

## Article 3 - Administrative Mechanisms

**Section 16-3.1. Planning Board.** There shall be a Planning Board consisting of nine members. Eight members, appointed by the Town Board of Commissioners, shall reside within the town limits. One member, appointed by the Watauga County Board of Commissioners, shall reside within that portion of the Town's extraterritorial jurisdiction that lies within Watauga County. If, despite good faith efforts, a resident of the extraterritorial jurisdiction cannot be found to fill the seat reserved for residents of such area, then the Watauga County Board of Commissioners may appoint any other resident of the County (including residents of the Town of Blowing Rock) to fill such seat. If the County Board fails to make an appointment within ninety days after receiving a resolution from the Town Board requesting that an appointment be made, the Town Board may make the appointment and terms. All members may participate in and vote on all issues before the Planning Board, regardless of whether the issue affects property within the Town or within the extraterritorial planning area.

**16-3.1.1. Members.** Planning Board members shall be appointed for three-year staggered terms, but members may continue to serve until their successors have been appointed. Vacancies may be filled for the unexpired terms only. Members may be appointed to successive terms without limitation. Planning Board members may be removed by the Town Board of Commissioners at any time for failure to attend three consecutive regularly scheduled meetings or for failure to attend four or more of the meetings within any twelve-month period or for any other good cause related to performance of duties. Beginning with new appointments in March 2018, members may be limited to two terms of service.

**16-3.1.1.1.** All members appointed shall, before entering their duties, qualify by taking an oath of office as required by G.S. 160D-309.

**16-3.1.2. Meetings of the Planning Board.** The planning board shall establish a regular meeting schedule and shall meet frequently enough so that it can take action in conformity with Section 16-4.19 (Applications to be Processed Exeditiously). Minutes shall be kept of all board proceedings.

**16-3.1.2.1.** Since the board has only advisory authority, it need not conduct its meetings strictly in accordance with the quasi-judicial procedures set forth in Articles 4, 5, and 6. However, it shall conduct its meetings so as to obtain necessary information and to promote the full and free exchange of ideas.

**16-3.1.2.2.** All board meetings shall be open to the public, and whenever feasible the agenda for each board meeting shall be made available in advance of the meeting.

**16-3.1.2.3.** Whenever the board is called upon to make recommendations concerning a, special use permit request, or zoning amendment proposal, the staff shall post on or near the subject property one or more notices that are sufficiently conspicuous in terms of size, location, and content to provide reasonably adequate notice to potentially interested persons of the matter that will appear on the board's agenda at a specified

date and time. Such notice(s) shall be posted at least seven days prior to the meeting at which the matter is to be considered. The staff shall also send written notice to adjoining property owners if and to the extent required by any regulation or requirement of the planning board adopted under Section 16-3.1.5.7.

**16-3.1.3. Quorum and Voting.** A quorum for the planning board shall consist of five members. A quorum is necessary for the board to take official action. All actions of the planning board shall be taken by majority vote, a quorum being present. A roll call vote shall be taken upon the request of any member.

**16-3.1.4. Planning Board Officers.** The Planning Board shall elect the Board Chair and Vice-Chair from among its regular members. Each officer shall serve a one-year term and may be reelected to serve subsequent terms. The Chair and Vice-Chair may take part in all deliberations and vote on all issues.

**16-3.1.5. Powers and Duties of Planning Board.** The Planning Board shall have the powers and duties listed herein:

**16-3.1.5.1.** Make studies and recommend to the Board plans, goals and objectives relating to the growth, development and redevelopment of the town and the surrounding extraterritorial planning area.

**16-3.1.5.2.** Develop and recommend to the Board policies, ordinances, administrative procedures and other means for carrying out plans in a coordinated and efficient manner.

**16-3.1.5.3.** Make recommendations to the Board concerning proposed special use permits and proposed zoning map changes, as provided by Sections 16-4.12 and 16-23.3.

**16-3.1.5.4.** To act as the Watershed Review Board on proposed plats of land subdivision and hear major and minor variance requests related to subdivisions within the designated Water Supply Watersheds.

**16-3.1.5.5.** To hear cases concerning major and minor variances, vested rights, administrative reviews and appeals involving the interpretation or application of the Watershed Protection Ordinance in designated Water Supply Watersheds. Perform any other duties assigned by the Board.

**16-3.1.5.6.** The Planning Board shall, in conjunction with its annual budget request, submit to the Board of Commissioners a progress report of its activities during the current fiscal year. In addition, not later than thirty days after the close of the fiscal year, the planning board shall submit to the Board of Commissioners a report on its activities during the entire fiscal year just completed.

**16-3.1.5.7.** The planning board may adopt rules and regulations governing its procedures and operations not inconsistent with the provisions of the chapter.

**Section 16-3.2. Board of Adjustment.** There shall be a Board of Adjustment consisting of six regular members and three alternates. The Blowing Rock Board of Commissioners shall appoint

five regular members and three alternates, each of whom shall be residents of the Town. The Watauga County Board of Commissioners shall be entitled to appoint one regular member in the manner prescribed for appointments to the Planning Board in Section 16-3.1, above.

**16-3.2.1. Members.** Each alternate member, while serving in any regular or special meetings of the Board of Adjustment, shall have and may exercise all the powers and duties of a regular member. Members may be reappointed to successive terms without limitation. Board of Adjustment members may be removed by the Blowing Rock Board of Commissioners at any time for failure to attend three consecutive regularly scheduled meetings or for failure to attend four or more of the meetings within any twelve-month period or for any other good cause related to performance of duties. Beginning with new appointments in March 2018, members may be limited to two terms of service.

**16-3.2.1.1.** Board of Adjustment members, as well as alternates, shall be appointed for three-year staggered terms. Vacancies may be filled for the unexpired terms only.

**16-3.2.1.2.** The member appointed to represent the area of extraterritorial jurisdiction may vote only on matters pertaining to the area of extraterritorial jurisdiction.

**16-3.2.1.3.** All members appointed shall, before entering their duties, qualify by taking an oath of office as required by G.S. 160D-309.

**16-3.2.2. Meetings of the Board of Adjustment.** Meetings of the board of adjustment shall be held at the call of the chairman or vice chairman and at such other times as the board may determine; however, the board shall meet frequently enough so that it can take action in conformity with Section 16-4.19 (Applications to be Processed Expediently). Minutes shall be kept of all board proceedings.

**16-3.2.2.1.** The Board shall conduct its hearings in accordance with the quasi-judicial procedures set forth in Articles 4, 5, and 6.

**16-3.2.2.2.** All meetings of the board shall be open to the public, and whenever feasible the agenda for each board meeting shall be made available in advance of the meeting.

**16-3.2.3. Quorum.** A quorum for the Board of Adjustment shall consist of four members (including any alternates) with respect to matters involving properties within the town and five members (including alternates) with respect to matters involving properties within the extraterritorial planning jurisdiction.

**16-3.2.3.1.** A quorum is necessary for the Board to take official action. A member who has withdrawn from the meeting without being excused as provided in Section 16-3.2.4 shall be counted as present for purposes of determining whether a quorum is present.

**16-3.2.4. Voting.** The concurring vote of four-fifths of the Board of Adjustment (including alternates sitting in lieu of regular members) shall be necessary to grant a variance. A majority of the members shall be required to decide any other quasi-judicial matter or to determine an appeal made in the nature of certiorari. For the purposes of this section, vacant positions on the Board and members who are disqualified from voting on a quasi-judicial

matter shall not be considered members of the board for calculations of the requisite majority if there are no qualified alternates available to take the place of such members. The Board shall not hear a request for a variance or an appeal unless there are sufficient members present (including seated alternates) to decide the matter as specified herein.

**16-3.2.5. Board of Adjustment Officers.** The Board of Adjustment shall elect the Board Chair and Vice-Chair from among the regular in-town members appointed by the Town Board of Commissioners. Each officer shall serve a one-year term and may be reelected to serve subsequent terms. The Chair and Vice-Chair may take part in all deliberations and vote on all issues.

**16-3.2.6. Powers and Duties of Board of Adjustment.** The Board of Adjustment shall hear and decide the following matters:

**16-3.2.6.1.** Appeals from any order, decision, requirement, or interpretation made by the Administrator, as provided in Section 16-5.1.

**16-3.2.6.2.** Applications for variances, as provided in Section 16-5.2.

**16-3.2.6.3.** Questions involving interpretations of the zoning map, including disputed district boundary lines and lot lines, as provided in Section 16-5.3.

**16-3.2.6.4.** Any other matter the Board is required to act upon by any other Town ordinance.

**16-3.2.6.5.** The Board may adopt rules and regulations governing its procedures and operations not inconsistent with the provisions of this chapter.

**Section 16-3.3. Land Use Administrator.** Except as other specifically provided, primary responsibility for administering and enforcing this chapter may be assigned to one or more individuals by the board of commissioners or Land Use Administrator as appropriate. The person or persons to whom these functions are assigned shall be referred to in this chapter as the "land use administrator", "administrator", or Planning Director. The term "staff" is sometimes used interchangeably with the term "administrator".

**Section 16-3.4. Board of Commissioners.** The Board of Commissioners, in considering special use permit applications, acts in a quasi-judicial capacity and, accordingly, is required to observe the procedural requirements set forth in Articles 4 and 5 of this chapter. In considering proposed changes in the text of this chapter or in the zoning map, including the establishment of Conditional Districts, the Board acts in its legislative capacity and must proceed in accordance with the requirements of Article 23. Unless otherwise specifically provided in this chapter, in acting upon special use permit requests or in considering amendments to this chapter or the zoning map, the Board shall follow the regular voting and other requirements as set forth in other provisions of the town code, the town charter, or general law.

**Section 16-3.5. Conflicts of Interest.** Service on a governing board, appointed board or administrative staff of the Town of Blowing Rock is a public trust. Each person has a duty to represent the public interest fairly and honestly. To protect the integrity of governmental

decisions and to promote public confidence in the decisions, no person shall use their position for private gain. The following conflict-of-interest standards are provided for the governing board, advisory boards, and administrative staff, in accordance with NCGS 160D-109.

**16-3.5.1. Governing Board.** A governing board member shall not vote on any legislative decision regarding a development regulation adopted pursuant to this Chapter, where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member. A governing board member shall not vote on any zoning amendment if the landowner of the property subject to a rezoning petition or the applicant for a text amendment is a person with whom the member has a close familial, business, or other associational relationship.

**16-3.5.2. Appointed Boards.** Members of appointed boards shall not vote on advisory or legislative decisions regarding a development regulation adopted pursuant to this Chapter where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member. An appointed board member shall not vote on any zoning amendment if the landowner of the property subject to a rezoning petition or the applicant for a text amendment is a person with whom the member has a close familial, business, or other associational relationship.

**16-3.5.3. Administrative Staff.** No staff member shall make a final decision on an administrative decision required by this Chapter if the outcome of that decision would have a direct, substantial, and readily identifiable financial impact on the staff member or if the applicant or other person subject to that decision is a person with whom the staff member has a close familial, business, or other associational relationship.

**16-3.5.4. Legal Opinions and Disqualification.** Any official covered by this section may seek an opinion from the Town Attorney as to the applicability of this section to a particular decision or set of facts. The response to such a request shall be made to the member making the request, and a copy shall be provided to the chair of the body to which the member belongs. By majority vote, any Town board may seek the opinion of the Town Attorney as to the applicability of this section to a particular decision or set of facts. If an opinion is received from the Town Attorney that a member has an impermissible conflict of interest pursuant to this section and the member does not recuse himself or herself, the board may by majority vote disqualify that member from all participation in the matter involved.

**16-3.5.5. Enforcement.** If a member participates in a decision in violation of this section, the decision of the board shall be void, and the matter shall be reheard without that member's participation. If no objection to the member's participation has been filed with the board making the decision within ten days of the decision, this section shall be deemed to have been complied with. Any member who intentionally participates in a decision for which this section requires disqualification shall be guilty of a misdemeanor, punishable as provided in NCGS 14-4.

### **16-3.6. Appearance Commission.**

**16-3.6.1. Membership and Vacancies.** There shall be an appearance advisory commission consisting of nine (9) members, all of whom shall be residents of the planning and zoning jurisdiction of the town. Members shall be appointed by the board of commissioners for a term of three (3) years. Vacancies occurring for reasons other than the expiration of terms shall be filled as they occur for the period of the unexpired term. A majority of members shall have special training or experience in a design field such as architecture, landscape design, horticulture, city planning, or related field. Beginning with new appointments in March 2018, members may be limited to two terms of service.

**16-3.6.1.1.** Members may be removed from the commission by the mayor for due cause. Faithful attendance at the meetings of the commission and conscientious performance of the duties of members shall be considered a prerequisite for continued membership on the commission.

**16-3.6.1.2.** Members of the commission shall serve without pay but may be reimbursed for actual expenses incident to the performance of their duties within the limits of funds available to the commission.

**16-3.6.1.3.** All members appointed shall, before entering their duties, qualify by taking an oath of office as required by G.S. 160D-309.

**16-3.6.2. Organization, Rules, Meetings and Records.** Within thirty days after its appointment, the appearance advisory commission shall meet and elect a chairman, vice-chairman, secretary and treasurer. It may create and fill such other offices as it may determine. The term of each officer shall be one year. They may be re-elected. The commission shall adopt rules for the transaction of its business and shall keep a record of its members' attendance and of its resolutions, discussions, findings and recommendations, which records shall be open to the public. The commission shall meet as needed. All of its meetings shall be open to the public. For the purpose of taking any official action authorized or required by this article, there shall be present a quorum of five (5) members.

#### **16-3.6.3. Responsibilities and Duties**

(A) It shall be the responsibility and duty of the community appearance advisory commission:

- (1) To initiate, promote and assist in the implementation of general community beautification in the town and its environs.
- (2) To seek to coordinate the activities of individuals, agencies and organizations, public and private, whose plans, activities, and programs bear upon the appearance of the town and its environs.
- (3) To provide leadership and guidance in matters of area community design and appearance to individuals and to public and private organizations and agencies.
- (4) To make studies of the appearance characteristics and problems of the town and its environs, including surveys and inventories of an appropriate nature, and to

- recommend standards and policies of design for the town, any portion or neighborhood thereof, or any project to be undertaken.
- (5) To prepare both general and specific plans for the improved appearance of the town.
  - (6) To make recommendations upon any permit or other item referred to the commission by the board of commissioners, planning board, board of adjustment, or administrator.
  - (7) To take any other action authorized by this chapter or any other ordinance or resolution adopted by the board of commissioners.
- (B) The following specific duties are hereby conferred upon the appearance advisory commission:
- (1) To ask the proper officials of any public agencies of the state and its political subdivisions for plans for public buildings, facilities or projects to be located within the town.
  - (2) To review such plans as well as permit applications referred to the commission and make recommendations regarding appearance suitability to the appropriate agency or to the planning board, board of adjustment or board of commissioners. All plans shall be reviewed by the commission in a prompt and expeditious manner, and all recommendations of the commission with regard to any public project shall be made in writing. Copies shall be transmitted promptly to the appropriate town board and to the appropriate agency.
  - (3) To direct the attention of officials to the needed enforcement of any ordinance that may in any way affect the appearance of the town.
  - (4) To seek voluntary adherence to the standards and policies of its plans.
  - (5) To enter upon private land for the purpose of making examinations or surveys, with the consent and permission of the person in possession of such property.
  - (6) To promote public interest in and an understanding of its recommendations, studies and plans, and to that end to prepare, publish and distribute to the public such studies and reports as will, in the opinion of the commission, advance the cause of improved municipal appearance.
  - (7) To formulate and recommend to the town planning board and board of commissioners the adoption or amendment of ordinances regulating the use of property that will, in the opinion of the commission, serve to enhance the appearance of the town and its surrounding area.
  - (8) To be the lead civic organization coordinating Spring and Fall Planting Days and the chief sponsor of the annual Town Clean-up Day.

**16-3.6.4. Annual Report and Budget.**

- (A) In conjunction with the submission of the budget request, the commission shall submit to the board of commissioners a progress report of its activities during the present fiscal year. A report of the entire fiscal year, July through June, shall be submitted to the board of commissioners no later than thirty days after the close of the fiscal year.

(B) The commission may present requests to the board of commissioners no later than April 1 of each year for the purpose of incorporating in the budget future beautification, preservation, restoration and landscaping projects to include establishment, maintenance and replacement of gardens. Anticipated revenues for the next fiscal year from non-city sources shall be indicated. The requests will be reviewed and, if approved, recommended for inclusion in the proposed budget.

**16-3.6.5. Receipt and Expenditure of Funds.** The commission may receive contributions from private agencies, foundations, organizations, individuals, the state or federal government or any other source, in addition to any sums appropriated for its use by the board of commissioners. It may accept and disburse these funds for any purpose within the scope of its authority as specified in this article. All sums appropriated by the board of commissioners to further the work and purposes of the commission are deemed to be for a public purpose.