

TOWN OF FAISON

BY-LAWS FOR PLANNING, ZONING/ADJUSTMENT BOARD

Planning and Zoning Board have authority by: NC G.S. 160A-361,362,383,387

Adjustment Board have authority by: NC G.S. 160A-388

I. PURPOSE:

A. Planning and Zoning:

1. Comprehensive planning, implementation, and enforcement of a Master Land Development and Zoning Ordinance
2. Develop and recommend policies and procedures for the administrative and enforcement part of the Master Plan in a coordinated and efficient manner
3. Drafting the land-use and zoning ordinances with accompanying maps, charts and plot
4. Decide on applications by landowners to permit buildings or land uses which vary from the Master Land Development and Zoning Ordinance
5. Advise the Board of Commissioners on all proposed revisions or amendments to the adopted Master Land Development and Zoning Ordinance
6. Recommend to the Board of Commissioners a Zoning Administrator for the enforcement of the Master Land Development and Zoning Ordinance
7. Decide on special and conditional use permits and requests for variances from citizens or property owners

B. Adjustment Board:

1. Hearing appeals of decisions rendered by the Zoning Administrator or the Planning/Zoning Board from citizens or property owners that desire to use property /premises for different purposes approved by the Master Land Development and Zoning Ordinance
2. Shall follow quasi-judicial procedures when deciding appeals on special/conditional use permits and variances
3. Shall advise the Board of Commissioners when any decisions on appeals are unacceptable to the citizens or property owners and refer the appeal issue to the Board of Commissioners

II. MEMBERSHIP:

1. This Board consists of seven(7) members, five (5) of which are bonafide residents of the Town, and two (2) of which are residents of the Extraterritorial Jurisdiction (ETJ). One from Duplin County and one from Sampson County. Each one must be approved by their County Board of Commissioners. The Board may appoint two (2) alternates to serve in the absence of a regular member.
2. Each member of this Board shall be appointed by the Faison Board of Commissioners to serve a term of three (3) years and may be appointed for a 2nd term if they remain active to meetings. The terms will expire on June 30th at the end of the 3-year time
3. The absence of any member from three consecutive called meetings will declare their seat vacant and this vacant seat shall be filled by the Board of

Commissioners (except absence due to some emergency, sickness or other similar cause accepted by the chairperson of this Board

4. A vacancy occurring by resignation or death shall be filled without delay by the Board of Commissioners. The new appointee shall serve for the duration of the unexpired term
5. Members of this Board shall select a chairperson and a secretary to serve the 3-year term
6. The Board members shall take the Oath of Office to serve on this Board

III. MEETINGS:

1. Meetings shall be held quarterly for regular meetings of planning and zoning issues; special meeting may be called when a citizen or property owner requests a hearing for appeals of decisions made by the Zoning Administration or the Planning and Zoning Board on issues dealing with the Master Land Development and Zoning Ordinance
2. The Board must have a quorum of four(4) members to qualify a meeting.
3. Minutes must be kept, and a copy given to the Town Clerk

Revisions or amendments to the Master Land Development and Zoning Ordinance must be presented at an advertised Public Hearing prior to approval by the Board of Commissioners