

## APPENDIX B – RESOURCES AND RECOMMENDATIONS

violated, he or she shall follow the procedures set forth in Section 15.7.

- (G) The Administrator shall make determinations regarding the development regulations of this Ordinance. The Administrator shall give written notice to the owner of the property that is the subject of the determination and to the party who sought the determination, if different from the owner. The written notice shall be delivered by personal delivery, electronic mail, or by first-class mail. The notice shall be delivered to the last address listed for the owner of the affected property on the county tax abstract and to the address provided in the application or request for a determination if the party seeking the determination is different from the owner.
- (H) In accordance with NCGS 160D-109 ©, no staff member shall make a final decision on an administrative decision required by this Chapter if the outcome of that decision would have a direct, substantial, and readily identifiable financial impact on the staff member or if the applicant or other person subject to that decision is a person with whom the staff member has a close familial, business, or other associational relationship.

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### 15.3 Board of Planning and Adjustment

#### 15.3.1 Establishment

A Board of Planning and Adjustment is hereby established. Said Board shall consist of nine (9) members. Six (6) members shall be residents of the Town and shall be appointed by the Town Board of Commissioners and members, who shall be residents of the Extraterritorial Jurisdiction (ETJ), shall be appointed by the Rutherford County Board of Commissioners upon recommendation by the Town Board of Commissioners. All members shall serve terms of three (3) years, except for the initial appointments where three (3) members shall be appointed for one (1) year term, three (3) members shall be appointed for two (2) year terms and one (1) members shall be appointed for a three (3) year term. Vacancies shall be filled for the unexpired portions of the terms in the same manner as the initial appointment. The term for each appointed member shall begin on the effective date of the adoption of this Ordinance. Members may be appointed for any number of successive terms. All members shall vote on all matters except as otherwise provided for in this Chapter.