BY-LAWS GOVERNING
SELMA PLANNING BOARD

Sec. 2-26. – Planning Board.
There is hereby established a Selma Planning Board under the authority of G.S. 160D-301

Sec. 2-27. – Planning Board composition and membership.

a) There shall be a Planning Board consisting of five (5) members.
   1) Four (4) members appointed by the Town Council shall reside within the town.
   2) One (1) member appointed by the Johnston County Board of Commissioners, shall reside in the town's extraterritorial jurisdiction. If, despite good faith efforts, enough residents of the extraterritorial jurisdiction cannot be found to fill the seats reserved for residents of that area, then the Johnston County Board of Commissioners may appoint other residents of the county (including residents of the Town) to fill these seats. If the Johnston County Board of Commissioners fails to make this appointments within ninety (90) days of receiving a resolution from the Selma Town Council requesting that they be made, the Town Council may make these appointments.

b) The Planning Board shall, by majority vote of its membership, elect one of its members to serve as Chairperson and preside over the board's meetings and one member to serve as Vice-Chairperson, at its first meeting in August of each fiscal year.

   1) A person so designated shall serve in either capacity for a term of one (1) year unless their term of appointment to the board expires sooner. Vacancies in these offices may be filled for the unexpired terms only by majority vote of the board membership.

   2) The Chairperson and Vice-Chairperson shall take part in all deliberations and vote on all issues.

   3) The Chairperson shall set, approve, and make changes to the agenda.

c) All members appointed to the Planning Board shall, before entering their duties, qualify by taking an oath of office as required by G.S. 160D-309.

d) Applications for the Planning Board will be reviewed by the Planning Board and then a recommendation may be provided to the Selma Town Council for the final appointment decision. Final Appointment decision for all applicants is left to the discretion of the Selma Town Council as required by 160D-310.

e) Board members shall be appointed for a three (3)-year term, but a member may continue to serve until their successor has been appointed. Members may reapply for a seat on the planning board at the expiration of a term.

f) Planning Board members serve at the pleasure of the Selma Town Council.

g) The absence of any member from more than 25% of regular meetings in a calendar year without leave except when such absence is made necessary by sickness or other similar cause, ruled as emergency in nature will declare vacant the seat of such member, in which event the vacancy this created shall be filled by the Selma Town Council.

Sec. 2-28. - Meetings of the Planning Board.

a) Regular meetings of the planning board shall be held at 6:00pm on the fourth Monday of each month and shall be held in the Jernigan Building. The planning board shall meet frequently enough so that it can act in conformity with Section 17-1405, "Applications to be Processed Expeditiously." If a scheduled meeting falls on a Holiday where Town offices are closed, the meeting shall automatically be rescheduled to the following week.

b) The planning board shall host a meeting with the Selma Town Council in August of each year to discuss current and future goals, objectives, and projects. This meeting shall be held during the regular scheduled board meeting for the month of August.

c) When the Board acts solely in its advisory capacity (for example, when it considers rezoning applications), it need not conduct its meetings (or portions of meetings) strictly in accordance with the quasi-judicial procedures set forth in Articles XIV and VI, Part 1 of this chapter. However, it shall conduct its meetings so as to obtain necessary information and to promote the full and free exchange of ideas.

d) When the Planning Board considers recommendations on special use permits, it acts in an advisory capacity and, accordingly, is not required to observe the procedural requirements set forth in Articles VI and XIV of this chapter. When the Planning Board presents recommendations to the Town Council on quasi-judicial matters, such as special use permits, the presenters shall present sworn testimony and observe all of the requirements of a quasi-judicial proceeding. However, no part of the Planning Board's preliminary forum or recommendation may be used as a basis for the quasi-judicial decision by the Town Council.

e) Minutes shall be kept of all Board proceedings by the Selma Town Clerk or Selma Town Deputy Clerk.

f) The Selma Planning Consultant or Planning Staff shall attend all Planning Board meetings as staff liaison to the board. The Selma Town Manager or a Deputy Town Manager shall attend Planning Board meetings in the absence of the Selma Planning Consultant or Planning Staff.

g) 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.

Sec. 2-29. - Powers and duties of the Planning Board.

a) To prepare, review, maintain, monitor, and periodically update and recommend to the Selma Town Council a comprehensive plan, and such other plans as deemed appropriate, and conduct ongoing related research, data collection, mapping, and analysis.

b) To facilitate and coordinate citizen engagement and participation in the planning process.

c) To develop and recommend policies, ordinances, development regulations, administrative procedures, and other means for carrying out plans in a coordinated and efficient manner.

d) To advise the Selma Town Council concerning the implementation of plans, including, but not limited to, review and comment on all zoning text and map amendments as required by G.S. 160D-604.

e) To exercise any functions in the administration and enforcement of various means for carrying out plans that the Selma Town Council may direct.

f) To provide a preliminary forum for review of quasi-judicial decisions, provided that no part of the forum or recommendation may be used as a basis for the deciding board.

g) To make recommendations to the Selma Town Council concerning proposed conditional rezoning, special use permits, text amendments and proposed zoning map changes, as provided by Sections 17-610, " Special Use Permit", and 17-1702, "Planning Board Consideration of Proposed Amendments".

h) To perform any other related duties that the Selma Town Council may direct.

i) To adopt rules and regulations governing its procedures and operations not inconsistent with the provisions of this chapter as described by G.S. 160D-308.

Sec. 2-30. - Quorum and voting.

a) A quorum for the Planning Board shall consist of a majority of the board membership. A quorum is necessary for the board to take official action.

b) All actions of the Planning Board shall be taken by majority vote, a quorum being present.

c) A roll call vote shall be taken upon the request of any member.

d) Extraterritorial planning area members may vote on all matters considered by the board, regardless of whether the property affected lies within or without the Town.