



**TOWN OF SUMMERFIELD
DEVELOPMENT ORDINANCE**

Project Handbook

November, 2010

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DO ADVISORY GROUP

All Advisory Group members live in the Town of Summerfield. Additional information available at Town Hall.

Dena H. Barnes, Mayor Pro-Tem

Nancy Hess, Chairperson

Michael K. Stewart

Michael Horan

Greg Johns

Paul Milam

Eric Morgan

Alice Patterson

SUPPORT TEAM

All addresses **Summerfield, NC 27358** Except as noted

Name	Address	Phone	E-mail
Michael Brandt Town Manager	Town of Summerfield P.O. Box 970 4117 Oak Ridge Road	643-8655	MBrandt@summerfieldgov.com
Chris Andersen Town Planner	Town of Summerfield P.O. Box 970 4117 Oak Ridge Road	643-8681	townplanner@summerfieldgov.com
Carrie Spencer Planning Technician	Town of Summerfield P.O. Box 970 4117 Oak Ridge Road	643-8681	CSpencer@summerfieldgov.com
Valarie Halvorsen Town Clerk	Town of Summerfield P.O. Box 970 4117 Oak Ridge Road	643-8655	clerk@summerfieldgov.com
Glenn Harbeck Glenn Harbeck Associates, Inc.	5607 Keswick Court Wilmington, NC 28409	910-313-6753	GlennHarbeck@aol.com

TOWN COUNCIL

All addresses Summerfield, NC 27358

Name	Address	Phone	E-Mail
Mayor Mark E. Brown	6212 Horseshoe Drive	643-4843	mbrown@summerfieldgov.com
Mayor Pro-Tem Dena Barnes	2709 Pleasant Ridge Rd.	643-5972	dbarnes@summerfieldgov.com
Councilperson Alicia Flowers	7401 Whitaker Ct	643-6756	aflowers42@summerfieldgov.com
Councilperson Dianne Laughlin	2261 Scalesville Rd	643-6414	dlaughlin@summerfieldgov.com
Councilman Robert "Bob" Williams	6801 Bronco Ln	643-4848	bwilliams@summerfieldgov.com
Councilman John W. Wray Jr	4914 Rhondan Rd	643-6336	jwray@summerfieldgov.com

ZONING BOARD

All Zoning Board members live in the Town of Summerfield. Additional information available at Town Hall.

Nancy Hess, Chair

Richard L. (Dick) Fuelner, Vice-Chair

Trudy Whitacre

Richard Lovett

Kathleen (Kathy) Rooney

BOARD OF ADJUSTMENT

All Board of Adjustment members live in the Town of Summerfield. Additional information available at Town Hall.

Gene Grubb, Chair

Ronald Willis

Michael K. Stewart

James Brady

Lewis Nash

YOUR ROLE AS AN ADVISORY GROUP MEMBER

Your primary role as an Advisory Group member is to serve as a representative of the citizens of Summerfield and, while doing so, inform the DO preparation process with insights and perspectives on appropriate development and development standards in the Town.

► **UNIQUE PERSPECTIVE, KNOWLEDGE, OR EXPERTISE:**

Each Advisory Group member represents a unique local viewpoint from within the community; you may have a particular knowledge about the past and present growth and development of Summerfield. You may have expertise or special insight as to the types of developments that are most suited to the Summerfield community, now and in the future.

► **IDENTIFICATION OF ISSUES, CONCERNS AND IDEAS:**

Early in the process, the Advisory Group will meet in a work session with members of the Town Council, the Zoning Board, and the Board of Adjustment to jointly identify on-going issues, concerns and ideas related to development and development standards in the Town of Summerfield.

► **ADVISORY GROUP REVIEW OF DO FOUNDATIONAL MATERIALS:**

Shortly after the joint work session, the Group will be asked to review and discuss 3 items: (1) a list of ordinance objectives which will guide the preparation of the future DO, (2) a concise evaluation of the Town's existing ordinance relative to the common objectives and recently adopted Comprehensive Plan, and (3) an annotated table of contents describing the various sections of the future ordinance.

► **ADVISORY GROUP INPUT ON DRAFT ARTICLES AND ZONING MAP(S):**

Based on the issues, concerns and ideas identified early on, and on further input received during the review of objectives, evaluation, and contents, a series of DO chapters will be prepared by the consultant for review and comment. Advisory Group reviews of the various chapters will be completed during monthly meetings over a period of about 18 months.

► **LIASON TO OTHER BOARDS AND COMMITTEES:**

If you serve on another board or committee of the Town, you should plan to report back to your full board concerning the work of the DO Advisory Group. This should be done on a routine basis.

► **PLAN PRESENTATION AND RECOMMENDATION.**

At the conclusion of the ordinance preparation process, the consultant will present a complete working draft of the DO in a joint meeting of the Town Council, Advisory Group, Zoning Board and Board of Adjustment. Advisory Group members may take this opportunity to further comment upon any aspect of the ordinance and well as the process of preparing it. It should be noted that the Advisory Group will not be asked to endorse the proposed DO. This is to allow the Group to be objective and unbiased about the draft should the AG be asked to continue its involvement beyond the presentation of the working draft and into the formal public review process.

► **MEETING ATTENDANCE**

Development of the Summerfield DO will follow an orderly progression from general provisions to specific standards. Regular attendance at monthly meetings of the Advisory Group will be important to keep up with the ordinance's development. Town policy requires that members of Town boards and committees maintain regular attendance to remain in good standing. Individuals that are unable to maintain regular attendance will forfeit their membership.

OTHERS' ROLES

1. TOWN COUNCIL:

As the official legislative body of the Town of Summerfield, Town Council will have the final say in the content and the development review procedures of the DO. Early in the process, Town Council will participate in the joint kick-off and orientation meeting with the Advisory Group, Zoning Board, and Board of Adjustment. Near the end of the planning process, Town Council will receive the draft ordinance in a joint work session with the Advisory Group, Zoning Board, and Board of Adjustment. Ultimately, Town Council will be asked to hold a formal public hearing for consideration of ordinance adoption.

2. ZONING BOARD:

As the permanent advisory board most involved in growth management issues, the Town Zoning Board will also be asked to join in the initial kick-off and orientation meeting for the DO. Later, the full Zoning Board will also be invited to participate in the joint work session where the draft ordinance will be formally received by Town Council. *It is important that the Zoning Board not serve as an intermediary between Town Council and the Advisory Group. Rather, the Zoning Board should provide any comments to the Advisory Group through its representatives on the AG and allow the AG to report directly to Town Council.*

3. DEVELOPMENT INDUSTRY AND COMMUNITY GROUP ADVOCATES:

During the course of the ordinance's preparation, there will be topics of special focus that may benefit from the input and perspective of individuals with knowledge or expertise in that area. In such cases, it will be useful to proactively seek input from these individuals. To facilitate this input, the consulting planner will have an "open door policy" at Town Hall during his monthly visits to Summerfield. Examples of development industry and community group advocates invited to share their views with the consulting planner may include, for example, soil scientists, civil engineers, environmentalists, builders and developers, open space advocates, landscape architects, horse riding groups, real estate professionals, county planning officials, etc.

4. CITIZEN AND PROPERTY OWNER ADVISORS:

In addition to industry and community group advocates, the consulting planner will welcome the views of area citizens and property owners that may or may not be part of an organized group. Any person can be a Citizen or Property Owner Advisor to the ordinance by visiting with the consultant during his open door office times in Town Hall. This open door policy is intended to reach out to as many area residents and property owners as might be interested in addressing development concerns.

5. SUPPORT TEAM (TOWN STAFF/CONSULTANT):

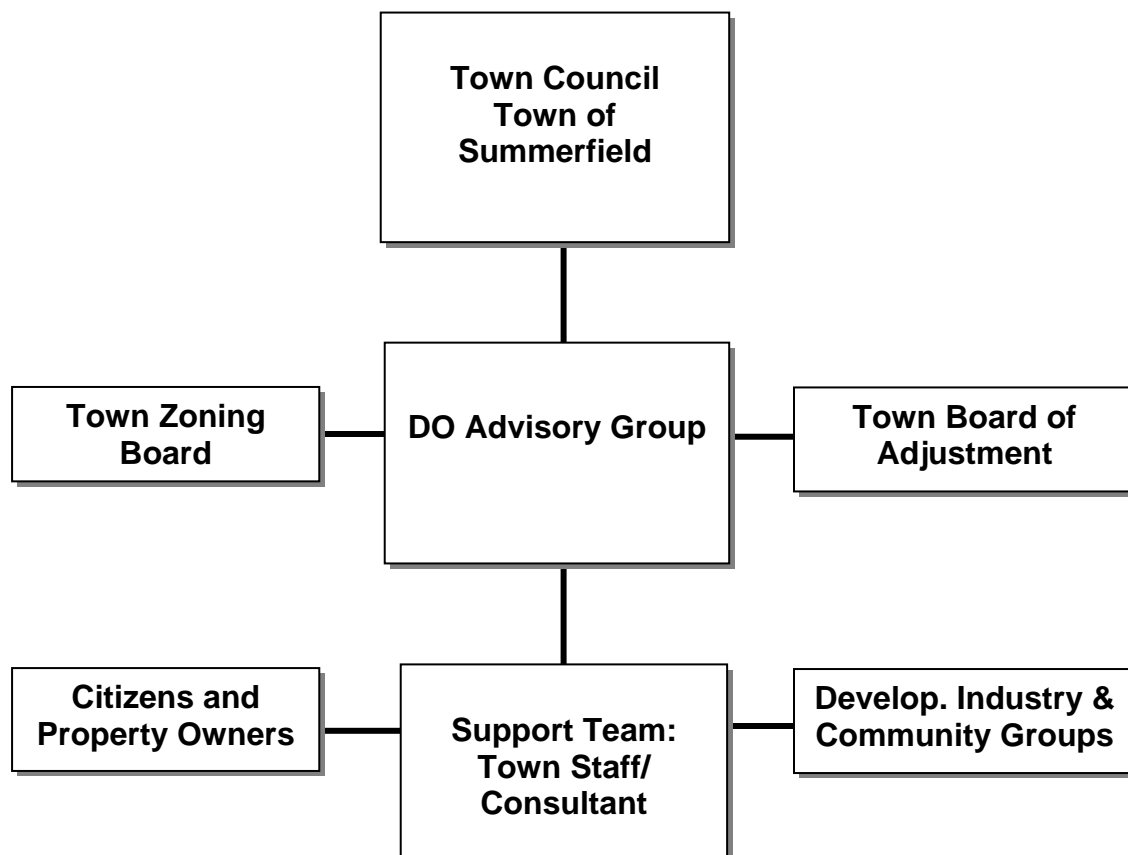
Key members of the Town Staff, as well as the Consultant, will serve as the Support Team for the project, providing technical and administrative assistance to the effort.

Town Planner **Chris Anderson** will lead town staff in support for the DO preparation process. Mr. Anderson will work closely with Town Manager **Michael Brandt**, Planning Technician **Carrie Spencer**, and Clerk **Valarie Halvorsen**, to ensure that the provisions of the ordinance can be handled within the administrative and decision-making framework of Town government. At times, the Town Attorney and Town Finance Officer may be consulted regarding their particular areas of expertise. Town Staff will be directly involved in arranging for meeting space and facilitating the flow of communications to the Advisory Group and, at specified times, to Town Council, the Zoning Board, and the Board of Adjustment. **Mr. Anderson** will also take the lead in preparing the chapter of the DO dealing with signage, and will work in collaboration with **Ms. Spencer** on the necessary mapping for the DO.

Consulting Planner **Glenn Harbeck** will have primary responsibility for drafting the proposed development ordinance. Mr. Harbeck will work closely with **Mr. Anderson** and other Town staff in conducting necessary research, and in preparing drafts of ordinance chapters for review by the Advisory Group. He will facilitate the meetings of the Advisory Group, including the joint kick off meeting of the Advisory Group, Town Council, Zoning Board, and Board of Adjustment. Mr. Harbeck will suggest meeting agendas for the Advisory Group and will work to keep discussions focused and moving forward. Upon completion of the Group's review of the various chapters of the ordinance, Mr. Harbeck will compile a final working draft of the DO incorporating as many of the Group's comments as possible. The final working draft will then be presented to Town Council at a concluding work session, to also include the Advisory Group, Zoning Board, and Board of Adjustment.

The working relationships of the above listed participants in the planning process for the development ordinance are shown on the following page.

Town of Summerfield Development Ordinance (DO) Organization and Management



- **Town Council** provides direction to **Advisory Group** early in the process and stays abreast of progress. One Council member serves directly on the Advisory Group.
- **Advisory Group** reviews draft ordinance chapters and provides comments.
- **Zoning Board** participates in kick off and concluding work sessions. One Zoning Board member serves directly on the Advisory Group.
- **Board of Adjustment** participates in kick off and concluding work sessions. One Board of Adjustment member serves directly on the Advisory Group.
- **Industry and Community Group Advocates** as well as **Citizens and Property Owners** provide input and perspective via open door meetings with the consulting planner. Several “at-large” slots provide opportunity for these individuals to serve on the Advisory Group.
- **Support Team** provides technical and administrative assistance, facilitates joint work sessions and Advisory Group meetings, and prepares initial and final working drafts of ordinance chapters.

Town of Summerfield
Development Ordinance (DO)
Preparation Process

1

Kick Off Work Session

Town Council with Advisory Group, Zoning Board, and Board of Adjustment



2

Prepare and Review Objectives and Evaluation of Existing Regs.



3

Prepare and Review Annotated Table of Contents



4

Prepare and Review DO Chapters



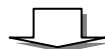
5

Prepare and Review Zoning Map



6

Compile Final Working Draft



7

Concluding Work Session

Town Council with Advisory Group, Zoning Board, and Board of Adjustment

CHARACTERISTICS OF AN EFFECTIVE WORK TEAM
(McGREGOR, 1960)

1. The atmosphere is informal.
2. Everyone participates.
3. The objective of the group is well understood.
4. Every idea is given a hearing.
5. There is disagreement.
6. There is no "tyranny of the minority".
7. Sometimes there are basic disagreements, which cannot be resolved (immediately).
8. People are free in expressing their feelings as well as their ideas.
9. When action is taken, clear assignments are made and accepted.
10. The chairman of the group does not dominate it; the leadership can shift.
11. The group is self-conscious about its own operations.