



**TOWN OF GRANITE QUARRY  
PLANNING BOARD  
REGULAR MEETING AGENDA  
January 4, 2021  
6:00 p.m.**

- |   |   |
|---|---|
| <b>Call to Order</b>  | <b>Chairman Luhrs</b>                   |
| <b>Determination of Quorum</b>  | <b>Chairman Luhrs</b>                   |
| <b>1. Approval of Agenda</b>  | <b>Board</b>                            |
| <b>2. Approval of Minutes</b>   | <b>November 9, 2020 Regular Meeting</b> |
| <b>Old Business</b>   |   |
| <b>3. Downtown LI Rezoning Update</b>                                   | <b>Planner Blount</b>                   |
| <b>4. Comprehensive Plan Discussion</b>                                 | <b>Chairman Luhrs</b>                   |
| <b>New Business</b>   |   |
| <b>5. Amendments to Rules of Procedure</b>                              |   |
| <b>6. Review Committee Membership Recruiting and Appointment Policy</b> |   |
| <b>Adjourn</b>  |   |

**Agenda Item Summary**  
Regular Monthly Meeting  
January 4, 2021  
Agenda Item 1

Summary

The Board may discuss, add, or delete items from the agenda.

Action Requested

***Motion to adopt the agenda (as presented / as amended).***

**Approval of Agenda**

Motion Made By:

\_\_\_\_\_

Second By:

\_\_\_\_\_

For:

- Jerry Holshouser
- Ronald Jacobs
- Richard Luhrs
- Jared Mathis
- David Morris
- Michelle Reid
- Rev David Trexler
- Joe Hudson
- Brenda Costantino
- Jim King (A)
- Dolores Shannon (A)

Against:

- Jerry Holshouser
- Ronald Jacobs
- Richard Luhrs
- Jared Mathis
- David Morris
- Michelle Reid
- Rev David Trexler
- Joe Hudson
- Brenda Costantino
- Jim King (A)
- Dolores Shannon (A)

**Agenda Item Summary**  
Regular Monthly Meeting  
January 4, 2021  
Agenda Item 2

Summary

Draft minutes from the November 9, 2020 regular monthly meeting are attached for your review.

Action Requested

***Motion to approve the November 9, 2020 Regular Monthly Meeting minutes (as presented / as amended).***

**Approval of Minutes**

Motion Made By:

\_\_\_\_\_

Second By:

\_\_\_\_\_

For:

- Jerry Holshouser
- Ronald Jacobs
- Richard Luhrs
- Jared Mathis
- David Morris
- Michelle Reid
- Rev David Trexler
- Joe Hudson
- Brenda Costantino
- Jim King (A)
- Dolores Shannon (A)

Against:

- Jerry Holshouser
- Ronald Jacobs
- Richard Luhrs
- Jared Mathis
- David Morris
- Michelle Reid
- Rev David Trexler
- Joe Hudson
- Brenda Costantino
- Jim King (A)
- Dolores Shannon (A)



**TOWN OF GRANITE QUARRY  
PLANNING BOARD  
REGULAR MEETING MINUTES  
November 9, 2020  
6:00 p.m.**

**Present:** Chairman Richard Luhrs, Michelle Reid, Jared Mathis, Brenda Costantino, Dolores Shannon (A), David Morris

**Not Present:** Vice-Chairman David Trexler, Jerry Holshouser, Jim King (A), Ronald Jacobs, Joe Hudson

**Staff:** Town Planner Steve Blount, Town Clerk Aubrey Smith

**Call to Order:** Chairman Luhrs called the Planning Board meeting to order at 6:00 p.m.

**Determination of Quorum:** Chairman Luhrs verified there was a quorum present.

**1. Approval of Agenda**

**ACTION:** Ms. Reid made a motion to adopt the agenda as presented. Ms. Costantino seconded the motion. The motion passed with all in favor.

**2. Approval of Minutes**

**ACTION:** Ms. Costantino made a motion to approve the minutes from the October 12, 2020 Regular Monthly Meeting. Mr. Mathis seconded the motion. The motion passed with all in favor.

**New Business**

**3. Downtown LI Rezoning Work Session**

**A. Welcome to Property Owners**

**Chairman Luhrs**

Chairman Luhrs welcomed the property owners and guests.

**B. Presentation**

**Planner Blount**

Mr. Blount stated that issue of rezoning from Light Industrial (LI) in downtown was brought before the Planning Board by Board of Aldermen request. The Planning Board was asked to review the zoning of downtown properties and to determine options for rezoning if industrial zoning was determined not to be appropriate. Mr. Blount stated that the Planning Board was not being asked to make a decision at this time and shared that the format for the evening was an informal workshop rather than a public hearing.

Mr. Blount reviewed his PowerPoint presentation on Downtown LI Rezoning. He showed the current zoning of all the properties in the downtown area and pointed out the specific properties

that he proposed be rezoned from LI. He reviewed some of the allowed uses in the LI zoning classification and stated that the goal was to consider future uses of the properties.

There are twelve total properties with nine property owners being reviewed. Mr. Blount shared possible rezoning options for each property that would allow each property's current use. Three of the properties would need conditional use permits. All the properties would be legal conforming uses and the fees for rezoning and conditional use permits would be waived for all property owners because the rezoning was initiated by the Town. If the properties are sold and the new use does not fit, the new property owner could request a rezoning.

### **C. Comments from property owners**

Chairman Luhrs opened the floor for comments from property owners and their representatives.

- Mike Brinkley addressed the Planning Board regarding the proposed rezoning of his property (written statement attached). He encouraged the Board to examine the permitted uses for the LI classification in the table of uses and for the Planning Board to have conversations with the affected landowners.
- Alan Cook of J.H. Cook & Sons addressed the Board and stated concerns with being able to sell the property in the future for the best appropriate use if it was rezoned.
- Jay Dees (attorney representing Cooks, Williams, and Fisher) addressed the Planning Board and challenged the Board to avoid conditional use permits. Mr. Dees recommended separate conversations with each property owner to come up with individualized solutions. He requested that the process not be rushed.

### **D. Discussion by board**

Chairman Luhrs opened the Board discussion which included clarification that a CUP would stay with the property in the event of a sale and the estimated timeline for the rezonings. Mr. Blount stated that there was no urgency. There was discussion regarding the table of uses and the overlap for different classifications.

Ms. Reid asked for the specific ideas for each of the properties Mr. Dees was representing. Mr. Dees shared the following:

- Granite Quarry Properties is a construction office with a 3,000 square foot storage facility and rental units behind it. The construction office is a converted residential house. He shared the Highway Business (HB) classification is not as daunting to them, but the CUP could bring instability from a lender's perspective.
- The Cook property is a 13,000 square foot facility that was designed for manufacturing. The change from LI to HB for them would be much more dramatic. They could lose potential buyers if changed from a use appropriate for the facility. They are not afraid of a map amendment if the table of uses evolves to fit the property.

Mr. Blount restated that there are several other options beyond what he presented.

The Planning Board discussed the next steps which would include more dialogue with the stakeholders. Mr. Blount suggested the Board members give thought to the options and continue the conversation at future meetings. He will continue to talk to individual property owners. Chairman Luhrs requested a definitive list of the concerns from the Board of Aldermen that started the review of the downtown zoning classifications.

There was Board consensus that Mr. Blount would continue to talk to the individual property owners and that the downtown LI rezoning would be added to the next month's agenda for further discussion.

**4. Comprehensive Plan Discussion**

**Chairman Luhrs**

Chairman Luhrs opened the Board discussion on the Comprehensive Plan. He stated that the Plan is due for review and that he would like to see more active Planning Board participation. He suggested that each member look at the Comprehensive Plan section by section and offer their feedback.

*Mr. Morris left the meeting at 6:58 p.m.*

Mr. Blount reviewed his PowerPoint presentation on different elements of the Comprehensive Plan including corridors, subdivisions, strategic properties, critical issues, growth trends, goals, and action items.

There was Board consensus to follow the recommendation Chairman Luhrs made for review of the Comprehensive Plan. Chairman Luhrs will send out an email to all members.

**5. Table of Uses and Dimensional Table**

**Board Discussion**

Mr. Blount reviewed the table of uses and the dimensional table in the Unified Development Ordinance and invited members to look at the tables for areas to revise.

**6. Possible Change of Monthly Meeting Day Board Discussion**

Chairman Luhrs shared that the Board of Aldermen had discussed changing their meeting date from the first Monday of each month to the second Monday of each month. He asked the Planning Board if they would be able to meet on the first Monday of each month or whether they had any conflicts.

The consensus was that the Planning Board was flexible and could meet on the first week of the month if needed and that they prefer meetings earlier in the week on a Monday or Tuesday evening.

**Adjournment**

**ACTION:** Ms. Shannon made a motion to adjourn the meeting. Mr. Mathis seconded the motion. The motion passed with all in favor.

Chairman Luhrs closed the meeting at 7:50 p.m.

Respectfully Submitted,

*Aubrey Smith*  
Town Clerk

November 9, 2020

Thank you Mr. Chairman

Let me begin by saying I understand the why of your concerns as it pertains to the Light industrial classification as it currently exists. Zoning laws should be considered dynamic and not static. They need to be reviewed constantly. But just because someone perceives a problem does not necessarily mean there is one. So as a victim of unwanted rezoning in the past by this Town, I would caution the Board that it will take more than a very simple rezoning to satisfy all parties. The current list of permitted uses under L-1 is I think rather restrictive but a re-examination of permitted uses and sincere conversations with all affected land owners would be a valid reaction to the situation. In this way I believe any possible future issues that the Town may have could be addressed without undue interference on the affected property owners rights.

Thank you.



MEMO

Date: December 1, 2020

BY: Steve Blount, Town Planner

RE: Downtown Development- A Zoning Evolution

Narrative:

In January 2016, after a year-long planning process guided by a professional planning organization, the Town of Granite Quarry adopted its *Downtown Master Plan*. The plan formed a vision of how the town's downtown area should be developed over the coming years to create an attractive, pedestrian friendly retail center for the community.

In August of 2016, the Town had approved an update of its *Unified Development Ordinance* (UDO). The ordinance includes progressive planning and zoning thinking (sidewalk requirements, open space for major subdivisions, etc.) but the Town's leadership recognized that it did not have regulations specifically designed to help implement the *Downtown Master Plan*.

Following direction of the Board of Aldermen, planning staff and the Planning Board created a set of regulations specific to the identified downtown area titled the *Building Design Guidelines and Requirements* which were adopted by the Town as Appendix B of the *Unified Development Ordinance* on June 5, 2018.

In July of 2020, the Board of Aldermen asked planning staff and the Planning Board to investigate and return a recommendation to the Board of Aldermen concerning several properties in the identified downtown area that were zoned for Light Industrial (LI) use. Staff identified 12 properties belonging to 9 distinct owners that were zone LI. Staff notified all property owners that their property was under consideration for rezoning, the reasoning behind the rezoning, and a commitment from the town to work with them to cause as little concern, misunderstanding or problems associated with the Town's actions.

Staff began investigating the current use of each property and developed a preliminary list of possible rezoning classifications. The property owners were invited to a Planning Board workshop where the rezoning plan would be discussed and where they could offer comments. Of the 12 properties and 9 property owners notified, 4 properties represented by owners and Attorney Jay Dees attended and offered comments.



The preliminary plan presented by staff suggested rezoning five residences from LI to Residential Low Density (RL). None of these have offered comment or attended the meeting. Six of the properties were suggested to be rezoned from LI to Highway Business (HB) and staff did not initially offer a recommendation for one property.

The four properties represented at the Planning Board workshop had different concerns with the proposed rezonings as follows:

Parcel 648 066- This property owner had no specific concerns with being rezoned to HB but wanted time to review the Table of Use for LI vs. HB to confirm what future uses he would be giving up.

Parcel 648 059-This property owner didn't so much mind the HB classification as the requirement for a Conditional Use Permit (CUP), understanding that a failure to abide by the conditions of the permit in the future would be grounds for revoking the CUP, effectively closing his business.

Parcel 649 008- In addition to concerns over a CUP, this property owner felt his 16,000 square foot building might be sold in the future to someone wanting to do light manufacturing, allowed in LI but not in HB. This change in zoning might hinder him if he tried to sell his building in the future.

Parcel 648 138- This property owner suggested that the rezoning was unnecessary. He suggested that we instead just amend the Table of Uses in the UDO, deleting uses that might be objectionable to the downtown area. (This suggestion is not practical as changes to the table of Uses would impact all properties throughout Granite Quarry, not just those in the downtown area.)

Addressing each concern as follows:

Parcel 648 066-

The current use of this property is as F&M Bank's financial services office. This use is actually not allowed in the LI zoning classification and thus they exist as a "legal, nonconforming use" (see UDO, Chapter 13 for implications) at this time. Rezoning to HB would make their operation a conforming use, alleviating what might be future complications of being nonconforming. Staff compared the listed uses either by right or with a CUP and found that the proposed HB zoning classification allows 36 uses that LI zoning does not and shares 32 uses with the LI classification, while the LI classification allows only 14 uses that the HB classification does not.

Parcel 648 059-

During initial review, staff identified the "Construction Services Office", and the "Commercial Storage Units" as two separate uses with the storage units being considered "mini warehouses", which caused the need for the CUP. On further consideration, the "Commercial Storage Units" can be classified as "Warehouse Uses (accessory)", as the primary use of the property is the

Construction Services Office. This change would eliminate the need for a CUP as straight HB zoning would allow both of these uses by right.

Parcel 649 008-

The driving goal of this rezoning process is two part- 1) to protect property owner's rights while, 2) assuring that future uses of their property do not endanger the Town's goal of improving and maintaining the "Downtown Areas" appearance and functionality. Recognizing the owner's valid concern that if rezoned to HB, future potential buyers of his building would not be able to use the building for the purposes it was built for (light manufacturing and warehousing) obviously violates the first part of our goal. Similarly, forcing a different list of acceptable uses under the HB classification on his building would not necessarily accomplish the second part.

As mentioned above, the Town previously adopted *Building Design Guidelines and Requirements* (Appendix B of the UDO) which is meant to help implement the vision of the Downtown Master Plan through construction standards, landscaping requirements, etc. While the text of the adopted ordinance specifies an area where these regulations would apply (including this parcel), staff is in the process of drafting a zoning map amendment that would more clearly show where these regulations will be enforced. At this point in this process, staff could either create a new zoning classification (LI/Downtown) which would allow all current uses in the LI classification but would also specifically apply the requirements of the *Building Design Guidelines and Requirements*, or wait to include this property in the zoning map amendment adding the downtown overlay, or both.

Parcel 648 138-

The same logic stated for Parcel 649 008 would apply to this parcel. The limitations of HB zoning might impede future attempts to market this parcel while simply applying a new list of allowable uses may not lead to any appreciable improvements to the property's appearance and/or integration into the goals of the *Downtown Master Plan*. Applying a new zoning classification (LI/DT) that allows all of the LI classification's listed uses (including its current use as a construction office and warehouse) but applies the appearance standards of the *Building Design Guidelines and Requirements* may have a better chance of accomplishing both goals over time.

The remainder of the properties included in this study would be rezoned as originally recommended as follows:

- 649 006 LI to RL
- 649 005 LI to RL
- 649 004 LI to RL
- 649 007 LI to RL
- 649 103 LI to HB
- 649 002 LI to HB (CUP)
- 648 185 LI to HB



MEMO

Date: December 1, 2020

BY: Steve Blount, Town Planner

RE: Downtown Development- A Zoning Evolution-Part 2

Narrative:

In my December 1, 2020 memo on this issue, I identified the four (out of 12) properties included in our study of rezoning LI properties in the downtown area that had concerns with the specific rezoning classifications designated for their properties. In that memo I explained that that the underlying purpose of the rezoning was to protect the downtown area from future inappropriate development without imposing undue hardship on the current property owners. As the four properties in question were designed and built for industrial/warehouse uses, these underlying goals might appear to be at odds.

Further thought and discussion with the property owners' representative has convinced me that in attempting to avoid "inappropriate development", we might be missing the real issue, that being the appearance of these businesses and if their buildings and grounds fit in the "campus" look we are attempting to achieve as our downtown grows and matures in coming years. If the buildings "look" appropriate and any intense uses and associated noises, traffic, lights, etc. are managed and adequately buffered, then their workforce would be as much an asset to the downtown as a lawyer's office or retail store.

Not too many years ago historic and image conscious Salisbury was anchored by Stanback Powders and a honeybun plant to the south, large textile mills to the east, Spencer's railroad yards to the north and a great smelling bakery in the middle of downtown. Not only did these businesses add character to the city and their workers as customers to downtown businesses, but they also gave their owners and managers a reason for living in and around the downtown area. Their property taxes helped support town goals. Some might argue that Salisbury is more sterile and less inviting place with these businesses gone.

In June of 2018, Granite Quarry adopted as *Appendix B* of the *Unified Development Ordinance*, the *Building Design Guidelines and Requirements*. These regulations are meant to ensure future development in the designated downtown area will be to a standard, quality and design that will fit the vision put forward by the Town's *Downtown Master Plan*. The four properties in question

are included in the designated downtown area and are thus ruled by the requirements of *Appendix B*. (The downtown area is defined verbally in this document with reference to a map in the *Downtown Master Plan*. This area will be further, more clearly defined in an upcoming proposed zoning map overlay district for this area.)

While it might be possible to just leave these four properties zoned LI and let the *Building Design Guidelines and Requirements* guide future development, we found during our study of this issue that there are a few uses allowed in LI that might not be appropriate for the downtown area regardless of how they are housed and also a few desirable uses in the HB classification that are NOT allowed in the LI classification that might fit in our downtown area. With this in mind, I would suggest creating a new zoning classification designated LI/DT (Light Industrial/Downtown) that would be applied to these four properties (and maybe a few more).

In the Table of Uses for this new classification, the following uses would be added and deleted to the current LI classification:

Deleted-

1. Lumber yards, building material storage and sales
2. Tire recapping
3. Trucking terminals
4. Bona-fide farms

Added-

1. Colleges and universities
2. Banks, financial offices, etc.
3. Communications offices (no visible towers)
4. Medical, optical, dental clinics, etc.
5. Offices, professional
6. Repair services
7. Studios for artists, designers, etc.

Conclusion:

With a new zoning classification controlling uses, the *Building Design Guidelines and Requirements* guiding development standards, and the proposed overlay clearly specifying where the *Guidelines* will be applied, the Town should have reasonable control over the appearance of the downtown area while encouraging a wide variety of current and future businesses to locate in Granite Quarry.

## Comprehensive Plan Overview

For purposes of this planning update process, the Town was broken down into various *geographic areas* as follows:

1. **Downtown Core**- Detailed planning has already been done and a Downtown Master Plan with supporting Downtown Development Guidelines adopted.
2. **North Salisbury Avenue Corridor**- Running from downtown Granite Quarry to the Town's contiguous border with northern neighbor Salisbury, this corridor could become the Town's grand entrance boulevard.
3. **Faith Road Corridor**- Rapid residential and supporting commercial growth along this western border of the Town will likely continue.
4. **US Highway 52 Bypass Corridor**- although pushed some years into the future, this new highway corridor will open hundreds of acres of undeveloped land to productive uses, making it deserving of predevelopment planning and zoning attention.
5. **US Highway 52 South Corridor**- Slower to grow due to lack of utilities, this area holds some of the Town's largest undeveloped tracts of land.

In addition to the geographic areas, *specific issues* were identified for examination as follows:

1. **Existing and future residential subdivisions**- A community of residential subdivisions must address planning for future developments and ways to make existing developments work better.
2. **Strategic Properties** located in and around Town including:
  - a. **Corner of East Church and N Salisbury Ave**- Northern entrance to the Town's downtown area, this should be considered as our "anchor tenant" location.
  - b. **2400 Faith Rd**- A Town-owned property that could become a critical link for the town's trail systems, an important recreational feature, and the missing link for a future high-end residential subdivision.
  - c. **Transportation corridors west to I-85**- Many current and future Town residents will travel each day to the Charlotte region for high-paying jobs. Ease of access to Interstate I-85 will be important in attracting those families to our community.
  - d. **N Salisbury Ave Commercial Property**- A large, undeveloped property bounded by US Highway 52 on the west and Stokes Ferry Road on the east, to be bisected by the proposed Highway 52 Bypass; location, location, location will make this one of the Town's premier commercial properties.
  - e. **N Salisbury Ave Viewshed Property**- Located on the west side of N Salisbury Ave at Crane Creek, with minimum landscaping, this undevelopable property offers a beautiful passive park setting as an entrance into the Town.

- f. **Old Stone House-** One of the Town's and region's most visited tourist and educational attractions, this site is poised to grow in importance in the coming years.

### 3. **Critical Issues**

- a. Expansion of industrial areas- Land must be reserved for tax base-important industrial uses.
- b. Multi-family housing- With higher initial quality and enforced long-term maintenance and upkeep, multi-family housing should be interspersed with single-family units throughout the Town.
- c. Utilities expansion- Water and sewer service is the only way to entice ETJ property owners/developers to agree to voluntary annexation, allowing for important physical growth of the Town.
- d. Stormwater management- More stringent State and federal regulations, floodplain complexities and our aging storm water management system make this a future financial burden for the Town must begin addressing now.
- e. Trails and sidewalks- In addition to good physical activity and alternative transportation options for all, a walkable and bikeable environment is important for the Town's economic and community development efforts.

### 4. **Growth Trends**

- a. **Growth west toward I-85-** Additional property has been annexed into the Town's municipal limits including industrial sites along Chamandy Lane, an 111-acre residential subdivision site (Village at Granite) on the west side of Faith Rd., an undeveloped site on the east side of Faith Rd, and recently, an additional site on Faith Road that will make all these properties contiguous with the core Town limits. These extensions of the Town limits and ETJ to the west indicates a growth trend in that direction.

### **Goals:**

1. Without undue hardship or restrictions on private property owners, protect the existing small-town feel and atmosphere of Granite Quarry by managing growth in identified Highway Corridors and on specifically identified Strategic Properties.
2. Recognizing that the visual impression received while driving into and around the Town is important in attracting new residential and commercial growth to our Town, land-use decisions should include consideration of the visual impact of new development and we should work to moderate negative impacts with building quality, siting, and buffering requirements.
3. The current mix of residential, commercial, and light industrial uses throughout the Town will likely continue. Care must be taken when mixing use types to protect one from another.

4. Commercial and industrial development are important in maintaining the Town's low property tax rates and thus should be encouraged by identifying land parcels well suited for those uses and applying appropriate zoning classifications to them.
5. The downtown core area will continue to be the Town's main commercial center and thus special efforts should be expended by the Town to improve this area both physically and functionally.
6. In our automobile dependent society (specifically for our Town, commuters to and from the Charlotte core), efforts must be made to improve transportation corridors in and around our Town, specifically working to implement the proposed Highway 52 Bypass and improve/create more direct routes from our Town's core to I85 south.
7. The Town should use zoning and land use planning to help ensure that a wide range of housing types, including multi-family housing, be located throughout the town.
8. Walkable communities and outdoor recreation areas are in demand by today's health-conscious citizens and thus the Town should work to expand and improve its current sidewalk and trail systems (including the Carolina Thread Trail) and maintain, expand, and add to its parks.
9. Physical growth is important to the economic stability of a town. Voluntary annexation should be used to expand our municipal borders and grow our population. Expansion of municipal water and sewer services into our Town's ETJ should be considered as an incentive for voluntary annexation.

### ***ACTION ITEMS***

During the 2019 update process, certain issues were identified that in the update committee's opinion justified rapid action by the Town's elected and appointed leadership and planning staff as follows:

1. Update Uniform Development Ordinance (UDO) and Zoning Map to identify important Strategic Properties and define how they will be handled differently in the prescribed development review process.
2. Update UDO and Zoning Map to identify important Transportation Corridors including N. Salisbury Avenue and Faith Road and define how they will be handled differently in the prescribed development review process.
3. Review existing residential subdivisions for connectivity opportunities to neighboring properties, developments and roadways via undeveloped lots.
4. Update UDO sections concerning storm water management systems adding language concerning areas of responsibility for repair of existing systems, maintenance of existing and new sediment ponds, and design and landscaping of new retention and sediment feature in designated transportation corridors.

5. Identify potential road connections and extensions to improve ease of transportation corridors from core areas of Town to I-85.



**RULES OF PROCEDURE  
GRANITE QUARRY PLANNING BOARD**

**ARTICLE I – OFFICERS AND DUTIES**

**SECTION 1.** The Officers of the Granite Quarry Planning Board shall be a Chairman and a Vice Chairman.

- a.** The Chairman shall preside at all meetings, shall appoint all standing and temporary committees, and shall vote only to break a tie vote.
- b.** The Vice-Chairman shall preside at meetings in the absence of the Chairman.
- c.** A temporary Chairman shall be elected by a majority of those present and voting in the absence of the Chairman and Vice-Chairman.

**SECTION 2.** A Secretary shall be appointed by the Granite Quarry Town Board of Aldermen.

- a.** The Secretary shall keep a record of all business transacted at any meeting of the Planning Board. The minutes of the Planning Board shall be public record and shall be kept on file and available for inspection during regular business hours.

**ARTICLE II – ELECTION OF OFFICERS**

**SECTION 1.** Election of officers shall occur at the first regular Planning Board meeting following July 1 of each year. Officers as shall be elected at the meeting shall take office immediately following their election.

**SECTION 2.** Nominations shall be made from the floor and elections of officers shall follow immediately. The nomination and election of a Chairman shall precede the nomination and election of a Vice-Chairman.

**SECTION 3.** A candidate receiving a majority vote of the membership in attendance at the Planning Board meeting shall be declared elected.

**SECTION 4.** Vacancies in office shall be filled immediately by regular election procedure.

## ARTICLE III – MEETINGS

**SECTION 1.** A regular monthly meeting shall be held as needed the ~~second~~ **first** (Rev. 2021) Monday night of each month at ~~5:30~~ **6:00** p.m. (rev. 2021). In the event of a conflict with a holiday or other events, a meeting may be canceled, suspended, or rescheduled **for a legitimate reason** by the Chairman, subject to **consensus of the Board** (rev. 2021).

- a.** If a member of the Board has 3 unexcused absences of a meeting within a 6-month period, that person shall be removed from the Board. Unexcused is defined as anyone failing to call the Town office to let the staff know they will be unable to attend. (Rev. Aug '04)

**SECTION 2.** ~~A quorum shall consist of five (5) members of the Board. There must be at least 4 members voting for Board to transact business. All voting shall be recorded by show of hands. (Rev. 2010)~~ A quorum shall consist of a majority of filled seats not including those excused from voting for legitimate reasons. (rev. 2019)

**SECTION 3.** Special meetings may be called by the Chairman. It shall be the duty of the Chairman to call a special meeting when requested to do so by the majority of members of the Board or when, in his judgment, such meetings are necessary.

**SECTION 4.** All meetings shall be open to the public.

**SECTION 5.** The Board shall adjourn by ~~7:00~~ **7:30** p.m. (rev. 2021) unless extended by the majority vote of the Board for a specified period of time.

## ARTICLE IV. – COURTESY HEARINGS

**SECTION 1.** Courtesy Hearings may be called by the Planning Board on any matters of interest to the Planning Board.

**SECTION 2.** A quorum shall be required for conducting a Courtesy Hearing.

**SECTION 3.** Unless otherwise indicated, Courtesy Hearings will begin at ~~5:30~~ **6:00** (rev.2021) pm and shall immediately precede the regular Board meeting. No Courtesy Hearing will begin before 5:00 pm.

**SECTION 4.** ~~Notification on zoning map amendments shall be mailed to all property owners within 100 feet of the site in question. Notices shall be mailed no less than seven (7) days prior to the date of the Courtesy Hearing. Notices of property owners shall be as on record at the Rowan County Tax Office, or more current available information.~~ Notifications of required public hearings will be as per NC General Statute requirements. Notification for Courtesy Hearings will be as directed by the Planning Board or in absence of direction, per NC General Statutes requirements for Required public hearings. (rev. 2019)

**SECTION 5.** ~~Notification on zoning map amendments shall also be made by placing at least one zoning notification sign on or at the front of the property in question at least seven (7) days prior to the date of the Courtesy Hearing.~~ Sign and newspaper ad notifications of required public hearings will be as per NC General Statute requirements. Sign and newspaper ad notification for Courtesy Hearings will be as directed by the Planning Board or in absence of direction, per NC General Statutes requirements for Required public hearings. (rev. 2019)

**(Courtesy Hearing notification is not required from the Granite Quarry ordinances in the local newspaper.)**

## **ARTICLE V – CONFLICT OF INTEREST/BOARD CONDUCT**

**SECTION 1.** On any case or matter in which a Board member has a financial interest, said member shall declare such interest and subsequently abstain from any further proceeding concerning that particular case or matter. Otherwise, all Board members present shall vote on all matters upon which votes are cast. There shall be no abstentions from voting.

**SECTION 2.** Members of the Board will not express individual opinions on the proper judgment of any case with the part/parties involved prior to a Planning Board determination on that case.

## **ARTICLE VI – AMENDMENTS**

These Rules of Procedure may be amended by a majority vote of the Board provided that the proposed change shall have been submitted in writing at the previous regular meeting of the Board.

Jan. 1996, Aug. 2004, Nov. 2010, October 2019, January 2021



2020-12

## COMMITTEE MEMBERSHIP RECRUITING AND APPOINTMENT POLICY

### **Purpose**

The purpose of this policy is to outline the process for recruiting and appointing membership to the Town of Granite Quarry's appointed Boards, Committees, and Commissions, hereinafter referred to simply as "Committees".

### **Recruitment and Application Process**

Current committee members, Board of Aldermen, and Town staff are all encouraged to actively recruit applicants they believe meet the qualifications for a committee and would be a good fit for the diversity and dynamics of that team.

Citizens may serve only two consecutive terms on Boards, Committees, or Commissions unless this limitation is waived by the Board of Aldermen.

1. Initial Review. Upon receipt of an application, the Town Clerk or her designee will conduct an initial administrative review of the application, comparing with:
  - Any ordinance requirements for qualifications;
  - The current composition of the applicable committee's membership for diversity of backgrounds and residence locations with a goal of fair representation of the town's jurisdiction.
2. Scheduling. The Clerk will include the application along with a summary of that analysis to the applicable committee(s) for consideration at its next regularly scheduled meeting. The Clerk will notify the applicant of the meeting date and time, and that he/she needs to be present for the meeting.
3. Committee Review.
  - A. New Applicants. The committee should conduct any new applicant review at the end of its business for that meeting. The committee can then review the application and engage the applicant for any clarification of the application, his/her qualifications or interest in the committee, any feedback about the meeting, and so forth to establish whether the committee feels the applicant would serve well and impartially on the committee.

- B. Reappointments. No later than its regularly scheduled May meeting each year, each committee shall review the status of any members whose terms expire July 31 of that year. For any such members wishing to be reappointed, the committee shall confirm eligibility of those members and make a recommendation for or against reappointment to the Board of Aldermen.
4. Recommendation. The committee will discuss and send any recommendations about appointments to the Board of Aldermen for its next regularly scheduled meeting. It can also continue the discussion if further information or time to make a decision is needed. If continued, a recommendation shall be made by no later than at the committee's next regularly scheduled meeting.
  5. Final Review. The Clerk will include the application, summary, and committee's recommendation to the Board of Aldermen for consideration at its next available regularly scheduled meeting. Appointments to all committees will be made by a majority vote of the Board of Aldermen.

Appointments or reappointments to terms expiring each year shall be made at the regularly scheduled July Board of Aldermen meeting to become effective July 31. Appointments to fill the remainder of any unexpired term vacancies shall be considered as openings occur throughout the year.

Applications not selected will be kept on file according to the Records Retention and Disposition Schedule and may be considered when vacancies arise during the year.

### **Orientation**

After being appointed to a committee, the new member shall meet with the staff liaison and/or committee chair for introduction and orientation to the committee.

### **Requirements**

The Board of Aldermen may remove a member from a committee for any reason, including but not limited to failure to comply with the provisions of the ordinance, this policy, or established rules of procedure for that committee.

### **ETJ Committee Members**

Residents of the Town's Extraterritorial Jurisdiction (ETJ) complete the same application process as outlined above. If approved by the Board of Aldermen, the recommendation for appointment of ETJ members is sent to the County Commission for final review and approval.