

TOWN OF KILL DEVIL HILLS

The Planning Board meets on the first and third Tuesday of each month at 5:30 p.m. The second meeting of the month is typically a planning session.

PLANNING BOARD – Seven Regular Members

Clough, Stan, <u>Chair</u> 1104 Ninth Avenue Kill Devil Hills, NC 27948	Home: 441-3868 Term Expires: August 2018 Chair Expires: December 2016
Buchanan, Howard, <u>Vice Chair</u> 2058 Bay Drive Kill Devil Hills, NC 27948	Home: 757-737-1131 Term Expires: April 2019 Vice Chair Expires: December 2016
Almoney, James C. “Chip” 900 Ninth Avenue Kill Devil Hills, NC 27948	Home: 441-5389 Term Expires: August 2018
Jones, Skip 1508 Captain’s Lane Kill Devil Hills, NC 27948	Home: 441-7882 Term Expires: February 2017
Sproul, Ben 908 Sixth Avenue Kill Devil Hills, NC 27948	Home: 441-1010 Term Expires: March 2018
Valdivieso, Eddie 515 Wax Myrtle Court Kill Devil Hills, NC 27948	Phone: 449-5300 Term Expires: December 2017
Windley, John 1512 Small Court Kill Devil Hills, NC 27948	Home: 252-902-4345 Term Expires: September 2017

Town Code. Chapter 31: Boards and Commissions

§ 31.01 ESTABLISHED; JURISDICTION.

There is established a Board to be known as the Town Planning Board, whose jurisdiction shall include the area within the corporate limits of the town.

§ 31.02 MEMBERSHIP; TERMS, VACANCY, ATTENDANCE.

(A) The Planning Board shall be composed of seven members, appointed by the Board of Commissioners, who shall be residents of the town. The members of the Planning Board shall be appointed for terms of one, two and three years, and their terms of office shall be designated at the time of their appointment. The successor members of the Planning Board, after those first serving under this section, shall be appointed for a term of three years. A member may be reappointed upon the expiration of his term. Vacancies occurring in the regular Board membership shall be filled by appointment by the Board of Commissioners.

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(B) The Planning Board shall designate its Chairperson and Vice-Chairperson from its membership. The Deputy Town Clerk or designee shall provide secretarial duties for the Planning Board.

(C) The person acting as planning official for the town or Town Planner, by whatever name he may be designated, shall be an ex officio member of the Board in an advisory capacity and shall not be a voting member of the Board.

(D) Faithful attendance at the meetings of the Board is considered a prerequisite for the continuation of membership on the Board. The Board of Commissioners may take action to remove any Planning Board member who misses more than one-third of the meetings during any 12-month period.

§ 31.03 OFFICIAL RECORD; MEETINGS; QUORUM; VOTING.

(A) By virtue of the duties assigned to the Planning Board and which may be hereafter assigned to the Planning Board, there shall be an official record kept by the Secretary of the Planning Board as a permanent record for the use and benefit of the public and the applicants appearing before the Board with respect to projects within the town requiring Planning Board approval. Such record shall be a public record and shall be maintained at the Town Clerk's Office.

(B) The Planning Board shall meet at a specific time each month in order that its recommendations may be recorded and forwarded to the next regular meeting of the Board of Commissioners, which presently is set as the second Monday of each month. If the Board of Commissioners changes its meeting schedule, the Planning Board shall adjust its schedule so that its recommendations may be available to the Board of Commissioners at its regular meeting.

(C) There shall be a quorum of at least four members of the Board, and in the event only four are present, it shall take a unanimous vote of the four for official action.

(D) The Chairperson of the Board shall vote only in the event of a tie vote on a specific issue or question.

§ 31.04 POWERS AND DUTIES; COMPREHENSIVE PLAN.

(A) The Planning Board shall prepare plans and coordinate the plans of the municipality and those of others so as to bring about a coordinated and harmonious development of the area. The Planning Board is designated as the planning agency for the revision of the zoning code of the town under the authority of G.S. § 160A-387. In addition, the Planning Board is directed and authorized:

(1) To prepare and from time to time amend and revise a comprehensive and coordinated plan for the physical development of the area. The comprehensive plan shall be the Planning Board's recommendations to the Board of Commissioners for the development

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of the town, including, among other things, the general location, character and extent of streets, bridges, parkways, playgrounds, parks and other public ways, grounds and open spaces; the general location and extent of public utilities and terminals, whether publicly or privately owned or operated, for water, light, sanitation, transportation, communication, power and other purposes; the removal, relocation, widening, narrowing, vacating, abandonment, change of use or extension of any of the foregoing ways, buildings, grounds, open spaces, property, utilities or terminals; and the most desirable pattern of land use within the area;

(2) To establish principles and policies and recommend their adoption to the Board of Commissioners for guiding the action of development in the area. The Planning Board may prepare a capital improvements program and report its recommendations to the Board of Commissioners upon the extent, location and design of all public structures and facilities, on the acquisition and disposal of public properties and on the establishment of building lines, mapped street lines and proposals to change existing street lines in order to insure that the goals of the comprehensive plan are furthered by a coordinated and efficient expenditure of public funds;

(3) To prepare and recommend amendments to existing ordinances promoting orderly development of the area along the lines indicated in the comprehensive plan, including a zoning ordinance and subdivision regulations. The Planning Board may initiate, from time to time, proposals for the amendment of the zoning code and the subdivision regulations based upon its studies and comprehensive plan. In addition, it shall review and make recommendations to the Board of Commissioners concerning all proposed amendments to the zoning code and subdivision regulations;

(4) To determine whether specific proposed developments referred to it by governmental or private agencies in the area conform to the principles and requirements of the comprehensive plan for the area and to make recommendations concerning them;

(5) To keep the Board of Commissioners and the general public informed and advised as to these matters and to make any other recommendations which it sees fit for improving the development of the area. In the development of these suggestions, the Planning Board shall acquire and maintain data and materials to show correlation of past, present and future needs and conditions;

(6) To perform any other duties, which may be lawfully assigned to it.

(B) The Planning Board is authorized to appoint such committees and employees and to authorize such expenditures as it may see fit, subject to limitation of funds provided for the Planning Board by the Board of Commissioners in the town's annual budget.

(C) The Planning Board may set up special committees to assist it in the study of specific problems.

(D) The Planning Board may perform any of the actions authorized for municipal planning boards by G.S. § 160A-387, as amended.