

# North Augusta Development Code Rewrite 2020

## Steering Committee Member Job Description

### **Vision**

The Steering Committee (Committee) advises on the development of the revised North Augusta Development Code document. The Committee must foster openness and inclusion in process through dialogue and communication with the consulting team, staff, the Planning Commission, and City Council.

A few of the overarching goals of the project are to:

1. Review regulations to encourage reuse and redevelopment of property within the City, especially within current Overlay Districts and Downtown
2. Review regulations to ensure the code supports responsible infrastructure development
3. Review current regulations for efficiency and effectiveness in reaching the goals of the Comprehensive Plan
4. Review zoning categories to encourage affordable and diverse housing choices

Additional items may be added as the Code is analyzed and stakeholders are interviewed.

### **Mission**

The work product of the Committee shall be a rewritten Development Code. The Committee shall seek public input throughout the process of developing this document and shall solicit public comment on the final product before presenting it to the Planning Commission. The Planning Commission shall conduct public hearings on the rewritten NADC and forward it to the Planning Commission with any recommendations following the same procedures required for text amendments. The Commission will then forward their recommendation to the City Council as is customary.

The Committee shall make periodic presentations to the Commission and City Council at critical stages as recommended by the consultant and agreed upon by the committee, the Planning Commission, and City Council.

### **Structure & Function of the Committee**

The Committee shall:

- Members shall create a leadership structure to monitor and record the activities of the committee, with staff serving as support and advisors as needed.
- The Committee shall complete its work within 18 months from the date of its first meeting. The Committee shall establish a meeting schedule as required to meet this deadline. The Committee shall work closely with City staff to complete this task.

- The Committee may make recommendations to City Council for additional resources, such as consultants, to assist in the completion of its work. City staff shall assist the Committee in the preparation of RFQ's for any consulting services deemed necessary by City Council. City staff will serve as liaison between the Committee and consultants and insure compliance with all regulations.
- The Committee may designate members for subcommittees for work on specific items that will be brought back to the full committee for review.
- The Committee will monitor attendance and active participation in the process. Lack of participation or unexcused absences may result in removal from the committee.
- The Committee must attend community-wide meetings as assigned.

### **Membership**

The Committee is comprised of the following:

- David McGhee, Mayor Pro-Tem, City Council
- Kevin Toole, City Council
- Dr. Christine Crawford, Planning Commission
- Bob Clark, Planning Commission
- Liz Pearson, Community Member
- Dave Sam, Community Member
- Eddie Butler, Community Member
- Rhett Harbison, Community Member
- Terra Carrol (ex-officio), President/CEO, North Augusta Chamber of Commerce
- Rachelle Moody (ex-officio), Assistant City Administrator, City of North Augusta
- Libby Hodges (ex-officio), Planning and Development Director, City of North Augusta
- Tom Zeaser (ex-officio), Engineering and Public Works Director, City of North Augusta

Membership will be for approximately 18 months to two years in order to direct the preparation of the Development Code.

Final approval of the Development Code will be subject to the City Council upon completion of the document by the committee, consulting team, staff, and the Planning Commission.

### **Meetings**

The Committee will meet at least monthly at an agreed upon time. Meetings will be open to the public and posted and in designated spaces.

In addition to monthly meetings, Committee members may be asked to serve on subcommittees, which will schedule their own meetings and post them with the Planning and Development Department.