

# **CHAPTER 14: PLANNING BOARD AND BOARD OF COMMISSIONERS**

| <b>Section</b>   | <b>Page</b> |
|--|-------------|
| <b>14.1</b> Appointment and Terms of Planning Board Members..... | 14-2        |
| <b>14.2</b> Meetings of the Planning Board.....                  | 14-2        |
| <b>14.3</b> Quorum and Voting.....                               | 14-3        |
| <b>14.4</b> Planning Board Officers.....                         | 14-3        |
| <b>14.5</b> Powers and Duties of the Planning Board.....         | 14-3        |
| <b>14.6</b> Planning Board Advisory Committees.....              | 14-4        |
| <b>14.7</b> Role of the Board of County Commissioners.....       | 14-4        |

## **CHAPTER 14: PLANNING BOARD AND BOARD OF COMMISSIONERS**

### **Section 14.1 Appointment and Terms of Planning Board Members**

---

- A. There shall be a Planning Board consisting of nine members appointed by the Board of Commissioners. At least two members shall reside in each of the county's four Townships (Fruitville, Poplar Branch, Crawford, and Moyock), and the remaining member shall be designated as an at large appointee and shall reside within the county.
- B. Planning Board members shall be appointed for three year staggered terms, but members may continue to serve until their successors have been appointed. Terms shall be on a calendar year basis (January 1 through December 31). Vacancies shall be filled by the Board of Commissioners for the unexpired terms only.
- C. Planning Board members may be removed by the Board of Commissioners at any time for failure to attend three consecutive meetings or for failure to attend 30 percent or more of the meetings within any 12 month period or for any other good cause related to performance of duties. Upon request of the member proposed for removal, the Board of Commissioners shall hold a hearing on the removal before it becomes effective.
- D. If a Planning Board member changes his or her residence to a location outside the Township that such member represents or outside the county, that shall constitute a resignation from the Planning Board, effective upon the date a replacement is appointed by the board.

### **Section 14.2 Meetings of the Planning Board**

---

- A. The Planning Board shall establish a regular meeting schedule and shall meet frequently enough so that it can take action in conformity with hearing applications and requests expeditiously.
- B. Since the Planning Board has only advisory authority, it need not conduct its meetings strictly in accordance with the quasi-judicial procedures set forth for the Board of Adjustment. However, it shall conduct its meetings so as to obtain necessary information and to promote the full and free exchange of ideas.
- C. Minutes shall be kept of all Planning Board proceedings.
- D. All Planning Board meetings shall be open to the public, and whenever feasible the agenda for each board meeting shall be made available in advance of the meeting.

## CHAPTER 14: PLANNING BOARD AND BOARD OF COMMISSIONERS

### Section 14.3 Quorum and Voting

---

- A. A quorum for the Planning Board shall consist of five members. A quorum is necessary for the Board to take official action.
- B. All actions of the Planning Board shall be taken by majority vote, a quorum being present.
- C. A roll call vote shall be taken upon the request of any member.

### Section 14.4 Planning Board Officers

---

- A. At its first meeting in January of each year, the Planning Board shall elect one of its members to serve as chairman and preside over the board's meetings and one member to serve as vice-chairman. The persons so designated shall serve in these capacities for terms of one year. Vacancies in these offices may be filled for the unexpired terms only.
- B. The chairman and vice-chairman may take part in all deliberations and vote on all issues.

### Section 14.5 Powers and Duties of the Planning Board

---

- A. The Planning Board may:
  - 1. Make studies and recommend to the Board of Commissioners plans, goals and objectives relating to the growth, development, and redevelopment of the county;
  - 2. Develop and recommend to the Board of Commissioners policies, ordinances, administrative procedures, and other means for carrying out plans in a coordinated and efficient manner;
  - 3. Make recommendations to the Board of Commissioners concerning proposed special use permits and proposed zoning map and text changes; and,
  - 4. Perform any other duties assigned by the Board of Commissioners.
- B. The Planning Board may adopt rules and regulations governing its procedures and operations not inconsistent with the provisions of this ordinance.

## **CHAPTER 14: PLANNING BOARD AND BOARD OF COMMISSIONERS**

### **Section 14.6 Planning Board Advisory Committees**

---

- A. From time to time, the Board of Commissioners may appoint one or more individuals to assist the Planning Board to carry out its planning responsibilities with respect to a particular subject area. By way of illustration, the Board of Commissioners may appoint Advisory Committees to consider Thoroughfare Plans, Housing Plans, Economic Development Plans, Area Plans, etc.
- B. Members of such advisory committees shall sit as nonvoting members of the Planning Board when such issues are being considered and lend their talents, energies, and expertise to the Planning Board. However, all formal recommendations to the Board of Commissioners shall be made by the Planning Board.
- C. Nothing in this section shall prevent the Board of Commissioners from establishing independent advisory groups, committees, or commissions to make recommendations on any issue directly to the Board of Commissioners.

### **Section 14.7 Role of the Board of County Commissioners**

---

- A. The Board of Commissioners, in considering special use permit applications, shall act in a quasi-judicial capacity and, accordingly, is required to observe procedural requirements set forth in Chapter 11.
- B. In considering proposed changes in the text of this ordinance or on the zoning map, the board shall act in its legislative capacity and must proceed in accordance with the requirements of Chapter 12.
- C. In acting upon special use permit requests or in considering amendments to this ordinance or the zoning atlas, the board shall follow the quorum, voting, and other requirements as set forth in NCGS Chapter 153A and other provisions of law.