

RESOLUTION 15-18
RESOLUTION INTRODUCING AMENDMENTS TO CHAPTER 155 OF
THE ORDINANCES OF THE TOWN OF HOLDEN BEACH
PROVIDING FOR CERTAIN PROCEDURAL REFORMS WITH RESPECT TO
THE PLANNING AND ZONING BOARD

WHEREAS, pursuant to the Town's ordinances and pursuant to North Carolina G.S. §160A and other applicable provisions of North Carolina law, the Board of Commissioners is authorized to adopt amendments to the Town's ordinances with respect to Town Government and Officials;

WHEREAS, the Board of Commissioners has found that it would further the objectives of greater transparency, accountability and inclusiveness to adopt certain amendments to Chapter 155.10 et seq – Planning and Zoning Board relating to the role of the Director of Planning in providing support to the Planning and Zoning Board, and providing for the establishment from time-to-time, at the direction of the BOC, of Community Advisory Committees reporting to the Planning and Zoning Board;

NOW, THEREFORE BE IT RESOLVED, that amendments to Chapter 155 of the Town's ordinances in the forms attached as Exhibit A and Exhibit B are each hereby introduced at this meeting; and

NOW, THEREFORE BE IT RESOLVED, that each such amendment shall be separately voted upon for adoption by the Board of Commissioners at its next regular meeting or at any special meeting called for that purpose.

This the 8th day of December.

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk

EXHIBIT A

PROPOSED AMENDMENT TO THE ORDINANCES OF THE TOWN OF HOLDEN BEACH RELATING TO THE OFFICERS; RULES; AND MEETINGS OF THE PLANNING AND ZONING BOARD

*SECTION 155.12 OF THE ORDINANCES OF THE TOWN OF HOLDEN BEACH
IS HEREBY AMENDED TO READ IN ITS ENTIRETY AS FOLLOWS:*

§ 155.12 OFFICERS; RULES; MEETINGS.

The Planning and Zoning Board shall elect a Chairperson and Vice-Chairperson, normally at the July meeting, from among the members appointed by the governing body, whose terms of office shall be one year with eligibility for re-election. The Board shall adopt rules for transaction of its business. The Planning and Zoning Board shall also elect a Secretary, from among the members appointed by the governing body, whose terms of office shall be one year with eligibility for re-election, and who shall be responsible for providing notices and keeping minutes for the Planning and Zoning Board. The Director of Planning and Inspections, and his or her designee, shall be responsible for providing all necessary technical, clerical and logistical support to the Planning and Zoning Board, the Secretary of the Planning and Zoning Board and any committees established by the Planning and Zoning Board. The Board should hold at least one meeting monthly, unless there is no business to transact. All meetings shall be open to the public. The agendas and minutes of all meetings, and all documents or materials presented at any meeting shall be made available to the public. An audio or audio and video recording of all meetings shall be kept and shall be made available to the public. There shall be a quorum of four members for the purposes of taking an official action.

EXHIBIT B

PROPOSED AMENDMENT TO THE ORDINANCES OF THE TOWN OF HOLDEN BEACH PROVIDING FOR THE ESTABLISHMENT OF COMMUNITY ADVISORY COMMITTEES BY THE PLANNING AND ZONING BOARD

*CHAPTER 155 OF THE ORDINANCES OF THE TOWN OF HOLDEN BEACH IS
HEREBY AMENDED BY ADDING THE FOLLOWING § 155.15 TO THAT
CHAPTER:*

§ 155.15 COMMUNITY ADVISORY COMMITTEES.

At the direction of the BOC, the Planning and Zoning Board shall establish subordinate committees to be known as Community Advisory Committees, only as provided for in this section. Without the express direction of the BOC, the Planning and Zoning Board shall not establish any committee, subcommittee, working or similar group comprised of regular or alternate members, members of the public or any combination thereof, that is not a Community Advisory Committee established pursuant to this section.

Except as otherwise directed by the BOC, any Community Advisory Committee shall be comprised of (1) three members of the public, each of whom shall be residents or owners of residential property located in the town, and (2) two regular or alternate members of the Planning and Zoning Board, all of whom shall be appointed by the Planning and Zoning Board by vote taken at a meeting of the Planning and Zoning Board, and each shall serve at the pleasure of the BOC. One of the regular or alternate members shall be appointed as the Chairman and one shall be appointed as the Secretary of the Community Advisory Committee by the Planning and Zoning Board. There shall be a quorum of four members of the Community Advisory Committee for the purposes of taking an official action.

Unless a Community Advisory Committee is designated as a standing committee by the BOC, the term of existence of a Community Advisory Board shall be no more than three months, unless that term is extended by the BOC. Each Community Advisory Board shall make a report to the Planning and Zoning Board at each regular meeting thereof. Unless otherwise directed by the BOC, (1) no Community Advisory Committee nor any member thereof shall make any report to the BOC, (2) only the Chairman or Vice Chairman of the Planning and Zoning Board shall deliver any report or recommendation based on the work of any Community Advisory Committee to the BOC, and (3) no such report or recommendation shall be delivered unless it has been adopted by the Planning and Zoning Board. Unless otherwise directed by the BOC, a Community Advisory Committee and the Planning and Zoning Board shall present any recommendation as a range of alternatives, and not as a single recommendation.

In directing the establishment of a Community Advisory Committee, the BOC shall clearly describe the subject matter, scope and function of the Community Advisory Committee.

The agendas and minutes of all meetings, and all documents or materials presented at any meeting of a Community Advisory Committee shall be made available to the public. An audio or audio and video recording of all meetings shall be kept and shall be made available to the public.