

Perquimans County Planning Board

A G E N D A

Regular Meeting

Tuesday, June 14, 2016 at 7:00 PM

Courthouse Annex Building

➤ **Call to Order/Prayer/Introduction/Welcome**

I. Approval of Agenda (additions, deletions or corrections)

II. Consent Agenda (*Consent items as follows may be adopted with a single motion, second and vote, unless a request for removal of an item or items is made from a Planning Board Member or Members.*)

- **Approval of Draft Minutes of Previous Planning Board Meetings:** November 12 and December 19, 2013 and February 11, *March 11*, April 8, *May 13*, and September 9, 2014 *Regular Meetings; November 18, 2014 and September 10, 2015 Rescheduled and/or Special Meetings; and February 11 and March 8, 2016 Regular Meetings.*
- **Approval of Draft Minutes of Special Called Subcommittee Work Sessions:** *September 1; October 13 and 2; and November 12, 2015 Work Sessions.*

III. Business Item:

- A) **Annual Election of Chairman and Vice Chairman, pursuant to Article II, Part I, Section 204 of the Zoning Ordinance**
- B) **Draft FY 2016-2017 Work Program** (*FY 2014-2015 last updated mid-year at Planning Board's February 10, 2015 Meeting; new updates and proposed timeline*)
 - 1) Removal of completed items
 - 2) General adjustments to Timeline for incomplete items
 - 3) Addition of proposed items

IV. Other Items

- A) **Status Report on Previous Planning Board Recommendations: Parent-to-Child Deed of Gift for 2.0-acre "Flag Lot" proposed by William Douglas Sawyer for grandson - located next to 479 Whitehat Road.**
- B) **Chair's signature approved minutes, subdivisions, etc., and special Courthouse Notice for new meeting time**

➤ **Adjournment**

Perquimans County Planning & Zoning Staff Report
June 14, 2016: Agenda Item III-A
Annual Election of Officers

Agenda Item III-A: Annual Election of Chairman and Vice Chairman, pursuant to Article II, Part I, Section 204 of the Zoning Ordinance

Reference is made to the Zoning Ordinance, Article II, Part I (esp. Section 204) as follows:

ARTICLE II. ADMINISTRATIVE MECHANISMS

Part I. Planning Board

Section 201. Appointment and Terms of Planning Board Members

- (a) The Board of County Commissioners shall appoint a Planning Board consisting of five (5) members.
- (b) The members of the Planning Board shall be residents of the County.
- (c) Members of the Planning Board serving upon the effective date of this Ordinance shall serve the balance of the term to which he or she was appointed.
- (d) New members of the Planning Board shall be appointed for a maximum of three years.
- (e) Members may be appointed up to three successive terms. If special circumstances warrant, the Board of County Commissioners may appoint a member to serve one additional term.
- (f) The Board of County Commissioners may remove members at any time for failure to attend or any other good cause related to the performance of duties. Any member who has three consecutive absences or has missed one-third of the meetings in a given year shall cause the Board of Commissioners to review the member's attendance record and vote to: (1) dismiss the member; or (2) allow the member to continue to serve. The Zoning Administrator shall keep the Board of Commissioners apprised as to attendance of Planning Board meetings.

Section 202. Meetings of the Planning Board

Meetings of the Planning Board shall be held at the call of the Chairman and at such other times the Planning Board may determine. Since the Planning Board only has advisory authority, it need not conduct its meetings strictly in accordance with the quasi-judicial procedures set for the Board of Adjustment and Board of County Commissioners. However, it shall conduct its meetings so as to obtain necessary information and to promote the full and free exchange of ideas.

- (a) Minutes shall be kept of all Planning Board meetings.
- (b) All meetings of the Planning Board shall be open to the public.

Section 203. Quorum and Voting

- (a) A quorum for the Planning Board shall consist of a majority of the board membership (excluding vacant seats). 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.

(over)

Section 204. Planning Board Officers

- (a) At its first meeting in June of each year, the Planning Board shall, by majority vote of its membership (excluding vacant seats) 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.
- (b) The chairman and vice-chairman shall take part in all deliberations and vote on all issues.

Section 205. Powers and Duties of Planning Board

- (a) The Planning Board shall:
 - (1) Make recommendations to the Board of County Commissioners concerning proposed zoning atlas changes and proposed textual Ordinance changes.
 - (2) Make recommendations to the Board of County Commissioners concerning proposed Conditional Use Permits.
- (b) The Planning Board may:
 - (1) Make studies and recommend to the Board of County Commissioners plans, goals, and objectives related to the growth, development, and redevelopment of the County.
 - (2) Develop and recommend to the Board of County Commissioners policies, ordinances, administrative procedures, and other means for carrying out plans in a coordinated and efficient manner.
- (c) The Planning Board may adopt rules and regulations governing its procedures and operations not inconsistent with the provisions of this chapter.