

**TOWN OF GATESVILLE
CAMA LAND USE PLAN
CITIZEN PARTICIPATION PLAN**

Introduction

The Town of Gatesville has initiated the preparation of a CAMA Land Use Plan (LUP) for the Gatesville planning jurisdiction. The final document will serve as a comprehensive plan for future public investment to achieve the community's overall vision. The intent of this project is to identify development goals, policies, and initiatives supported by the community.

Recognizing that a collaborative effort with the public is essential, the initial step in the planning process is the adoption of this Citizen Participation Plan (CPP) by the Gatesville Town Council. Approval of the CPP was accomplished on December 6, 2023.

Responsibility

The Gatesville Town Council and Planning Board will jointly supervise the preparation of the CAMA Land Use Plan. The town's consultant will serve in an advisory capacity to the Town Council and Planning Board. The CAMA Land Use Plan will be drafted by Insight Planning & Development, the town's consultant. Final approval will be by the Gatesville Town Council following review and recommendation by the Planning Board.

Meetings

All joint meetings of the Town Council and Planning Board will be conducted in an open format which will encourage public involvement/engagement. The Town Council/Planning Board will conduct up to seven (7) work sessions to prepare the draft CAMA Land Use Plan. At a minimum, the following meetings will be conducted throughout the plan preparation process:

- Joint work sessions with the Town Council and Planning Board. At each meeting, the location, date, and time of the succeeding meeting will be determined.
- Public visioning and issues identification workshop to identify key issues and concerns, develop a plan vision statement, and participate in a future land use map exercise.
- Submit the final draft plan to the Planning Board for review and recommendation to the Town Council for adoption.
- Present the final plan to the Town Council for public hearing and adoption.

Public Notification

As public bodies, all meetings of the Town Council/Planning Board are conducted in an open and transparent manner. All meetings are open to the public and Gatesville citizens are encouraged to attend and participate.

To ensure public awareness of the CAMA Land Use Plan project, meeting times and dates, project updates, and public participation opportunities, and to increase ease of access to CAMA Land Use Plan-specific information, the following are proposed:

- The project team will create and maintain an interactive LUP-dedicated website to both collect and disseminate information. Project progress, public notifications, and the draft documents will be posted on this website for ease of public review and comment.
- Advertisements will be placed on the specialized LUP-dedicated website and posted on the Town's website. An informational notice will be placed in the local newspaper at the outset of the project to inform the public about the planning process.
- Sign-up sheets will be available at the work sessions for interested persons and groups to register to receive electronic messaging, including meeting notifications, update information, and opportunities for review of the draft documents. Similar opportunities for registration will be placed on the project website. Individuals who place their names on this list will be emailed notices announcing meeting times for review of the CAMA Land Use Plan.

Dissemination of Information

The following procedures will be utilized to ensure the availability of information:

- Copies of the draft documents will be available for public review at the NC Cooperative Extension Office, 112 Court Street, Gatesville, NC.
- Using the sites and methods of public notification provided in the **Public Notification** section, the availability of the draft plan will be publicly announced, and the draft documents will be posted for public review and/or printing. Information regarding the location of the online documents will be included in any published notices of public meetings and communicated at all meetings of the Town Council and Planning Board.

Public Comment

Throughout the process, the public will have the following opportunities for input:

- At each Planning Board meeting, time will be allocated for public comment, both written and oral, which includes the opportunities for questions.

- At any time during the preparation of the draft documents, the public may submit written or email comments. Information on how to submit such comments will be provided on public notices and websites.
- The work sessions and public hearings will all provide additional opportunities for public input and questions.

Schedule

The planning process will utilize the following schedule:

Phase	Project Task	Timeframe
Phase I:	• Contract Executed	July 2023
	• Project Startup Meeting	September 2023
Phase II:	• Plan Development/Public Engagement	October 2023 – August 2024
Phase III:	• Completion, Review, and Adoption*	September 2024 – December 2024

*Timing of adoption will be dependent on DCM Completeness Review timeframe.