



AGENDA

**Town of Southern Pines Planning Board Meeting
Douglass Community Center
1185 W. Pennsylvania Avenue
December 15, 2016 at 7:00 p.m.**

- I. Call to Order**
- II. Approval of Minutes**
- III. Comprehensive Long Range Plan Short Term Work Program 2016-17 Update & Prioritization Plan**
- IV. Old Business**
- V. New Business**
- VI. Adjournment**

Agenda Item

To: Planning Board

Via: Chris Kennedy, Community Development Director

From: Bart Nuckols, Planning Director

Subject: Comprehensive Long Range Plan Short Term Work Program 2016-17 Update & Prioritization Plan

Date: December 15, 2016

Per Chapter 11 of the Town of Southern Pines Comprehensive Long Range Plan, staff shall report the implementation status of the Short Term Work Program (STWP) to the Planning Board in December of each year. The STWP was formulated during the 2015-16 update to the Comprehensive Long Range Plan with a coordinated effort between the Town Council, the Planning Board, and Town staff. The STWP is a tool for establishing budgetary priorities for non-recurring operational expenses. It is not intended to replace the capital improvement planning process, but should be coordinated with it. It is not intended to include ongoing operational tasks necessary to provide services assigned to each of the Town’s departments. Rather, it is intended to help ensure that, in addition to carrying out normal operations, the Town maintains a focus on completing additional tasks that are necessary to achieve the goals of the Comprehensive Long Range Plan. The STWP should be reviewed on an annual basis to reflect Town’s accomplishments and to incorporate new program proposals.

This report should include recommended changes to the STWP priorities, identify completed tasks and provide the status of initiated tasks for implementation of Town plans, including:

- Comprehensive Land Use Plan
- Downtown Neighborhood Plan
- West Southern Pines Neighborhood Plan
- Comprehensive Recreation & Parks Master Plan
- Bicycle Transportation Plan
- Public Library Strategic Plan
- Water Master Plan
- Sewer Master Plan
- Other adopted plans

As part of the annual report for the 2016-17 fiscal year, staff has provided a brief summary of the status of each task listed in the STWP. Staff has simply listed the status of implementation and not listed any proposed changes to the STWP at this time. This is the first year of implementation of the STWP for the Comprehensive Long Range Plan 2015-16 Update. Staff recognizes that changes will be necessary but many of the anticipated changes that will likely occur with the continued implementation have not yet presented themselves at this point in the process with less than one year into the implementation of the STWP. The Planning Board should review the annual report and may recommend changes to the STWP. The Planning Board’s acceptance of the staff report and any recommended changes will be forwarded to the Town Council to inform discussions about the annual budget updates.

Staff Report on the Short Term Work Program:

Task #1: Facilities Inventory

Priority: 1 (to begin within years 1-3)

Update: During the 2016-17 fiscal year, the Town has initiated an inventory analysis of existing and proposed Town-owned and -maintained structures. Staff has begun a review of existing facility needs for each department and sub-department in an effort to place each department in its appropriate location for its size and needs. Town structures that are not occupied by a specific Town department are a part of this consideration as well. A formal document is not yet prepared but the Town is in the early stages of implementing a centralized Community Development Office to include Planning, Building Inspections, and Public Works which comprises Engineering, Utilities, Garage, Building and Grounds, and Streets. Moving forward the Town will seek to create a formal document to represent the Town's facility inventory including the conditions of the existing facilities. This Task is directly related to Task #8 and Task #10.

Task #2: Levels of Services

Priority: 1 (to begin within years 1-3)

Update: During the 2016-17 fiscal year, the Town has established a procedure within select departments for measuring level of service to both external customers and internal service between departments and sub-departments. The initial implementation of this program evaluation and performance measurement tool is limited in implementation to the Public Works Department currently, but will be expanded to include Planning and Building Inspections before the end of the 2016-17 fiscal year. Moving forward, in areas currently documenting performance, metrics will be reviewed and refined to ensure the data is a true representation of performance and a reliable source of information to accurately evaluate levels of service. In the future, the performance measurement and program evaluation methods will expand to additional departments to assist level of service evaluation, personnel evaluation, and the budget prioritization process.

Task #3: US Highway 1

Priority: 1 (to begin within years 1-3)

Update: During the 2016-17 fiscal year, the Town has worked in conjunction with NCDOT and the Town of Aberdeen on an access management project for US Highway 1. This access management project is to include synchronized street designs from the intersection of Murray Hill Road in Southern Pines to the intersection of Roseland Road in Aberdeen. The project is funded to construct a four-lane synchronized street with the concept of moving to a six-lane synchronized street in the next 15-20 years, it is project that a six-lane concept will need to be implemented by year 2035. As designs are refined the stakeholders will be better suited to formulate an intergovernmental Gateway Corridor Plan for US Highway 1. The Town currently has a Highway

Corridor Overlay, the Urban Village HCO, to assist in the long-term placement of curb cuts, setbacks for structures, parking, and vegetation. Updates to this Highway Corridor Overlay in coordination with land use policies of the Town of Aberdeen are critical in the ultimate success of the synchronized street designs. The Town is also evaluating the efficacy of our architectural and dimensional standards along this corridor to ensure an attractive gateway into Southern Pines.

Task #4: Morganton Road

Priority: 1 (to begin within years 1-3)

Update: During the 2016-17 fiscal year, the Town has discussed the efficacy of current policy and potential policy alternatives associated with the Morganton Road overlay district; an area which also includes regulations from the Urban Village Highway Corridor Overlay. As of December 2016, no formal plans or initiatives are in place for scheduled amendments or projects to address Task #4.

Task #5: Utility Master Plans

Priority: 1 (to begin within years 1-3)

Update: During the 2016-17 fiscal year, the Town has established the groundwork for the Utility Master Plan. The Town has conducted, with the assistance of private consulting firms, a study that provides an initial look into the future utility needs of the Town with respect to the anticipated repairs and replacements as well as capacity analyses of the current infrastructure. The Town has updated its Impact Fee structure in an effort to properly fund the Capital Improvement Plan that developed out of these individual studies. Review of the Town's current extension policies and water and sewer ordinance regulations has also commenced. Amendments to refine these standards are expected in 2017. The Town is also diligently working with our neighboring jurisdictions on utility needs for both present and future populations.

Task #6: Stormwater Management

Priority: 2 (to begin within years 2-4)

Update: During the 2016-17 fiscal year, the Town has discussed the efficacy of our current procedures in concept, however no formal work has been conducted to result in any new strategies related to stormwater management. The Town seeks to include this Task as part of the continued progression and synthesis within the Community Development Department. Please note the Town is not a stormwater utility, however the Town is seeking creative solutions to areas in which stormwater has presented itself as an issue; ultimately the Town is reactive to policy shifts and changes for stormwater regulations at the State agency level. As of December 2016, no formal plans or initiatives are in place for scheduled amendments or projects to address Task #6, however the Town is still working towards a Stormwater Management Master Plan.

Task #7: Old US Highway 1

Priority: 2 (to begin within years 2-4)

Update: During the 2016-17 fiscal year, the Town has discussed the efficacy of current policy and potential policy alternatives associated with the Old US Highway 1 area of Town. This area is potentially prime for redevelopment but has issues related to lack of right-of-way and existing uses that are legal non-conforming with respect to architectural design and site design. As of December 2016, no formal plans or initiatives are in place for scheduled amendments or projects to address Task #7, however the Town is discussing ordinance changes and other strategies to reinvigorate this area as a gateway to Southern Pines.

Task #8: Facilities Needs Assessment

Priority: 2 (to begin within years 2-4)

Update: During the 2016-17 fiscal year, the Town has initiated the process towards a Facilities Needs Inventory and a Level of Service Assessment with the aforementioned information under Task #1 and Task #2. Synthesizing the information in Task #1 and Task #2 will allow the Town to identify the necessary facility needs to maintain our existing level of service and achieve our targeted level of service. This analysis also includes shifting sub-departments within Public Works, primarily the Garage and Utilities, into more suitable areas within existing structures; a move we anticipate to occur by the end of the 2017-18 fiscal year. A new Fire Department sub-station is in the works to service the northern portion of the Town's jurisdiction; however, a timeline for construction has not yet been determined. Moving forward the Town will seek to create a formal document to represent the Town's facility inventory including the conditions of the existing facilities, identify the needs and objectives to maintain these current or proposed facilities, while also utilizing the performance measurement data from Task #2. As of December 2016, the Town has not performed any specific action to address Task #8 however this task is directly related to actions and initiatives listed under Task #1, Task #2, and Task #10.

Task #9: IT/GIS Master Plan

Priority: 2 (to begin within years 2-4)

Update: During the 2016-17 fiscal year, the Town has discussed the efficacy of our current IT and GIS procedures in concept, however no formal work has been conducted to identify the information and technology needs of each Town department nor any work towards a work flow chart. The Town seeks to include this Task as part of the continued progression and synthesis within the Community Development Department. A major objective of this Task is to better utilize technology to assist our level of service production while also capitalizing on technological advances that can assist a number of areas within the workplace. As of December 2016, the Town has achieved small gains in the technological utilization and efficiency, however no formal plans or initiatives are in place for scheduled amendments or projects to address Task #4.

Task #10: Facilities Needs Plan

Priority: 3 (to begin within years 3-6)

Update: During the 2016-17 fiscal year, the Town has initiated the process towards a Facilities Needs Inventory, Level of Service Assessment, and Facilities Need Assessment with the aforementioned information under Task #1, Task #2, and Task #8. Synthesizing the information in Task #1, Task #2, and Task #8 will allow the Town to identify the necessary facility needs to maintain our existing level of service and achieve our targeted level of service. Moving forward the Town will seek to create a formal document to represent the Town's facility inventory including the conditions of the existing facilities, identify the needs and objectives to maintain these current or proposed facilities, while also utilizing the performance measurement data from Task #2 to develop a plan of action to address the facility needs recommendations as part of Task #8. This plan of action, the Facility Needs Plan, will include a timeline of implementation along with projected budgetary figures to assist the prioritization and bidding procedures associated with the implementation of this plan. As of December 2016, the Town has not performed any specific action to address Task #10 however, this task is directly related to actions listed under Task #1, Task #2, and Task #8.

Attachments:

- CLRP Table 11.1 – Short Term Work Program
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Planning Board Action:

Please note: The Short Term Work Program (STWP) is not intended to be an exhaustive list of all strategies that will lead to the implementation of the goals and objectives of the Comprehensive Long Range Plan. The Planning Board and Town Council may pursue different strategies and adjust priorities, depending on changing opportunities and resources.

I move to recommend that the Town Council accept the actions listed in the Short Term Work Program as set forth in the Town of Southern Pines Comprehensive Long Range Plan and thereby...

- 1. ... accept the annual report prepared by the Town staff and with the proposed recommendations included in the report provided.**
- 2. ... accept the annual report prepared by the Town staff and with the proposed recommendations included in the report provided with the following additions:**
- 3. ... an option not listed above:**

The STWP provides the following information in each column:

- **Task Number** - the reference number of the implementation strategy.
- **Action Description** - the specific strategy being recommended to implement the plan.
- **Priority/Schedule** - a ranking of importance based on its priority relative to other similarly-classed strategies. The ranking abbreviations are labeled in the following manner:
 - 1 = To begin in years 1-3
 - 2 = To begin in years 2-4
 - 3 = To begin in years 3-6
- **Initiating Entity** - the department or agency that is primarily responsible for initiating, advocating and/or performing the strategy.
- **Goal Citation** – indicates the plan goals being implemented by the action, thereby providing a direct link between the actions of the Town Council and the plan’s goals and actions.

Table 11.1: Short Term Work Program

Task #	Action	Priority/ Schedule	Initiating Entity	Goal Citation
1	Facilities Inventory. Inventory existing Town buildings and facilities, identifying uses, conditions, and limitations. To the extent possible, the inventory should identify existing and planned uses and any limitations associated with the proposed uses.	1	Town Manager	G-12, G-13
2	Levels of Services. Establish measures of existing and targeted levels of service for each department. Levels of service should include quantitative measures to the extent practical. Where targeted levels of service exceed levels of service that can be provided with existing funding, identify additional staff, facilities and equipment.	1	Department Heads to Report to Town Manager	G-1, G-12, G-13

Task #	Action	Priority/ Schedule	Initiating Entity	Goal Citation
3	U.S. 1. Prepare a Gateway Corridor Plan for U.S. 1 in coordination with Aberdeen and NCDOT for the area extending from the Old U.S. 1 interchange to 15/501 in Aberdeen	1	Planning Director	G-4, G-8, G-9, G-10, G-11, G-13
4	Morganton Road. Review the Morganton Road overlay district in light of development approvals in the corridor and NCDOT plans and update the district as applicable.	1	Planning Director	G-4, G-8, G-9, G-10, G-11, G-13
5	Utility Master Plans. Complete Water and Wastewater Utility Master Plans and: <ul style="list-style-type: none"> • Suggest needed refinements, if any, to the Town's utility extension policies. • Develop plans to resolve existing deficiencies and accommodate future demands for water distribution, storage and treatment capacity • Coordinate with Moore County to identify needed lift station and wastewater treatment plant improvements to serve future demands • Coordinate with Carthage on the planning and improvements to the joint force main 	1	Public Services Director	G-10, G-11, G-12, G-13
6	Stormwater Management. Prepare a Stormwater Management Master Plan that identifies stormwater management improvement needs and assesses funding strategies for operation, maintenance and capital improvement needs	2	Public Services Director	G-1, G-2, G-13
7	Old U.S. 1. Prepare an Old U.S. 1 Gateway Corridor Plan and implementation tools	2	Planning Director	G-4, G-8, G-9, G-10, G-11, G-13

Task #	Action	Priority/ Schedule	Initiating Entity	Goal Citation
8	Facilities Needs Assessment. Identify facility needs to maintain existing levels of service and targeted levels of services identified in Task 2	2	Town Manager and Department Heads	G-1, G-3, G-4, G-6, G-8, G-10, G- 11, G-12, G-13, G-14
9	IT/GIS Master Plan. Prepare an Information Technologies Master Plan that identifies information needs of each department and the flow of data for efficient operations. This plan should include an update the Geographic Information System Master Plan	2	Town Manager and Department Heads	G-10, G-12, G-13, G-14
10	Facilities Needs Plan. Develop a plan to address the facilities needs recommendations from task 7	3	Town Manager and Department Heads	G-1, G-3, G-4, G-6, G-8, G-10, G- 11, G-12, G-13, G-14