

**TOWN OF HOLDEN BEACH
ORDINANCE 15-15**

AN ORDINANCE AMENDING THE HOLDEN BEACH CODE OF ORDINANCES, CHAPTER 155: PLANNING (§155.12)

BE IT ORDAINED BY the Town BOC of Holden Beach, North Carolina that the Holden Beach Code of Ordinances, Chapter 155: Planning (§155.12), be amended as follows:

Section One: Amend Section 155.12 in its entirety to read 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 term 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.

Section Two: The Town Clerk is directed to forward this ordinance to American Legal Publishing for inclusion in the next published supplement to the Holden Beach Code of Ordinances.

Section Three: This ordinance shall be effective the 17th day of December, 2015.

Adopted this the 16th day of December, 2015.

ATTEST:

J. Alan Holden, Mayor

Heather Finnell, Town Clerk