



PLANNING BOARD APPLICATION

CITY OF CONOVER
PO Box 549 - 101 1ST ST E
CONOVER, NC 28613
828-464-1191

NAME _____

MAILING ADDRESS _____

HOME ADDRESS _____

WORK PHONE # _____ HOME # _____ CELL # _____

RESIDENT OF THE CITY YES / NO NUMBER OF YEARS _____

BUSINESS OWNER IN THE CITY YES / NO NUMBER OF YEARS _____

1. WHY ARE YOU INTERESTED IN SERVING ON THE CONOVER PLANNING BOARD?

2. DO YOU HAVE SPECIAL SKILLS, EXPERIENCE OR BACKGROUND WHICH WOULD ASSIST YOU IN WORKING ON THIS BOARD? WHAT IS YOUR PROFESSIONAL AND EDUCATIONAL BACKGROUND?

3. HOW DID YOU HEAR ABOUT THIS BOARD VACANCY?

SIGNATURE

DATE

THANK YOU FOR YOUR INTEREST IN THE CITY OF CONOVER AND SPECIFICALLY YOUR INTEREST IN BEING CONSIDERED FOR THE PLANNING BOARD. YOU ALONG WITH OTHER APPLICANTS WILL BE CONSIDERED FOR ANY CURRENT VACANCIES.

PLANNING BOARD APPOINTMENT POLICY



CITY OF CONOVER

I. Purpose

The purpose of this policy is to establish a procedure for the annual appointment/reappointment of Planning Board Members of the City of Conover. This procedure may be modified by City Council at their discretion, but shall not conflict with the bylaws of the planning board. The City of Conover Planning Board is an advisory board established under the authority of § 160A-146 and 361 and amendments and supplements thereto, and those powers and duties delegated to the Planning Board by the Conover City Council. All members serve at the pleasure of City Council.

II. Policy

It is the policy of the City of Conover to establish a Planning Board Appointment Committee to; 1) evaluate and review the members of the Conover Planning Board whose terms are set to expire and, 2) evaluate and review future potential members of the Conover Planning Board and, 3) make recommendations for appointment or reappointment of Conover Planning Board members to the City Council.

III. Procedure

- A. The Planning Director shall initiate the establishment of the Planning Board Appointment Committee (PBAC) by informing the City Clerk annually or as needed to fill vacancies. The City Clerk shall then place an item on the agenda of the City Council meeting calling for the creation of the PBAC to review the reappointment of members whose terms are set to expire and call for nominations of candidates for the Planning Board.
- B. The committee shall consist of six members. Recommendations to council must be approved by a majority of four or more members of the committee.
- C. The committee shall be comprised of the following members
 1. Two members of City Council; appointed by City Council at a regularly scheduled public meeting.
 2. Two members of the Planning Board, whose terms are not set to expire in the current year. These members are appointed by the members of the Planning Board in a regularly scheduled public meeting.
 3. The Planning Director and City Manager.
- D. Prior to the committee review meeting, the Planning Director will notify the current members whose terms are up for reappointment and confirm whether or not they will be willing to continue to serve, if re-appointed by City Council.
- E. Nominations for Planning Board may be received year round, and will be reviewed by the committee in time to make a recommendation to City Council.
- F. All nominees will be required to fill out a Planning Board Application, see attachment A.