

## TIPS ON SPEAKING BEFORE THE PLANNING BOARD

Before you begin speaking, please:

- Give your name and address for the record
- Be concise with your comments or questions
- Avoid repetition of comments previously stated by speakers, particularly if there is a large group
- Ensure that the information you present is relevant to the particular case at hand
- Speak when spoken to and avoid interrupting the process
- Avoid personal attacks on the Planning Board, town staff, and applicant. The Planning Board meeting should be conducted with a sense of order and decorum. Therefore, personal attacks will not be tolerated and you will be asked to leave the meeting.



If you have any questions about applications in process or the information contained in this brochure, please contact Planning and Zoning at (910) 371-3390.

## CITIZENS GUIDE TO THE PLANNING BOARD MEETING



### PLANNING BOARD MEMBERS

Joe Bryant, CHAIRMAN

David Hollis, VICE CHAIRMAN

Greg Adkins

John Crowder

Tom Loftus

Roy Lettieri

Randall Rhodes

Melody Jennings

PLANNING DIRECTOR

**Town of Leland**  
**102 Town Hall Drive**  
**Leland, NC 28451**

The Planning Board welcomes your interest and involvement in shaping the town's future. This guide is intended for residents and others to understand and participate in the Planning Board process.

### The duty of the Planning Board, in general is to:

- (1) Acquire and maintain in current form such basic information and materials as are necessary to an understanding of past trends, present conditions and forces at work to cause changes in these conditions;
- (2) Identify needs and problems growing out of those needs;
- (3) Determine objectives to be sought in development of the area;
- (4) Establish principles and policies for guiding action in development of the area;
- (5) Prepare and from time to time amend and revise a comprehensive and coordinated plan for the physical, social and economic development of the area;
- (6) Prepare and recommend to the town council ordinances promoting orderly development along lines indicated in the comprehensive plan and advise it concerning proposed amendments of such ordinances;
- (7) Determine whether specific proposed developments conform to the principles and requirements of the comprehensive plan for the growth and improvement of the area and ordinances adopted in furtherance of such plan;
- (8) Keep the town council and the general public informed and advised as to these matters; and
- (9) Perform any other duties that may lawfully be assigned to it.
- (10) The planning board shall advise and comment on whether the proposed amendment is consistent with any comprehensive plan that has been adopted and any other officially adopted plan that is applicable. The planning board shall provide a written recommendation to the governing board that addresses plan consistency and other matters as deemed appropriate by the planning board, but a comment by the planning board that a proposed amendment is inconsistent with a comprehensive plan shall not preclude consideration or approval of the proposed amendment by the town council.

The Planning Board is a seven member board of Leland citizens appointed by the Town Council to serve a two year term and may be reappointed. The Planning Board meets on the first Tuesday of each month, unless otherwise posted. Agendas are posted the night of the meeting and can be provided prior to this by contacting Planning and Zoning at (910) 371-3390. In addition, it is highly recommended that you contact the staff to get clarification on the projects prior to the meeting. Too often citizens take the word of their well intentioned neighbors who may not actually fully understand the proposal.

Public hearings and meetings provide additional opportunities for public comments to be raised and addressed.

The Planning Board is charged with making recommendations and decisions in a fair and impartial manner. To avoid any appearance of bias or unfairness, residents should not speak privately with the Planning Board members about application in process. Rather, residents are encouraged to present their concerns for the record at the meeting.

Prior to scheduling public meetings, Town staff works with applicants and referral agencies to ensure the proposed project is consistent with state law, the Town's Zoning Code and other regulatory documents.

The Chair of the Planning Board will call the meeting to order and announce the items. Each item will involve an introduction, presentation and recommendation by the staff. Members of the public will be invited to comment or ask questions at the designated time determined by the Chair. The Chair may also impose time limits on these comments. The Planning Board will discuss the item, accept, deny or continue the item. Their recommendation will then be communicated to Town Council by the staff.