

## BOARD OF ADJUSTMENT

The Board of Adjustment (BOA) is a citizen board that is appointed by the Town Council to render rulings and acts separately from the Town Council.

The BOA is made up of eight members; four members and two alternates live inside the Town limits, and one member and one alternate live within the Town's extraterritorial jurisdiction (ETJ).

The BOA meets at 7 p.m. the second Tuesday of each month in the Town Hall Council Chambers at 128 S. Main Street. The meetings are open to the public; however, public input on agenda items must be received through sworn testimony.

The BOA has quasi-judicial powers and acts separately from the Town Council. Meaning all decisions of the BOA are final and any appeals to their decisions are sent directly to the 10<sup>th</sup> District Superior Court. The BOA conducts public hearings and renders rulings on variances from the Town's zoning regulations, appeals to zoning decisions made by the Department of Planning & Zoning staff, and appeals of determinations made by the Environmental Appeal Committee.

## PLANNING BOARD

The Planning Board is a citizen advisory board that is appointed by the Town Council to review and make recommendations to the Town Council on rezonings and development projects.

The Planning Board is made up of nine members. Eight live inside the Town limits, and one resides within the Town's extraterritorial jurisdiction (ETJ).

The Planning Board meets at 7 p.m. the fourth Tuesday of each month in the Town Hall Council Chambers, 128 S. Main St. Meetings are open to the public, however the Planning Board does not hold any public hearings at their regular meetings and are not required to hear comments from the

general public. Planning Board members are also requested to attend various Town Council meetings on a rotating schedule at 7 p.m. the first and third Tuesday of the month as needed.

The Planning Board reviews and makes recommendations to the Town Council on all proposals for rezonings, various development-related requests, and amendments and additions to the Town's zoning regulations and comprehensive plan. The Planning Board has no judicial or final decision authority but provide guidance to the Town Council on those requests.

## APPOINTMENT PROCESS

Applicants must submit a signed original application to the Office of the Town Clerk, 128 S. Main Street, P.O. Box 8, Holly Springs, NC 27540 by the deadline date for consideration.

In January, the Holly Springs Town Council makes appointments to these Boards for in-town members and makes recommendations to the Wake County Board of Commissioners for the appointment of ETJ members. The appointments are for three-year terms on a rotating schedule. All applications are kept on file for two years. If a seat is vacated, a new member is appointed mid-year to fill the remainder of the term.

## ATTENDANCE REQUIREMENTS

Faithful attendance at the meetings of the Board of Adjustment and/or Planning Board is a prerequisite for membership on these Boards in order to maintain continuity and cohesion in the deliberation and recommendations/ determinations of the Boards. This attendance policy is intended to encourage regular attendance of its members. A member with a pattern of absenteeism or partial participation in regular or special meetings may be removed by the Town Council.



# Help Guide Growth in Holly Springs

## PLANNING BOARD BOARD OF ADJUSTMENT INFORMATION & APPLICATION

The Town of Holly Springs Department of Planning & Zoning works with two citizen boards that the Town Council appoints regarding decisions on proposed development throughout the Town.

To become a member all you need to do is:

- have an interest in the future of the Town
- be available to attend the meetings as noted
- live within the Town limits or Extraterritorial Jurisdiction (ETJ)
- submit your application for

**2018 APPOINTMENT APPLICATIONS  
WILL BE ACCEPTED  
October 1 - December 4, 2017**

### OPEN POSITIONS

**Planning Board**  
3- In-Town Members

**Board of Adjustment**  
1- In-Town Regular Member  
1- ETJ Regular Member

For questions or more information  
call | (919) 557-3908

email | [hsplanning@hollyspringsnc.us](mailto:hsplanning@hollyspringsnc.us)  
visit | [www.hollyspringsnc.us/planning](http://www.hollyspringsnc.us/planning)



# Town of Holly Springs

## Board of Adjustment & Planning Board Application

For Office Use only: Appointed to  Board of Adjustment  Planning Board

Date: \_\_\_\_\_ Term Expires: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

How long have you lived in Holly Springs: \_\_\_\_\_ Name of Neighborhood: \_\_\_\_\_

Home/Cell Phone: (\_\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_\_) \_\_\_\_\_

Current Employer: \_\_\_\_\_ Job Title/Occupation: \_\_\_\_\_

I reside within the  Corporate Limits of Holly Springs  Extraterritorial Jurisdiction (ETJ) of Holly Springs

List below in priority order the Board on which you wish to serve:

First Choice: \_\_\_\_\_

Second Choice: \_\_\_\_\_

List any education, work experience or qualifications you have relevant to the Board of Adjustment or Planning Board.

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List any current or past volunteer activities in which you are/were involved.

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What do you see as the responsibilities of this Board and what do you hope to accomplish if appointed?

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Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived) if you are appointed?

No  Yes If yes, please explain:

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Have you taken the opportunity to attend any previous Board meetings prior to the notice of this vacancy?

No  Yes

**By submission of this application**, I certify that all of the information contained herein is true to the best of my knowledge, and I understand that this application shall be active for two years. I also understand that I will be required to be available to attend meetings of the Board as assigned.

Signature of Applicant

Date

\* Please note, original signature is required in order to be considered. This information along with other material may be used by the Town Council in making appointments and in the event you are appointed, it may be used as a basis for a news release to identify you to the community.

How did you find out about these opportunities? \_\_\_\_\_