/Implementing Action**  
**Definitions of Common Terms**

1. Should: An officially adopted course or method of action intended to be followed to implement the community goals. Though not mandatory as “shall,” it is still an obligatory course of action unless clear reasons can be identified that an exception is warranted. City staff and Planning Board involved at all levels from planning to implementation.
2. Continue: Follow past and present procedures to maintain desired goal, usually with City staff involved at all levels from planning to implementation.
3. Encourage: Foster the desired goal through City policies. Could involve City financial assistance.
4. Enhance: Improve current goal to a desired state through the use of policies and City staff at all levels of planning. This could include financial support.
5. Identify: Catalog and confirm resource or desired item(s) through the use of City staff and actions.
6. Implement: Actions to guide the accomplishment of the Plan recommendations.
7. Maintain: Keep in good condition the desired state of affairs through the use of City policies and staff. Financial assistance should be provided if needed.
8. Prevent: Stop described event through the use of appropriate City policies, staff actions, Planning Board actions, and City finances, if needed.
9. Promote: Advance the desired state through the use of City policies and Planning Boards and staff activity at all levels of planning. This may include financial support.
10. Protect: Guard against a deterioration of the desired state through the use of City policies, staff, and, if needed, financial assistance.
11. Provide: Take the lead role in supplying the needed financial and staff support to achieve the desired goal. The City is typically involved in all aspects from planning to implementation to maintenance.
12. Strengthen: Improve and reinforce the desired goal through the use of City policies, staff, and, if necessary, financial assistance.
13. Support: Supply the needed staff support, policies, and financial assistance at all levels to achieve the desired goal.
14. Work: Cooperate and act in a manner through the use of City staff, actions, and policies to create the desired goal.