



Nice Matters!

**Emerald Isle
Planning and Inspections**

7500 Emerald Drive
Emerald Isle, NC 28594

252-354-8548 voice
252-354-5068 fax

www.emeraldisle-nc.org

Town Planner

Josh Edmondson

jedmondson@emeraldisle-nc.org



DATE: May 16, 2017
TO: Planning Board Members
CC: Frank A. Rush, Jr., Town Manager
FROM: Josh Edmondson, CZO, Town Planner
SUBJECT: **Discussion/Review of Planning Board being assigned duties of the Board of Adjustment**

The Town of Emerald Isle's Board of Adjustment is a quasi-judicial board, which is quite different from you the Planning Board that is advisory. The reason for this discussion is that the Commissioners at their May meeting discussed assigning the duties of the Board of Adjustment to the Planning Board. The main reason for this is the infrequent nature in which the Board of Adjustment meets. The Board of Adjustment has not met since 2011.

In small Towns, it is not uncommon for the Planning Board to act in a dual capacity as Planning Board and Board of Adjustment. Before the Commissioners make this decision, Kenny Sullivan the current Planning Board Chairman and I would like to discuss this with you to see if the Board is interested in this dual role. In addition, we would like to use this opportunity to educate you on the differences between the two Boards, to gain further understanding of the function, conduct of meetings and other important elements of the Board of Adjustment.

In an effort to provide you with background information on the Board of Adjustment, I have included a handout from the UNC School of Government. This handout gives an excellent overview of the duties, functions, organization, hearing procedures and decisions of the Board of Adjustment. I encourage each of you to read this handout for the meeting. I have also included Section 2.2.3 Board of Adjustment from the Town's Unified Development Ordinance for review. In an effort to help the discussion at your meeting, I have developed a power point presentation to guide us through these documents. This is also included for your information.

I look forward to discussing this at your May 22, 2017 meeting. If you have any question before the meeting please let me know.