

**Rules of Procedure  
Planning Board  
Grifton, North Carolina**

**ARTICLE VII. GRIFTON PLANNING BOARD**

**Section 17-43 General Rules**

The Planning Board shall be governed by the provisions of Chapter 160 A, Article 19 of the General Statutes of North Carolina, as well as by any other special or general laws related to Planning in Grifton, and by the Code of Ordinances of the Town of Grifton and any changes thereto shall take the precedence over the rules contained herein.

**Section 17-44 Membership, Appointment, and Term of Members**

There is hereby created the Grifton Planning Board, herein after called the Board consisting of ten (10) voting members and one Ex-officio member of the Grifton Board of Commissioners appointed by the Mayor of Grifton that will serve as a non-voting liaison between the Planning Board and the Board of Commissioners. Five members of the Board shall be appointed by the Town of Grifton Board of Commissioners, three members shall be appointed by the Board Commissioners of Pitt County, and two members shall be appointed by the Board of Commissioners of Lenoir County. The members of the Board serving on the effective date of this ordinance under prior resolutions of the Board of Commissioners of the Town of Grifton, the Board of Commissioners of Pitt County and the Board of Commissioners of Lenoir County shall serve the balance of the terms to which they have been appointed by the respective Boards of Commissioners. At the completion of the initial term of office for each member all subsequent appointments to vacancies on the Agency shall be for a term of three (3) years.

The five members appointed to the Board by the Pitt and Lenoir County Boards of Commissioners as representative of the extra-territorial two-mile area outside of and contiguous to the town limits shall be residents of such area and citizens of their respective counties. Such members shall have equal rights, privileges and duties with other members of the Agency in all matters pertaining to the regulation of the extra-territorial two-mile area.

**Terms of Office:** Appointments to the Planning Board shall be for three (3) year terms. A member shall be eligible for reappointment. Upon a member's resignation for any reason, the Secretary shall inform the Town Board and request that a new appointment be made to complete the unexpired term.

**Attendance:** Regular attendance and interest shall be considered prerequisites of continued membership. At the June regular meeting, annual attendance shall be

reviewed, and the Board may request that the Town Board or County Commissioners relieve any member who has missed four (4) or more regular meetings during the preceding twelve months without good and sufficient reason.

### **Section 17-45 Officers and Duties**

**Election of Officers:** Elections shall be held annually for all offices except Secretary. Elections shall be held at the January Regular Scheduled Meeting.

**Chairman:** A Chairman shall be elected by the voting members of the Board. The term shall be one year and shall be eligible for re-election. The Chairman shall decide all points of order and procedures, subject to these rules. He shall appoint any committees found necessary to investigate any matters before the Board. The Chairman shall have all voting powers.

**Vice-Chairman:** A First Vice-Chairman shall be elected in the same manner and for the same term as the Chairman. He/She shall serve as acting chairman in the absence of the Chairman, and at such times shall have the same duties and powers as the Chairman.

**Secretary:** The Town Administrator shall act as Secretary to the Board. He/She shall keep all records, and generally supervise the clerical work of the Board. The Secretary shall not have voting rights. He/She shall keep the minutes for every meeting, which shall include the record of all important facts pertaining to each meeting, of every resolution acted upon, and all votes taken in final determination of any question. Minutes shall indicate by name members abstaining from a vote. The official minutes of the meeting of the Planning Board shall be a public record, kept in Town Hall and available for inspection during normal business hours.

### **Section 17-46 Meetings**

**Regular Meetings:** The Planning Board shall meet regularly on the second Thursday of each month at 7:30 p.m. in the Town Hall Board room provided that the Board may pre-designate another time and place within the Town. The Board shall also meet as necessary for conducting public hearings in joint session with the Town Board, normally on the second Tuesday of the month at 7:30 p.m. in the Town Hall Board room.

**Special Meetings:** Special meetings of the Planning Board may be called at any time by the Chairman, Town Administrator, or a quorum of regular members. At least forty-eight (48) hours notice must be given of the time and place of Special Meetings to each member and be advertised on the general bulletin board in Town Hall.

**Cancellation of Meetings:** Whenever there is no business for the Board, the Secretary or Chairman may dispense with a regular meeting by giving notice to all the members.

**Quorum:** A quorum shall consist of a majority of the members. The chairman shall not open a meeting of the Agency unless and until a majority (6 or more) members appointed thereto are present.

**Voting:** A majority vote of Board members present shall be required to approve any type of business. It is the responsibility of all members to cast a vote, except that no members shall vote on any matter in which he/she has present or contemplated future interest or on matters involving personal conduct. Board members shall have equal voting rights, whether Town or County designees.

**Agenda:** The Secretary shall prepare an agenda for each regular meeting and all items of business to come before the Board shall appear on said agenda. An item not on the published agenda may be brought up after all other items have been considered. (An agenda for Special Meetings is not required, but may be prepared at the request of the Chairman). The agenda shall be mailed or delivered to the Board Members by the Secretary as soon as possible, but in no event later than the Friday preceding the scheduled meeting. Application for rezoning or other business to be considered by the Board must be complete and accompanied by all necessary forms and information required by the zoning administrator 14 calendar days prior to scheduled meeting.

All meetings of the board shall be open to the public. The board shall keep minutes of its proceedings, showing the vote of each member upon every question, or his absence or failure to vote, indication such fact, and shall also keep records of its examination and any other official action.

**General Conduct of Meetings:** Meetings not held in joint session with the Town Board shall be subject to the following order of business:

1. Call to order.
2. Confirmation of minutes of the previous meeting
3. Consideration of agenda items
4. Other business
5. Adjournment

During joint sessions, the following order shall be observed:

1. The Mayor turns the hearing over to the Chairman of the Planning Board.
2. The Chairman explains the sequence and limitations on presentations.
3. Comments and presentations are heard, then the hearing is closed to further oral comment. Additional written comments and documentation may be submitted to the Secretary of the Planning Board.
4. Chairman turns meeting back over to the Mayor, or Planning Board adjourns. (Planning Board may adjourn to another room for clarifications, if necessary, or adjourn to go home)

All meetings shall be open to the public, however, the public may be permitted to address the Board only in the manner prescribed and at the discretion of the Chairman. For any matter to be heard in the context of a public hearing, the following sequence shall be followed:

1. The Planning Staff and /or applicant explains the request.
2. Supporters of the request are permitted to speak.
3. Opponents of the request are allowed to speak.
4. Rebuttals from the supporters.
5. Rebuttals from the opponents.
6. The Chairman closes the floor to public oral comments.
7. Planning Staff makes comments, if appropriate.
8. (a) If a joint session, Planning Board closes the hearing until the next regular meeting, limiting further comments to written submissions.  
(b) If a separate session, Planning Board deliberates and votes on the matter.
9. Chairman or Planning Staff explains the action taken and its significance.

The Chairman may, at his/her discretion, limit the number of speakers for each side of a public debate and impose time limits on public presentations by announcing those restrictions prior to consideration of that particular matter. Presentations may be limited as follows:

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| 1. Applicant/Planning Staff presentation_____ | 5 minutes |
| 2. Individual comment_____                    | 3 minutes |
| 3. Speaker representing a group_____          | 5 minutes |
| 4. Rebuttals_____                             | 2 minutes |

**Parliamentary Procedures:** The latest edition of “Robert’s Rules of Order Revised” shall be used as a guide for all Planning Board meetings.

**Rehearings:** Upon the finding of the Planning Board that a rezoning classification be denied for a particular piece of property, the Board shall not act on a resubmission until one (1) year has elapsed from the month the request was denied, in accordance with the conditions set forth in Sections 320-328.

### **Annual Report**

At least once annually, the Planning Board shall submit to the Town Board a report which may include the number of cases reviewed, as well as any suggestions for studies to be undertaken with the jurisdiction, or other recommendations for implementing coordinated and effective zoning practices.

The Board shall appoint a committee from its membership to prepare such reports, with the aid of the Planning Staff. No annual report shall be submitted to the Town Board without the approval of at least a majority of the membership of the Planning Board.

## **Amendments**

These rules may be amended at any time by a vote of a simple majority of the voting members of the Planning Board, provided that the proposed amendment has been submitted to the Board in writing at a regular or special meeting before the meeting at which the vote is taken.

## **Code of Ethics for Planning Board Members**

**Private Interest of Members:** No member of the Town of Grifton Planning Board may discuss, advocate or vote on any matter in which he or she has a separate, private or monetary interest, either direct or indirect. A Planning Board member who has removed themselves from the Planning Board due to a conflict of interest may discuss that item as a general member of the public. The member who has such an interest in any official act or action shall publicly disclose on the record of the Board the nature and extent of such interest, and shall withdraw from any consideration of the matter if excused by the Board. Any member who violates this provision may be subject to removal from the Board. If any Board member perceived another member had a conflict of interest that was not disclosed the Board member can motion to excuse the Board member for a conflict and then the Board would vote on the motion.

This ordinance shall be in full force and effect upon adoption.

Adopted: April 3, 2003

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Planning Board Chairman

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Town Administrator