



**CITY OF SOUTHPORT
BOARD OF ALDERMEN
SPECIAL BOARD WORKSHOP AGENDA
223 E. BAY STREET
March 5, 2024
10:00 AM**

Agenda

Please turn off all cell phones

Meetings are open to the public. Face masks and social distancing may be used at the discretion of each individual. The Board of Aldermen reserve the right to make changes to this policy, as needed to help prevent the spread of the Coronavirus.

If you are not able to attend the Board of Aldermen meetings in person, the meeting will be available for you to watch via live-stream on the City of Southport website (<https://cityofsouthport.com/board-of-aldermen-meetings/>), Facebook page, and YouTube channel.

A. Call to Order

B. Invocation

C. Pledge of Allegiance

D. Approval of Agenda

E. Agenda

1. UDO Changes and Process pgs 1-9
2. Public Comments for Rules and Procedures
3. Role of Board Liaisons pgs 10-14
4. Policy on Public Contributions to Public Projects pgs 15-16

F. Mayor's Comments

G. Board Comments

H. Adjourn

Amendment Process Summary

Any zoning amendment (UDO text or Zoning map) has a specific requirement as defined by NCGS 160D-601. Procedure for adopting, amending, or repealing development regulations (UDO amendments).

Applications for text amendments can be submitted by anyone who is proposing a change. There is a nominal fee for non-City sponsored requests, but the Board of Aldermen, Planning Board, Board of Adjustment, or Staff can also propose amendments. Typically, there is some justification for the request. Staff might propose a text amendment based on a recurring request from applicants, or the Board of Adjustment might request a text amendment to allow a specific use or exception instead of holding so many hearings for the same type of Special Use Permit or Variance request. The Planning Board helps the Board of Aldermen make the most appropriate land use decisions by making recommendations.

While the UDO or Code of Ordinances does not state how many Board members are required to request amendments, the majority of the Board should agree to direct City staff. City staff can then draft the appropriate language for the Planning Board to consider, and the process moves forward like any other amendment.

When an application is received by City staff, it is reviewed for completeness using the standards set forth in the UDO, Article 2. For example, this might include all/any of the following: application, site plan, narrative of the request, proposed language of text amendment, survey, and property owner signatures. A complete application is due at least (30) days before the Planning Board meeting.

Staff presents the information to the Planning Board. There is Public Comment, and the applicants are allowed to speak, provide supplemental information, and answer questions. Once the Planning Board is ready to make a recommendation, they must also adopt a Statement of Land Use Consistency. Their recommendation and statement are forwarded to the Board of Aldermen. The Planning Board must make a recommendation within (90) days.

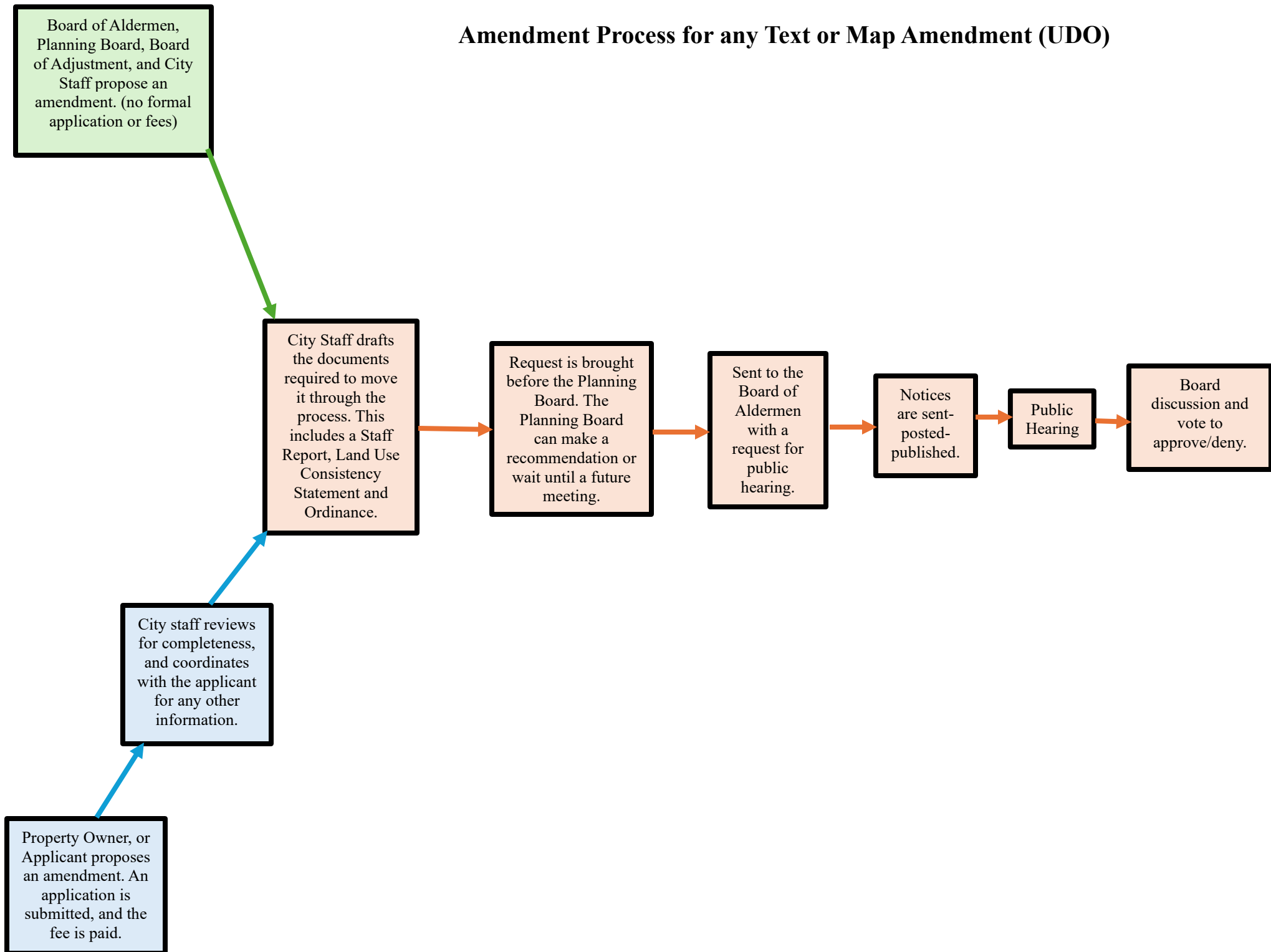
Once the item is with the Board of Aldermen, a public hearing is scheduled for a future meeting. Depending on the type of request, a notice is mailed to adjacent property owners, the property is posted, or there is a notice published in the local general circulation newspaper.

At the public hearing meeting, City Staff provides more information on the request, including the text language, the reasoning, and the recommendation from the Planning Board. The public is able to make comments and ask questions regarding the amendment. Usually, the Board of Aldermen does not vote or make decisions the same night as the Public Hearing.

At a future meeting, when the Board is ready to decide and vote, they must first adopt a Statement of Land Use Consistency and determine that the request is reasonable and in the best interest of the public. If the Board does not support the proposed amendment, they would adopt a statement that the request is not consistent with the Land Use Plan. The Board does not have to decide within any time limit.

If the Board chooses to approve the amendment request, the Board must also adopt an ordinance. The ordinance becomes enforceable right away.

Amendment Process for any Text or Map Amendment (UDO)



Article 5.

Planning.

§ 160D-501. Plans.

(a) Requirements for Zoning. – As a condition of adopting and applying zoning regulations under this Chapter, a local government shall adopt and reasonably maintain a comprehensive plan or land-use plan.

(a1) Plans. – A comprehensive plan sets forth goals, policies, and programs intended to guide the present and future physical, social, and economic development of the jurisdiction. A land-use plan uses text and maps to designate the future use or reuse of land. A comprehensive or land-use plan is intended to guide coordinated, efficient, and orderly development within the planning and development regulation jurisdiction based on an analysis of present and future needs.

Planning analysis may address inventories of existing conditions and assess future trends regarding demographics and economic, environmental, and cultural factors. The planning process shall include opportunities for citizen engagement in plan preparation and adoption.

A local government may prepare and adopt other plans as deemed appropriate. This may include, but is not limited to, small area plans, neighborhood plans, hazard mitigation plans, transportation plans, housing plans, and recreation and open space plans.

(b) Comprehensive Plan Contents. – A comprehensive plan may, among other topics, address any of the following as determined by the local government:

- (1) Issues and opportunities facing the local government, including consideration of trends, values expressed by citizens, community vision, and guiding principles for growth and development.
- (2) The pattern of desired growth and development and civic design, including the location, distribution, and characteristics of future land uses, urban form, utilities, and transportation networks.
- (3) Employment opportunities, economic development, and community development.
- (4) Acceptable levels of public services and infrastructure to support development, including water, waste disposal, utilities, emergency services, transportation, education, recreation, community facilities, and other public services, including plans and policies for provision of and financing for public infrastructure.
- (5) Housing with a range of types and affordability to accommodate persons and households of all types and income levels.
- (6) Recreation and open spaces.
- (7) Mitigation of natural hazards such as flooding, winds, wildfires, and unstable lands.
- (8) Protection of the environment and natural resources, including agricultural resources, mineral resources, and water and air quality.
- (9) Protection of significant architectural, scenic, cultural, historical, or archaeological resources.
- (10) Analysis and evaluation of implementation measures, including regulations, public investments, and educational programs.

(c) Adoption and Effect of Plans. – Plans shall be adopted by the governing board with the advice and consultation of the planning board. Adoption and amendment of a comprehensive or land-use plan is a legislative decision and shall follow the process mandated for zoning text amendments set by G.S. 160D-601. Plans adopted under this Chapter may be undertaken and adopted as part of or in conjunction with plans required under other statutes, including, but not limited to, the plans required by G.S. 113A-110. Plans adopted under this Chapter shall be advisory

in nature without independent regulatory effect. Plans adopted under this Chapter do not expand, diminish, or alter the scope of authority for development regulations adopted under this Chapter. Plans adopted under this Chapter shall be considered by the planning board and governing board when considering proposed amendments to zoning regulations as required by G.S. 160D-604 and G.S. 160D-605.

If a plan is deemed amended by G.S. 160D-605 by virtue of adoption of a zoning amendment that is inconsistent with the plan, that amendment shall be noted in the plan. However, if the plan is one that requires review and approval subject to G.S. 113A-110, the plan amendment shall not be effective until that review and approval is completed. (2019-111, s. 2.4; 2020-3, s. 4.33(a); 2020-25, ss. 11, 51(a), (b), (d).)

§ 160D-502. Grants, contracts, and technical assistance.

(a) Grants and Services. – A local government may accept, receive, and disburse in furtherance of its functions any funds, grants, and services made available by the federal government and its agencies, the State government and its agencies, any local government and its agencies, and any private and civic sources. A local government may enter into and carry out contracts with the State and federal governments or any agencies thereof under which financial or other planning assistance is made available to the local government and may agree to and comply with any reasonable conditions that are imposed upon such assistance.

(b) Contracts. – Any local government may enter into and carry out contracts with any other city, county, or regional council, planning agency, or private consultant under which it agrees to furnish technical planning assistance to the other local government or planning agency. Any local government may enter into and carry out contracts with any other city, county, or regional council or planning agency under which it agrees to pay the other local government for technical planning assistance.

(c) Appropriations, Compensation, and Financing. – A local government is authorized to make appropriations that may be necessary to carry out activities or contracts authorized by this Article or to support and compensate members of a planning board that it may create pursuant to this Chapter and to levy taxes for these purposes as a necessary expense. (2019-111, s. 2.4; 2020-3, s. 4.33(a); 2020-25, s. 51(a), (b), (d).)

§ 160D-503. Coordination of planning.

A local government may undertake any of the planning activities authorized by this Article in coordination with other local governments, State agencies, or regional agencies created under Article 19 of Chapter 153A of the General Statutes or Article 20 of Chapter 160A of the General Statutes. (2019-111, s. 2.4; 2020-3, s. 4.33(a); 2020-25, s. 51(a), (b), (d).)

Article 6.

Development Regulation.

§ 160D-601. Procedure for adopting, amending, or repealing development regulations.

(a) Hearing with Published Notice. – Before adopting, amending, or repealing any ordinance or development regulation authorized by this Chapter, the governing board shall hold a legislative hearing. A notice of the hearing shall be given once a week for two successive calendar weeks in a newspaper having general circulation in the area. The notice shall be published the first time not less than 10 days nor more than 25 days before the date scheduled for the hearing. In computing such period, the day of publication is not to be included but the day of the hearing shall be included.

(b) Notice to Military Bases. – If the adoption or modification would result in changes to the zoning map or would change or affect the permitted uses of land located five miles or less from the perimeter boundary of a military base, the local government shall provide written notice of the proposed changes by certified mail, return receipt requested, to the commander of the military base not less than 10 days nor more than 25 days before the date fixed for the hearing. If the commander of the military base provides comments or analysis regarding the compatibility of the proposed development regulation or amendment with military operations at the base, the governing board of the local government shall take the comments and analysis into consideration before making a final determination on the ordinance.

(c) Ordinance Required. – A development regulation adopted pursuant to this Chapter shall be adopted by ordinance.

(d) Down-Zoning. – No amendment to zoning regulations or a zoning map that down-zones property shall be initiated nor is it enforceable without the written consent of all property owners whose property is the subject of the down-zoning amendment, unless the down-zoning amendment is initiated by the local government. For purposes of this section, "down-zoning" means a zoning ordinance that affects an area of land in one of the following ways:

- (1) By decreasing the development density of the land to be less dense than was allowed under its previous usage.
- (2) By reducing the permitted uses of the land that are specified in a zoning ordinance or land development regulation to fewer uses than were allowed under its previous usage. (2019-111, s. 2.4; 2020-3, s. 4.33(a); 2020-25, ss. 12, 50(a), 51(a), (b), (d).)

§ 160D-602. Notice of hearing on proposed zoning map amendments.

(a) Mailed Notice. – Subject to the limitations of this Chapter, an ordinance shall provide for the manner in which zoning regulations and the boundaries of zoning districts are to be determined, established, and enforced, and from time to time amended, supplemented, or changed, in accordance with the provisions of this Chapter. The owners of affected parcels of land and the owners of all parcels of land abutting that parcel of land shall be mailed a notice of the hearing on a proposed zoning map amendment by first-class mail at the last addresses listed for such owners on the county tax abstracts. For the purpose of this section, properties are "abutting" even if separated by a street, railroad, or other transportation corridor. This notice must be deposited in the mail at least 10 but not more than 25 days prior to the date of the hearing. If the zoning map amendment is being proposed in conjunction with an expansion of municipal extraterritorial planning and development regulation jurisdiction under G.S. 160D-202, a single hearing on the zoning map amendment and the boundary amendment may be held. In this instance, the initial notice of the zoning map amendment hearing may be combined with the boundary hearing notice and the combined hearing notice mailed at least 30 days prior to the hearing.

(b) Optional Notice for Large-Scale Zoning Map Amendments. – The first-class mail notice required under subsection (a) of this section is not required if the zoning map amendment proposes to change the zoning designation of more than 50 properties, owned by at least 50 different property owners, and the local government elects to use the expanded published notice provided for in this subsection. In this instance, a local government may elect to make the mailed notice provided for in subsection (a) of this section or, as an alternative, elect to publish notice of the hearing as required by G.S. 160D-601, provided that each advertisement shall not be less than one-half of a newspaper page in size. The advertisement is effective only for property owners who

reside in the area of general circulation of the newspaper that publishes the notice. Property owners who reside outside of the newspaper circulation area, according to the address listed on the most recent property tax listing for the affected property, shall be notified according to the provisions of subsection (a) of this section.

(c) Posted Notice. – When a zoning map amendment is proposed, the local government shall prominently post a notice of the hearing on the site proposed for the amendment or on an adjacent public street or highway right-of-way. The notice shall be posted within the same time period specified for mailed notices of the hearing. When multiple parcels are included within a proposed zoning map amendment, a posting on each individual parcel is not required but the local government shall post sufficient notices to provide reasonable notice to interested persons.

(d) Repealed by Session Laws 2020-25, s. 13, effective June 19, 2020.

(e) Optional Communication Requirements. – When a zoning map amendment is proposed, a zoning regulation may require communication by the person proposing the map amendment to neighboring property owners and residents and may require the person proposing the zoning map amendment to report on any communication with neighboring property owners and residents. (2019-111, s. 2.4; 2020-3, s. 4.33(a); 2020-25, ss. 13, 50(a), 51(a), (b), (d).)

§ 160D-603. Citizen comments.

Subject to the limitations of this Chapter, zoning regulations may from time to time be amended, supplemented, changed, modified, or repealed. If any resident or property owner in the local government submits a written statement regarding a proposed amendment, modification, or repeal to a zoning regulation, including a text or map amendment that has been properly initiated as provided in G.S. 160D-601, to the clerk to the board at least two business days prior to the proposed vote on such change, the clerk to the board shall deliver such written statement to the governing board. If the proposed change is the subject of a quasi-judicial proceeding under G.S. 160D-705 or any other statute, the clerk shall provide only the names and addresses of the individuals providing written comment, and the provision of such names and addresses to all members of the board shall not disqualify any member of the board from voting. (2019-111, s. 2.4; 2020-3, s. 4.33(a); 2020-25, ss. 14, 50(b), 51(a), (b), (d).)

§ 160D-604. Planning board review and comment.

(a) Initial Zoning. – In order to exercise zoning powers conferred by this Chapter for the first time, a local government shall create or designate a planning board under the provisions of this Article or a local act of the General Assembly. The planning board shall prepare or shall review and comment upon a proposed zoning regulation, including the full text of the regulation and maps showing proposed district boundaries. The planning board may hold public meetings and legislative hearings in the course of preparing the regulation. Upon completion, the planning board shall make a written recommendation regarding adoption of the regulation to the governing board. The governing board shall not hold its required hearing or take action until it has received a recommendation regarding the regulation from the planning board. Following its required hearing, the governing board may refer the regulation back to the planning board for any further recommendations that the board may wish to make prior to final action by the governing board in adopting, modifying and adopting, or rejecting the regulation.

(b) Zoning Amendments. – Subsequent to initial adoption of a zoning regulation, all proposed amendments to the zoning regulation or zoning map shall be submitted to the planning board for review and comment. If no written report is received from the planning board within 30 days of

referral of the amendment to that board, the governing board may act on the amendment without the planning board report. The governing board is not bound by the recommendations, if any, of the planning board.

(c) Review of Other Ordinances and Actions. – Any development regulation other than a zoning regulation that is proposed to be adopted pursuant to this Chapter may be referred to the planning board for review and comment. Any development regulation other than a zoning regulation may provide that future proposed amendments of that ordinance be submitted to the planning board for review and comment. Any other action proposed to be taken pursuant to this Chapter may be referred to the planning board for review and comment.

(d) Plan Consistency. – When conducting a review of proposed zoning text or map amendments pursuant to this section, the planning board shall advise and comment on whether the proposed action is consistent with any comprehensive or land-use 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 the comprehensive or land-use plan shall not preclude consideration or approval of the proposed amendment by the governing board. If a zoning map amendment qualifies as a "large-scale rezoning" under G.S. 160D-602(b), the planning board statement describing plan consistency may address the overall rezoning and describe how the analysis and policies in the relevant adopted plans were considered in the recommendation made.

(e) Separate Board Required. – Notwithstanding the authority to assign duties of the planning board to the governing board as provided by this Chapter, the review and comment required by this section shall not be assigned to the governing board and shall be performed by a separate board. (2019-111, s. 2.4; 2020-3, s. 4.33(a); 2020-25, s. 51(a), (b), (d); 2021-88, s. 1(c).)

§ 160D-605. Governing board statement.

(a) Plan Consistency. – When adopting or rejecting any zoning text or map amendment, the governing board shall approve a brief statement describing whether its action is consistent or inconsistent with an adopted comprehensive or land-use plan. The requirement for a plan consistency statement may also be met by a clear indication in the minutes of the governing board that at the time of action on the amendment the governing board was aware of and considered the planning board's recommendations and any relevant portions of an adopted comprehensive or land-use plan. If a zoning map amendment is adopted and the action was deemed inconsistent with the adopted plan, the zoning amendment has the effect of also amending any future land-use map in the approved plan, and no additional request or application for a plan amendment is required. A plan amendment and a zoning amendment may be considered concurrently. The plan consistency statement is not subject to judicial review. If a zoning map amendment qualifies as a "large-scale rezoning" under G.S. 160D-602(b), the governing board statement describing plan consistency may address the overall rezoning and describe how the analysis and policies in the relevant adopted plans were considered in the action taken.

(b) Additional Reasonableness Statement for Rezonings. – When adopting or rejecting any petition for a zoning map amendment, a statement analyzing the reasonableness of the proposed rezoning shall be approved by the governing board. This statement of reasonableness may consider, among other factors, (i) the size, physical conditions, and other attributes of the area proposed to be rezoned, (ii) the benefits and detriments to the landowners, the neighbors, and the surrounding community, (iii) the relationship between the current actual and permissible

development on the tract and adjoining areas and the development that would be permissible under the proposed amendment; (iv) why the action taken is in the public interest; and (v) any changed conditions warranting the amendment. If a zoning map amendment qualifies as a "large-scale rezoning" under G.S. 160D-602(b), the governing board statement on reasonableness may address the overall rezoning.

(c) Single Statement Permissible. – The statement of reasonableness and the plan consistency statement required by this section may be approved as a single statement. (2019-111, s. 2.4; 2020-3, s. 4.33(a); 2020-25, s. 51(a), (b), (d); 2021-88, s. 1(d).)

Sec. 2-162. Membership and term. (Parks and Recreation)

Membership in the parks and recreation committee shall consist of six (6) residents from within the city limits, and one (1) resident from the ETJ area. The six (6) city members shall be composed of three (3) members from Ward 1, three (3) members from Ward 2, and one (1) from the ETJ. The mayor shall appoint an alderman(s) to the committee to act as a liaison(s) between the parks and recreation committee and the board of aldermen. The liaison(s) shall be entitled to all privileges except making a motion, voting, and holding office. The parks and recreation director shall attend all meetings of the parks and recreation committee and serve as the city staff liaison. In the absence of the director, the assistant director shall attend the meeting.

Open positions on the committee will be advertised by the city in the spring. Prospective applicants and incumbent members seeking reappointment shall submit an application to the city clerk by April 30. All new applicants will be interviewed by the chair, vice chair, and board of aldermen liaison(s), who will recommend the best candidate(s) to the board of aldermen at the next regular June meeting. The board of aldermen will appoint the member(s) from the pool of all prospective applicants. In the event that the chair or vice chair is being interviewed for another term, the mayor shall serve on the interview committee. If the mayor is unavailable, the mayor pro tem shall serve on the interview committee. The committee will strive to have the same interview committee for every interview.

Any member desiring to resign from the parks and recreation committee shall submit his/her resignation in writing to the secretary. Applications will then be accepted by the city clerk for a period of thirty (30) days following the resignation, to serve on the committee for the remainder of the term. After the thirty (30) days, the chair and board liaison(s) will conduct interviews and make a recommendation to the board of aldermen at the next regular board of aldermen meeting.

All appointed members shall serve a term of three (3) years that expires on June 30 in the third year, and terms are staggered to maintain continuity in the committee. Parks and recreation committee members shall serve without compensation. Refer to Table A below for term expiration dates.

Table A. Scheduled Staggered Term Expirations

	JUNE	2023	2024	2025	2026
CITY	Ward 1		1		
	Ward 1		1		
	Ward 1		1		
	Ward 2			1	
	Ward 2			1	
	Ward 2			1	
ETJ	ETJ			1	

(terms 3-years to expire in June of the third year)

(Ord. of 5-11-23(1))

Sec. 2-176. Membership and term. (Beautification Committee)

Membership of the beautification committee will be limited to nine (9) full members appointed by the board of aldermen. All members shall be residents of the greater Southport area, as designated by the zip code 28461. A minimum of six (6) members shall live within the legal city limits. The mayor shall appoint an alderman(s) to the committee to act as a liaison(s) between the beautification committee and the board of aldermen. The liaison(s)

will be entitled to all privileges except making a motion, voting, and holding office. There will also be a city staff liaison assigned by the city manager to support the committee.

Open positions on the committee will be advertised by the city in the spring. Prospective applicants and incumbent members seeking reappointment shall submit an application to the city clerk by April 30. All new applicants will be interviewed by the chair, vice chair, and board of aldermen liaison(s), who will recommend the best candidate(s) to the board of aldermen at the next regular June meeting. The board of aldermen will appoint the member(s) from the pool of all prospective applicants. In the event that the chair or vice chair is being interviewed for another term, the mayor shall serve on the interview committee. If the mayor is unavailable, the mayor pro tem shall serve on the interview committee. The committee will strive to have the same interview committee for every interview.

Any member desiring to resign from the beautification committee shall submit his/her resignation in writing to the secretary. Applications will then be accepted by the city clerk for a period of thirty (30) days following the resignation, to serve on the committee for the remainder of the term. After the thirty (30) days, the chair, vice chair, and board liaison(s) will conduct interviews and make a recommendation to the board of aldermen at the next regular board of aldermen meeting.

All appointed members shall serve a term of three (3) years that expires on June 30 in the third year, and terms are staggered to maintain continuity in the committee. Beautification committee members shall serve without compensation. Refer to Table A below for term expiration dates.

Table A. Scheduled Staggered Term Expirations

June	2023	2024	2025	2026
City Resident (6+)	4		1	
Other Member (3)			3	

(terms 3-years to expire in June of the third year)

(Ord. of 5-11-23(1))

Sec. 2-192. Creation and appointment. (Historic Preservation Commission)

There is hereby created, pursuant to G.S. 160D-303, a historic preservation commission, hereafter referred to as the "commission." The commission shall consist of seven (7) full members and two (2) alternate members, who shall be appointed by the board of aldermen. All members appointed to the commission shall, before entering their duties, qualify by taking an oath of office as required by G.S. 160D-309. Initially appointed terms shall be staggered so that two (2) members serve a one-year term, three (3) members serve a two-year term, and two (2) members serve a three-year term. Thereafter, the board of aldermen shall appoint members to terms of three (3) years. (Refer to Table A below for the initial term expiration dates).

Table A. Scheduled Staggered Term Expirations

June	2023	2024	2025	2026
Full Members		2	3	2
Alternates				2

(all terms become 3-year after the original term expires)

Open positions on the commission will be advertised by the city in the spring. Prospective applicants and incumbent members seeking reappointment shall submit an application to the city clerk by April 30. All new applicants will be interviewed by the chair, vice chair and board of aldermen liaison(s), who will recommend the

best candidate(s) to the board of aldermen at the next regular June meeting. The board of aldermen will appoint the member(s) from the pool of all prospective applicants. In the event that the chair or vice chair is being interviewed for another term, the mayor shall serve on the interview committee. If the mayor is unavailable, the mayor pro tem shall serve on the interview committee. The commission will strive to have the same interview committee for every interview.

Any member desiring to resign from the commission shall submit his/her resignation in writing to the secretary. Applications will then be accepted by the city clerk for a period of thirty (30) days following the resignation, to serve on the commission for the remainder of the term. After the thirty (30) days, the chair, vice chair and board liaison(s) will conduct interviews and make a recommendation to the board of aldermen at the next regular board of aldermen meeting.

Alternate members shall not be entitled to vote on matters before the historic preservation commission except when a full member is absent from a duly called meeting and is specifically indicated by a majority of regular members. All full and alternate members of the historic preservation commission must be residents within the corporate limits of the city.

The mayor shall appoint an alderman(s) to the committee to act as a liaison(s) between the historic preservation commission and the board of aldermen. The liaison is not a voting member but can observe and discuss ongoing reviews. At least one (1) member of the city's planning department staff will be assigned to serve as administrator to ensure and facilitate enforcement of the provisions of this division.

(Ord. of 9-8-22(1) ; Ord. of 5-11-23(1))

Sec. 2-206. Membership and terms. (Forestry Committee)

Membership in the forestry committee is limited to seven (7) full members as appointed by the board of aldermen. The board of aldermen can appoint "alternate" members, at the recommendation of the committee chair. The alternate members will not have regular voting privileges unless voted in by a majority of regular members. In the absence of a full member, the corresponding (city or ETJ) alternate may be voted in with voting privileges. If the corresponding alternate is absent, either alternate may be voted into the meeting with full voting privileges. All full and alternate members of the forestry committee must be residents of the city or the ETJ area.

The committee may also retain "consulting members" who have particular skills or expertise beneficial to the committee's purpose. Any person possessing these skills or expertise, including city employees, may serve on the committee as a "consulting member" with the approval of the committee chair. The mayor shall appoint an alderman(s) to the forestry committee to act as a liaison(s) who shall be entitled to all privileges except making a motion, voting, or holding office. There shall also be a city staff liaison assigned by the city manager to support the committee.

Open positions on the committee will be advertised by the city in the spring. Prospective applicants and incumbent members seeking reappointment shall submit an application to the city clerk by April 30. All applicants will be interviewed by the chair, vice chair and board of aldermen liaison, who will recommend the best candidate(s) to the board of aldermen at the next regular June meeting. In the event that the chair or vice chair is being interviewed for another term, the mayor shall serve on the interview committee. If the mayor is unavailable, the mayor pro tem shall serve on the interview committee. The commission will strive to have the same interview committee for every interview. The board of aldermen will appoint the member(s) from the pool of all prospective applicants.

Any member desiring to resign from the committee shall submit his/her resignation in writing to the secretary. Applications will then be accepted by the city clerk for a period of thirty (30) days following the resignation, to serve on the committee for the remainder of the term. After the thirty (30) days, the chair and board liaison will conduct interviews and make a recommendation to the board of aldermen at the next regular board of aldermen meeting.

All appointed members shall serve a term of three (3) years that expires on June 30 in the third year, and terms are staggered to maintain continuity in the committee. Forestry committee members shall serve without compensation. (Refer to Table A below for term expiration dates.)

Table A. Scheduled Staggered Term Expirations

June	2023	2024	2025	2026
City/ETJ Resident (7)		1	6	
Alternates		1	1	
Consultants	Serve at their will with approval of the forestry committee chair			

(terms 3-years to expire in June of the third year)

(Ord. of 5-11-23(1))

Sec. 2-216. Membership and terms. (ABC Board)

The city local ABC board shall consist of five (5) members, who are appointed by the board of aldermen. The board of aldermen shall appoint members of a local board based on the appointees' interest in public affairs, good judgement, knowledge, ability, and moral character. The mayor shall serve or appoint an aldermen to serve as a liaison between the ABC board and the board of aldermen. The store manager shall serve the local board in an administrative role.

Open positions on the board will be advertised by the city in the spring. Prospective applicants and incumbent members seeking reappointment shall submit an application to the city clerk by April 30. All new applicants will be interviewed by the chair, vice chair, and board of aldermen liaison, who will recommend the best candidate(s) to the board of aldermen at the next regular June meeting. In the event that the chair or vice chair is being interviewed for another term, the mayor shall serve on the interview committee. If the mayor is unavailable, the mayor pro tem shall serve on the interview committee. The commission will strive to have the same interview committee for every interview. The board of aldermen will appoint the member(s) from the pool of all prospective applicants.

Any member desiring to resign from the ABC board shall submit his/her resignation in writing to the secretary. Applications will then be accepted by the city clerk for a period of thirty (30) days following the resignation, to serve on the ABC board for the remainder of the term. After the thirty (30) days, the chair, vice chair, and board liaison(s) will conduct interviews and make a recommendation to the board of aldermen at the next regular board of aldermen meeting.

All appointed members shall serve a term of three (3) years that expires on June 30 in the third year, and terms are staggered to maintain continuity in the board. Officers of the ABC board shall be the chair, which will be nominated by the ABC board. The chair shall preside over all meetings, call special meetings as necessary, and perform all duties usually bestowed on a chair. The ABC store manager shall act as secretary of the board. Refer to Table A below for term expiration dates.

Table A. Scheduled Staggered Term Expirations

June	2023	2024	2025	2026
Full Members (5)	1		2	2

(terms 3-years to expire in June of the third year)

(Ord. of 5-11-23(1))

CITY OF SOUTHPORT	
DONATIONS FOR CITY PROJECTS	LATEST REVISION DATE: March 5, 2024
ASSIGNED TO: FINANCE DEPARTMENT	APPROVED:

I. Purpose

The Board welcomes citizen participation in public/private projects that the City of Southport has authority over that benefit the city and its citizens. In order to collect private donations for these projects, internal and external controls should be in place on the collection of donations, in what form donations can be made, what the funds should be used for, the establishment of time lines on the length of the fundraising campaign, who the lead Department is for the project in both messaging and collection of funds, written documentation which is required by law or business practices to ensure compliance and to eliminate any perceptions of favoritism, nepotism or the mishandling of funds.

II. Objectives

- A written document should be put together for each public/private collaboration listing the lead for the private entity, the public entity, and to what project, funds will be given.
- It should state that the City has the authority to accept monetary donations as per G.S. 1601-11 (School of Government)
- The document will state the scope and degree to which the unit may solicit donations as per the School of Government.
- The written document should state the programs and activities that the donations will be expended on, and that the City has the authority to undertake that project.
- Establish a receipt process for donations to be made by individuals and nonprofits which should include name of the local unit and legal status under State law; amount donated and the method of the donation; date of the donation; a statement saying that no goods or services were received in return for the donation of goods if over \$75.00, a good faith estimate of the value of the goods/services; and a statement indicating

that the donor should consult with a tax professional about the tax implications of the donation under both State and Federal law.

- With any partnership with a non-profit or private group, the City of Southport will retain overall control of the collection of funds, the messaging for the purpose of the endeavor, and the overall operational Department lead.
- All donations will be delivered to the Finance Department that accepts money for the City and the City should have a dedicated line item for the collection of all donations and all disbursements.
- The City will establish a process that allows individuals to contact the Finance Department to establish their identity and confirm their personal donation was in fact received and recorded.

III. Process

- The Board of Aldermen must approve any public/private project that the City will take in donations before funds are received by the City. The Agenda item should spell out answer to all of the items listed in the objectives.