



## STAFF REPORT

Meeting Date: March 17, 2015

Agenda Item #: 5

TO: Mayor and Town Council  
FROM: Rawls Howard, Director of Planning and Inspections  
THRU: Susan Parker, Town Administrator  
TITLE: **Planning Board Membership Structure Discussion**

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**Summary:** With the recent action of the Town Council to make the Board of Adjustment a stand-alone board separate from the Planning Board, there is a need to make changes in the Town's UDO to reflect Council's decision.

Historically, the Planning Board also served as the Board of Adjustment. As such, the Board was composed of both regular members and alternates. Alternates sitting on the Board of Adjustment are called out as being required in the State statutes. Being that the Board of Adjustment is now separate, there is no practical need for alternates on the Planning Board as the statutes are silent to this requirement.

In addition, I have reviewed the calculation standard in the NC General Statutes for ETJ representation. The State statutes require that municipalities with an ETJ have at least one representative. After one, there is a formula for requiring additional members. This formula is based upon population or "residents" in the ETJ. Based upon best available information, I believe that the Town does not cross the threshold for needing a second ETJ member. This position could be replaced with an in-town member.

Based upon my findings and for the sake of operational simplicity, I recommend the Board be composed of the requisite in-town and representative ETJ membership, removing the alternates or this concept, and bring the ETJ membership in conformance with base State requirements. I believe that any concern of meeting quorums (which is why alternates are contemplated) is nullified by the fact that the Planning Board currently meets every 2 weeks.

**Recommendation:** Move to reconfigure the Planning Board to either a:

- 1) 5-member board consisting of 4 regular, in-town members and 1 ETJ member; or
- 2) 7-member board consisting of 6 regular, in-town members and 1 ETJ member