



## **TOWN OF SOUTHERN SHORES**

5375 N Virginia Dare Trl, Southern Shores, NC 27949

(252) 261-2394 tel (252) 255-0876 fax

[www.southernshores-nc.gov](http://www.southernshores-nc.gov)

### **Want to Volunteer**

The Southern Shores Town Council makes appointments to the Town Planning Board and various special committees from time to time. If you are interested in being considered for service as an alternate or regular member of the Planning Board or another Committee, please fill out the resume form below and submit it along with a background bio to Town Hall, c/o Town Manager at 5375 N. Virginia Dare Trl., Southern Shores, N.C. 27949.

### **Planning and Zoning**

Members of the Town Planning Board (5) are appointed by the Town Council for three year terms. Two alternates are also appointed by the Town Council for a three year term. Meetings are held on the third Monday of each month at 5:00 p.m. in the Pitts Center. The Board's responsibilities are to maintain and amend a comprehensive plan for the physical development of the area and to review and make recommendations on zoning text amendment requests, zoning map amendment requests, Special Use Permit applications, and site plan applications to see that they meet the principles and requirements of the comprehensive plan and the zoning ordinance. In addition, the Board may perform any of the actions for a municipal Planning Board as established by the North Carolina General Statutes.

### **Board of Adjustment**

The Town Planning Board also performs the duties of the Town Board of Adjustment. In this capacity, the Board considers appeals from the decisions of the Zoning Administrator and variances from the zoning ordinance. The Board of Adjustment is a quasi-judicial body, which means they act like a court. Like a court, they hear evidence, take testimony under oath, accept exhibits and make decisions based only on all of the evidence presented at the hearing. A vote of four out of the five members of the Board is required to grant a variance. An appeal from the Board's decision can be made only to the Superior Court, and not to the Southern Shores Town Council.

### **Historic Landmarks Commission**

The Commission shall consist of five members appointed by the Town Council. All members shall reside within the Planning and Zoning jurisdiction of the Town. A majority of the members of the Commission shall have demonstrated special interest, experience or education in history, architecture, archaeology or related fields. The Commission may appoint advisory bodies and committees as appropriate. Members of the Commission shall serve terms of three years. Terms shall be staggered with three (3) of the initial Commissioners being designated by the Town Council to serve an initial two (2) year term. Vacancies occurring for reasons other than expiration of terms shall be filled as they occur, for the period of the unexpired term, by the Town Council. The powers of the Historic Landmarks Commission are as follows:

- (a) Undertake an inventory of properties of historical, prehistoric, architectural and/or cultural significance.

- (b) Recommend to the Town Council individual structures, buildings, sites, areas or objects to be designated by ordinance as "Landmarks".
- (c) Recommend to the Town Council that designation of any building, structure, site, area or object as a landmark, be revoked or removed for cause.
- (d) Review and act upon proposals for the alteration or demolition of designated landmarks.
- (e) Conduct an educational program with respect to historic landmarks within its jurisdiction.
- (f) Cooperate with the state, federal and local government in pursuance of the purpose of this subchapter; to offer or request assistance, aid, guidance or advice concerning matters under its purview or mutual interest. The Town Council, or the Commission when authorized by the Town Council, may contract with the State or the United States, or any agency of either, or with any other organization provided the terms are not inconsistent with state or federal law.
- (g) Enter, solely in performance of its official duties and only at reasonable times, upon private lands for examination or survey thereof. However, no member, employee or agent of the Commission may enter any private building or structure without express consent of the owner or occupant thereof.
- (h) Prepare and recommend the official adoption of a preservation element as part of the Town of Southern Shores Land Use Plan.

**TOWN OF SOUTHERN SHORES  
BOARD VOLUNTEER APPLICATION**

DATE: \_\_\_\_\_

Municipal Board(s), Commission(s), or Committee(s) interested in:

\_\_\_\_\_

NAME: \_\_\_\_\_ PHONE: (HOME) \_\_\_\_\_

PHONE: (WORK) \_\_\_\_\_

Email: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

OCCUPATION (Past & Present)

EMPLOYER

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EDUCATIONAL BACKGROUND

School(s)	Dates	Area of Study	Cert or Degree
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Specific experiences, training or interest, which you have that you feel would be useful in the work of this Board, Commission, or Committee: (Use additional pages if needed)

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