

**APPLICATION FOR BOARD APPOINTMENT WITH THE  
TOWN OF FOUR OAKS BOARDS  
P.O. BOX.610  
304 N.MAIN ST.  
FOUR OAKS, NC 27524**

**WE CONSIDER APPLICANTS FOR VACANT BOARD POSITIONS WITHOUT REGARD TO RACE, RELIGION, SEX, NATIONALITY, ORIGIN, AGE, MARTIAL OR VETERAN STATUS, DISABILITY OR ANY OTHER LEGALLY PROTECTED STATUS.**

Name: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Please indicate your board preference this application is for:

Board of Commissioners  Planning Board

Do you reside within the Town of Four Oaks City Limits or ETJ:  City Limits  ETJ

Length of residence in Four Oaks:  Years  Months

Have you ever served on a Town Board before?  Yes  No

If yes, when, where, and which one: \_\_\_\_\_

Have you ever been employed with the Town of Four Oaks before:  Yes  No

If yes, when: \_\_\_\_\_

Are you a citizen of the United States:  Yes  No

Do you have any relative(s) employed by us or currently serving on any Town of Four Oaks Board:  Yes  No

If yes, who & what department: \_\_\_\_\_

Have you ever been convicted of any crime other than a minor Traffic violation?  Yes  No

**REFERENCES:**

(Give name, address, and telephone numbers for three (3) references who are not related to you)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**EDUCATION:**

(List highest level of education - school name, years completed, diploma or degree)

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**CURRENT EMPLOYMENT:**

Employer: \_\_\_\_\_

Job Title: \_\_\_\_\_

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

Dates Employed: \_\_\_\_\_

List any skills, special qualifications, or experience you feel would be beneficial if appointed to this position:

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State any additional information you feel may be helpful to us in considering your application:

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**APPLICANT'S CERTIFICATION**

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application and release pertinent information to the Town of Four Oaks. I understand that false or misleading information give in my application may result in it not being considered for appointment. I understand, also, that I am required to abide by all rules and regulation of the Town of Four Oaks.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CHAPTER 32: TOWN ORGANIZATIONS

### Section

#### *Planning Board*

- 32.01 Members; terms; vacancies
- 32.02 Officers; rules; records
- 32.02 Meetings; quorum
- 32.04 Powers and duties

#### *Board of Adjustment*

- 32.15 Establishment; duties

### **PLANNING BOARD**

#### **§ 32.01 MEMBERS; TERMS; VACANCIES.**

(A) The Planning Board shall consist of ten members, five of whom shall be citizens of the town and five of whom shall be residents of the county residing in the town's area of extraterritorial jurisdiction. The Town Council shall appoint five members from the town and recommend five members from the area of extraterritorial jurisdiction to be appointed by the County Board. In the event the County Board fails to make the appointments requested within 90 days of receipt of the request, the Town Council shall make the appointments.

(B) Two members from the town and two members from the extraterritorial area shall be appointed for three-year terms, two members from the town and two members from the extraterritorial area shall be appointed for two-year terms and one member from both areas shall be appointed for one-year terms. As these terms expire, new appointments shall be made for three-year terms. Vacancies occurring for reasons other than expiration of terms, shall be filled for the unexpired term only, by the legislative body responsible for original appointment.

(C) Faithful attendance by the members is mandatory for retaining membership on the Planning Board. Failure to attend three consecutive meetings shall be deemed adequate reason for termination of membership on the Planning Board by the Town Council. If a member has a legitimate excuse for not attending a regular or special meeting of the Planning Board, he or she shall notify the secretary of the Planning Board at least 24 hours before the scheduled meeting time.

(D) All members of the Planning Board shall have equal voting power on all matters of business. However, any member who is a party at interest to matters under consideration by the Planning Board shall declare this interest prior to a vote of the Planning Board on the question, and shall abstain from voting on the question. The members may participate in the discussions prior to the vote.  
(1992 Code, § 32.01)

#### **§ 32.02 OFFICERS; RULES; RECORDS.**

(A) Within 30 days after appointment, the Planning Board shall meet and elect a Chairperson and create and fill those offices as it may determine. The term of the Chairperson and other officers shall be one year, with eligibility for reelection.

(B) The Planning Board shall adopt rules for transaction of business and shall keep a record of its members' attendance, and its resolutions, discussions, findings and recommendations, which record shall be a public record.  
(1992 Code, § 32.02)

#### **§ 32.03 MEETINGS; QUORUM.**

(A) The Planning Board shall hold at least one meeting monthly and all of its meetings shall be open to the public.

(B) A quorum shall consist of a simple majority of the total membership of the Planning Board.  
(1992 Code, § 32.03)

#### **§ 32.04 POWERS AND DUTIES.**

(A) The Planning Board shall make careful studies of present conditions and the probable future development of the town and its environs. These studies may include, but shall not be limited to, land use surveys; population studies; economic studies; school, park and recreation studies; traffic and parking studies; urban renewal studies, housing and market analysis and annexation studies.

(B) The Planning Board shall formulate and maintain a comprehensive plan of the town and its environs for the purpose of achieving a coordinated, adjusted and harmonious development of the town which would promote, in accordance with present and future needs, the safety, morals, order, convenience, prosperity and general welfare of its citizens; efficiency and economy in the process of development; convenience of traffic; safety from fire and other dangers; adequate light and air; healthful and convenient distribution of population; provision of adequate open spaces; good civic design and arrangement; wise and efficient expenditures of public funds; and adequate provision for public utilities and other matters pertaining to the public requirements. The comprehensive plan shall consist of a

number of parts which may include, but shall not be limited to, the following: a land use plan, a major thoroughfare plan, a utilities plan, a plan for economic development, a recreation plan, a school plan, a community facilities plan, a zoning plan and plans for housing improvement.

(C) The Planning Board shall review and make recommendations to the Town Council upon the extent, location, and design of all public structures and facilities; the acquisition and disposal of public properties; the opening, abandonment, widening, extension, narrowing or other change to streets and other public ways; the construction, extension, expansion or abandonment of utilities, whether publicly or privately owned; and on matters pertaining to zoning and subdivision of land. However, in the absence of a recommendation from the Planning Board after the expiration of 30 days from the date on which the question has been submitted in writing to the Planning Board, the Town Council may, if it deems wise, take final action.

(D) The Planning Board may conduct those public hearings as may be required to gather information necessary for the drafting, establishment and maintenance of the comprehensive plan.  
(1992 Code, § 32.04)

### ***BOARD OF ADJUSTMENT***

#### **§ 32.15 ESTABLISHMENT; DUTIES.**

(A) All appeals which may be taken from decisions or orders of the Inspector shall be heard and determined by the Board of Adjustment. As the appeals body, the Board of Adjustment shall have the power to fix the times and places of its meetings, to adopt necessary rules of procedure and any other rules and regulations which may be necessary for the proper discharge of its duties. The Board of Adjustment shall keep an accurate journal of all its proceedings.

(B) If the Board of Adjustment consists of more than five members, the Chairperson shall designate five members to hear appeals under this chapter.  
(1992 Code, § 32.15)