Chapter 12 – Planning and Development

State Law reference— Town may create planning board, G.S. § 160A-361

Sec. 12-20. – Created

A Planning Board for the Town of Glen Alpine and its area of extraterritorial jurisdiction is hereby created.

Sec. 12-21. - Membership; terms of office; vacancies.

(a) The objectives and purposes of the planning board shall be as set forth in G.S. %160A-387 and amendments and supplements thereto, and these powers and duties delegated to the planning board by the Glen Alpine Board of Aldermen in creating above ordinance.

(b) The Planning Board shall consist of seven (7) members appointed by the Board of Aldermen for a 4-year term. The membership shall consist of 2 – Board of Aldermen, 3 from within the corporate limits, 2 within ETJ.

Sec. 12-22. – Officers and Duties.

(a) The officers of the Planning Board shall consist of a Chairperson, Vice Chairperson, and Secretary.

(b) The Chairperson shall preside at all meetings and hearings of the Planning Board and have the duties normally conferred by parliamentary usage on such officers.

(c) The Chairperson shall be one of the appointive members of the Planning Board. He/She shall have the privilege of discussing all matters before the planning board and to vote thereon.

(d) The Vice-Chairperson shall be one of the appointive members of the Planning Board and shall act for the Chairperson in his/her absence.

(e) The Secretary shall preside at meetings in which the Chair and Vice Chair are not present.

(f) The Town Clerk shall keep the minutes and records of the Planning Board, prepare the agenda of regular and special meetings, provide notice of meetings to Planning Board members, arrange proper legal notice of hearings, address correspondence of the Board and such other duties as are normally conducted by a Secretary.

Sec. 12-23. – Election and Term of Officers

(a) All officers shall have a 2-year term at which time there will be an election

(b) Vacancies in offices shall be filled immediately for the unexpired term by regular election procedure.

Sec. 12-24. – Meetings

(a) Meetings shall be held monthly at Town Hall of such other place as shall be designated in advance by the Chairperson. The meeting dates and times for the year shall be adopted by the Board at their January meeting.

(b) A majority of the entire membership of the Planning Board shall constitute a quorum. A quorum shall be present before any business is transacted.

(c) Plans, reports, and recommendations of the Planning Board must be approved by a majority of all the members of the Board present and voting.

(d) A record of the vote of each member on each major question shall be kept as a part of the minutes. (e) Any member of the Board shall abstain from voting on any question before the Board in which he or she has a conflict of interest. If a member abstains from vote, the member is not part of the voting body. (f) The Chairperson or Town Planner may call special meetings. It shall be the duty of the Chairperson to call such a meeting when requested to do so by a majority of the members of the Planning Board. The notice of the meeting shall specify the purposes of such a meeting and no other business may be considered except by unanimous consent of the Board. The Town Clerk shall notify all members of the Board in writing not less than five days in advance of such special meeting. Five-day notice of special meetings may be waived by unanimous consent of the Board in writing.

(g) All meeting shall be open to the general public.

(h) Any new business to be considered by the Planning Board shall be submitted to the Town Planner at least twenty-one days prior to the meeting. This twenty-one-day notice may be waived, however, by a favorable vote of the Planning Board membership present at the meeting at which action is required. Any such waiver shall be noted in the minutes.

(i) Subdivision plats shall be reviewed by the Planning Board as required by the Subdivision Regulations.

(j) Zoning matters and other similar matters being reviewed by the Planning Board which require special knowledge of an area shall be inspected by the Town Planner prior to the meeting at which the matter is to be reviewed.

(k) Staff recommendations and reports shall be maintained with the permanent records of the Planning Board.

Sec. 12-25. – Order of Business

The order of business at regular meetings of the Planning Board shall be:

(a) Roll Call (either visual or verbal).

(b) Approval of agenda.

(c) Approval of minutes of the previous meeting (by reference).

(d) Hearing of persons having business with the Board.

(e) Reports of officers and committees.

(f) Old business

(g) Other new business not considered in division (c) above.

(h) Adjournment.

Sec. 12-26. – Hearings

(a) In addition to those required by law, the Planning Board may at its discretion hold public hearings when it decides that hearings will be in the public interest.

(b) Notice of such hearings shall be published in a newspaper of general circulation as per NC General Statutes Section 153A-323(a), as amended.

(c) The case before the Board shall be presented in summary by the Town Planner and parties in interest shall have the privilege of the floor.

(d) A record shall be kept of those speaking before the Board.

Sec. 12-27. – Term of the Planning Board

(a) Planning Board members may serve for four (4) consecutive years, this equals a full term. After being off the Board for a full term the member may reapply for membership.

Sec. 12-29. – Reports

(a) The Town Planner shall submit a monthly report to the Town Board of Aldermen on or before its monthly meeting.

Secs. 12-36—12-39. - Reserved.

ARTICLE III. - EXTRATERRITORIAL JURISDICTION

State Law reference— Territorial jurisdiction, G.S. § 160A-360; extraterritorial representation, G.S. § 160A-362.

Sec. 12-40. - Extraterritorial jurisdiction boundaries; established. An official map of the Town of Glen Alpine entitled "Town of Glen Alpine Extraterritorial Jurisdiction" is hereby adopted showing the extraterritorial jurisdiction area boundary of the Town of Glen Alpine. Such map shall be maintained in the manner provided for in G.S. § 160A-22 and shall be recorded in the Office of the Register of Deeds of Burke County.

Sec. 12-42. - Application and enforcement of ordinances in the extraterritorial area. The following ordinances contained within this Code shall be applicable in every aspect within the extraterritorial area in the same manner as each is now applicable within the corporate limits of the Town of Glen Alpine and the designated enforcement officer shall enforce all of the provisions of these ordinances within the extraterritorial area in the same manner as the officer is now authorized to enforce these ordinances within the corporate limits:

Chapter 4. Buildings, Construction and Related Activities (Enforced by Burke County Inspections), Except Minimum Housing

Code Chapter 12. Planning and Development

Chapter 14. Subdivision Regulations

Appendix A. Zoning (the effective date of zoning jurisdiction shall be as specified in the ordinance adopting the official zoning map for the extraterritorial area.)