

**RULES OF PROCEDURE  
TROUTMAN PLANNING & ZONING BOARD**

**ARTICLE I  
Planning Board**

- 1-1 The official name of the Planning Board shall be the Troutman Planning and Zoning Board, hereafter referred to as the Planning Board.

**ARTICLE II  
Objective Purpose and Duties**

- 2-1 The primary objective of the Planning Board is to develop and maintain a continuing, cooperative planning program to benefit the people of the Town of Troutman.
- 2-2 The purposes of the Planning Board are:
- (a) To make studies of the Town and its surroundings areas;
  - (b) To determine objectives to be sought in the development of the areas under study;
  - (c) To recommend to the Town Council plans for achieving these objectives;
  - (d) To develop and recommend policies, ordinances, administrative procedures, and other means for carrying out plans in a coordinated and efficient manner;
  - (e) Exercise any functions in the administration and enforcement of various means for carrying out plans that the Town Council may direct;
  - (f) To keep the Town Council and the general public informed and advised as to these matters; and
  - (g) To perform any other related duties that the Town Council may direct.
- 2-3 The Planning Board has the following powers and duties:
- (a) To prepare, review, maintain, monitor, and periodically update and recommend to the governing board 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 governing board 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 governing board 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 perform any other related duties that the governing board may direct.

### **ARTICLE III Membership**

- 3-1 Members of the Planning Board shall be appointed for designated terms. The Planning Board shall consist of seven (7) regular members. Four (4) members shall each be residents of the Town of Troutman and shall be appointed by the Town Council. Three (3) members shall each be residents of the Troutman Extraterritorial Jurisdictional area and shall be appointed by the Iredell County Board of Commissioners.
- 3-2 There shall be two (2) alternates appointed to the Planning Board. One alternate shall be a resident of the Town of Troutman and shall be appointed by the Town Council. One alternate shall be a resident of the Troutman Extraterritorial Jurisdiction area and shall be appointed by the Iredell County Board of Commissioners.
- 3-3 If a vacancy shall occur on the Planning Board by reason of death, resignation, change of residence, or any other case, it shall be filled by the governing board that appointed them for the duration of the unexpired term.
- 3-4 All members of the Planning Board shall take an oath of office before entering their duties. The oath of office shall be administered by a person authorized by law to administer oaths, and shall be filed with the town clerk.

**ARTICLE IV  
Election of Officers**

- 4-1 A Chair and Vice-Chair shall be elected annually from within the Planning Board membership at their regular meeting held in the month of January. Each officer shall serve for a one (1) year term, and may be re-elected for successive terms by the Planning Board. Each officer shall serve until relieved of duties as herein provided.
- 4-2 The Chair shall preside at all meetings and hearings of the Planning Board, appoint all standing and temporary committees, and have the duties normally conferred on such office. The Chair shall have the privilege of discussing all matters before the Planning Board. In the absence of the Chair, the Vice-Chair shall serve as Chair.
- 4-3 In the event of the absence of both the Chair and Vice-Chair from a meeting of the Planning Board, the members present may elect a temporary Chair for that meeting and proceed with the order of business.

**ARTICLE V  
Clerk to the Board**

- 5-1 The Town Clerk or designee shall serve as the Secretary to the Planning Board. The Secretary shall keep a record of all business transacted at Planning Board meetings. The Planning Board minutes shall be of public record and shall be kept on file at the Troutman Town Hall by the Secretary and shall be available for inspection during regular business hours.

**ARTICLE VI  
Meetings**

- 6-1 Meetings of the Planning Board shall be held on the Fourth Monday of each month at 6:00 P.M. in the Troutman Town Hall or as needed. Each member shall be notified of each meeting and provided an information packet by the Secretary.
- 6-2 Special meetings may be called only by the Chair or designated Chair, provided that at least a forty-eight (48) hours notice of time of such meeting shall be given to each member by the Secretary.
- 6-3 A minimum of four (4) members of the Planning Board shall constitute a quorum. A quorum shall be present before any business is transacted.
- 6-4 If alternate members are necessary to constitute a quorum, they shall be designated as voting members for that meeting prior to discussion of any agenda items. Alternate members may only vote when a quorum is not met by regular members. The

alternates will take turns for each meeting as needed; with the Town alternate going first, unless he or she is not there and then the alternate that is present will be designated for that meeting.

- 6-5 All meetings of the Planning Board shall be open to the public. Public notice of all meetings shall be made by posting a Planning Board agenda in a conspicuous location accessible to the general public within the Troutman Town Hall at least forty-eight (48) hours prior to the meeting. The notice shall remain posted until the meeting has been concluded.
- 6-6 Members of the Planning Board shall not commit themselves on any question scheduled to be considered by the Planning Board, prior to the consideration of the matter at a duly authorized meeting. Planning Board members are permitted to listen to comments regarding a pending case but shall refrain from responding with opinions or views; provided, however, that members may receive and/or seek general technical information pertaining to the case from the Zoning Administrator, or Secretary prior to the Planning Board meeting at which the case is to be heard.

#### **ARTICLE VII Attendance**

- 7-1 In order for the Planning Board to carry out its duties and responsibilities, it is necessary for all members to regularly attend meetings. Any Planning Board member or alternate member may be removed by the Town Council, or have a recommendation for removal be transmitted by the Town Council to the Iredell County Board of Commissioners, for failure to attend three (3) consecutive meetings unless such member is absent for good cause at any of such meetings. Should the member/alternate member proposed for removal make a request for appeal, the Town Council may hold an appeal hearing before taking formal action for removal.

#### **ARTICLE VIII Order of Business**

- 8-1 All Planning Board meetings shall be open to the public. The order of business shall generally be as follows:
  - (a) Roll call and determination of quorum
  - (b) Approval of previous minutes
  - (c) Old business
  - (d) New business
  - (e) Other business
  - (f) Adjournment

**ARTICLE IX**  
**Conflict of Interest**

- 9-1 No member of the Planning Board shall seek to influence a decision, participate in any action or cast a vote involving any matter that is before the Planning Board when that member believes that he or she has a conflict of interest related to a specific matter pursuant to G.S. 160D-109.
- a. When a member believes he or she, or another member, has a conflict of interest related to a specific matter, he or she shall declare it prior to any consideration of the matter. Conflicts of interest shall include, but are not limited to, (a) a close familial, business or other associational relationship with a person affected by the matter before the Planning Board, or (b) a financial interest in the outcome of the matter.
  - b. The member shall state the nature of the conflict to the Planning Board, and the Planning Board shall take action by a majority vote in determining whether or not to excuse the member from participation during consideration of and voting on that matter.
  - c. The excuse of a member due to a conflict of interest shall not constitute an absence in accordance with Section 9.3 and shall not affect the determination that a quorum is present.
  - d. An excused member may remain in the meeting room; but shall not participate in the formal discussion among the Planning Board, and shall not vote on the matter. However, an excused member may participate as a non-Planning Board member in presentation of and/or public comment on matters for review by the Planning Board.
- 9-2 A challenge of the existence of a conflict of interest or a challenge of an undisclosed conflict of interest may be filed with the Planning Board by any interested party. Any challenge made to the Planning Board shall be supported by competent evidence and shall be submitted at a properly convened meeting of the Planning Board. The Planning Board shall hear all evidence and shall, by majority vote of the remaining members, make the final determination as to the existence of a conflict of interest.
- 9-3 Withdrawal from participation in any matter is necessary only in those specific cases in which a conflict arises. There shall be no attempt to exclude entire categories of considerations because of the business or profession with which a member is associated.

**ARTICLE X  
Action by Planning Board**

- 10-1 All actions of the Planning Board shall have been put before the Planning Board members in the form of a motion, duly seconded, and voted upon by all unexcused members present for a quorum.
- 10-2 Voting shall only be done by a show of hands or by voice, as directed by the Chair. Only members present at the time a vote is taken shall be eligible to vote.
- 10-3 All members of the Planning Board must vote on all matters except as specified in Article IX. If a person who has not been excused from voting abstains from voting on a matter, that member shall be counted as having voted “yes” on said matter.

**ARTICLE XI  
Adoption and Amendment**

- 11-1 These rules of procedure shall be re-adopted annually in January by a majority vote of the Planning Board membership.
- 11-2 The rules of procedure, within the limits set by law, may be amended by an affirmative vote of the membership present at a duly convened meeting, provided that such proposed amendment shall have first been submitted to all members in writing at least seven (7) calendar days prior to the meeting at which the vote is taken.

ADOPTED/AMENDED:    January 24, 2022

\_\_\_\_\_

CHAIR

\_\_\_\_\_

SECRETARY

ADOPTION/AMENDMENTS:

- Adopted:    August 2008
- Amended:    July 2019
- Amended:    August 2019
- Amended:    March 2021
- Adopted:    January 24, 2022