

Section 9.04 Staff Agencies

A. Establishment.

The Department of Planning and Zoning for the Town of Holly Springs and its extra-territorial jurisdiction is hereby established. The chief administrative official of the Department of Planning and Zoning shall be the *Director* appointed by the Town Manager.

A *Technical Review Committee* for the Town of Holly Springs and its extra-territorial jurisdiction is hereby established. The purpose of the *Technical Review Committee* shall be to provide technical support and assistance as well as comment and critique to the development community in the assessment of proposed *development petitions* for those *projects* that may not be in strict compliance with the rules and regulations of this UDO; and to the *Director* and *Staff* in the review of special studies, plans, or other projects.

[Amended Ordinance #09-14]*

B. Administration of Planning and Zoning Authority.

The Department of Planning and Zoning shall administer the planning and zoning functions of the Town of Holly Springs and its extra-territorial jurisdiction.

C. Duties and Powers of the Director.

1. It shall be the duty of the *Director*, under the guidance of the Town Manager or the Town Manager's designee, to supervise the general administration of the Department of Planning and Zoning.
2. It shall be the duty of the *Director* to interpret, enforce and administer this UDO; receive and review all applications required by this UDO; issue *UDO permits*; and, number and file all *Certificates of UDO Compliance*.
3. The *Director* shall, when requested by the *Town Council*, *Planning Board* or *Board of Adjustment*, or when the interests of the Town of Holly Springs so require, make investigations in connection with matters referred to in this UDO and render written reports on the same. [Amended Ordinance #04-06]*
4. The *Director* shall keep the records of the Department of Planning and Zoning, including, without limitation, records of applications, permits issued, certificates issued, inspections made, reports rendered, and notices or orders issued. The *Director* shall maintain records of all recommendations, final determinations and decisions of the *Town Council*, *Planning Board*, *Board of Adjustment* *Technical Review Committee* and the *Review Officer* made pursuant to this UDO. [Amended Ordinance #04-06]*

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5. The *Director* shall transmit to the *Town Council, Planning Board* or *Board of Adjustment* the recommendation of the Department of Planning and Zoning on all applications, petitions, or matters requiring official action such board. [Amended Ordinance #04-06]*
6. The *Director* shall maintain the Official Zoning Maps and designate on the Official Zoning Maps all map amendments granted under the terms of this UDO.
7. The *Director* shall provide and maintain information for the public relative to all matters arising out of this UDO.
8. The *Director* may designate *Staff* to assist in the daily administration of the duties and responsibilities set forth in this UDO.
9. The *Director* shall perform such other duties as the *Town Council, Planning Board* or *Board of Adjustment* may direct in accordance with the provisions of this UDO. [Amended Ordinance #04-06]*
10. The *Director* shall determine compliance of a proposed *final plat* with the regulations contained in this UDO and notify the *Review Officer* if a *final plat* has received approval from the Town of Holly Springs.
11. Review, comment, make recommendations and make determinations regarding all *development petitions* or *waivers* filed with the Town of Holly Springs as specified in Section 9.09 – Decision Matrix of this UDO.

D. Technical Review Committee.

1. Establishment – Pursuant to GS § 160A-361, a *Technical Review Committee* is hereby established as a designated planning agency for the Town of Holly Springs and its extra-territorial jurisdiction.
2. Membership – The *Technical Review Committee* for the Town of Holly Springs and its extra-territorial jurisdiction shall consist of the *Director*, the Director of Economic Development, the *Director of Engineering*, the Director of Parks and Recreation, the Town Manager of the Town of Holly Springs, the Assistant Town Manager, or any of their designees, a member and alternate member of the *Planning Board*, and a member and alternate member of the *Town Council*, or anyone authorized by vote of the *Planning Board* or *Town Council* to act in the absence of a member or an alternate member. [Amended Ordinance #04-06] [Amended Ordinance #09-14]*
3. Duties – The *Technical Review Committee* shall have the duty and power to:
[Amended Ordinance #09-14]*

- a. Review, comment, make recommendations and make determinations regarding all *development petitions* or *waivers* filed with the Town of Holly Springs as specified in Section 9.09 – Decision Matrix of this UDO;
 - b. Aid in the review of proposed applications or petitions for *development petitions*, applications for *UDO permits*, and in the preparation of written or verbal comments by *Staff* to the *Town Council*, *Planning Board* or *Board of Adjustment*;
 - c. Review and make recommendations to *Town Council* of studies and plans;
 - d. Perform any other related duties that the *Town Council* may direct;
 - e. To promulgate rules regarding filings, notice, conduct of meetings, conduct of hearing, or any other matter as deemed necessary, to regulate the operation of the *Technical Review Committee*.
4. Organization, Rules, Meetings and Records – The *Technical Review Committee* shall elect a chairman and may create and fill such other offices as it may deem necessary. The term of officers shall be one (1) year or until successors shall have been elected and installed, with eligibility for reelection. Vacancies in officers' positions prior to expiration of terms shall be filled for the period of the unexpired term by the *Technical Review Committee*. The *Technical Review Committee* shall keep a record of its resolutions, discussions, findings and recommendations, which record shall be a public record. The *Technical Review Committee* shall hold at least one (1) meeting monthly unless there is no business to be discussed or acted upon, and all of its meetings shall be in accordance with G.S. §143 – 318.9 through G.S. §143 – 318.18. A quorum shall consist of a majority of the regular members for the purpose of taking any official action required by this UDO. All members, including alternate members, shall have the authority to participate in discussions of the *Technical Review Committee*. All regular members (alternate members, when acting as a regular member) of the *Technical Review Committee* shall have voting power on all matters of business. However, any member who is a party at interest to matters under consideration by the *Technical Review Committee* shall declare such interest prior to a vote of the *Technical Review Committee* on the question, and shall abstain from voting on the question. Any and all discussion, comment, or opinion presented at a *Technical Review Committee* meeting regarding proposed applications or petitions are not to be construed as a recommendation of *Staff*, *Planning Board*, or *Town Council* to approve or deny any proposed *project* at time of official determination. [Added Ordinance #09-14]*

E. Review Officer.

The *Town Council* shall, by resolution, appoint a *Review Officer* who shall have the authority to certify on behalf of the Town of Holly Springs that a proposed *final plat*, or other instrument required to be recorded in connection with this UDO, meets all statutory requirements for recording, as a prerequisite for the recording of any such *final plat* or other instrument by the Wake County Register of Deeds. The *Review Officer* shall not certify a *final plat* or other instrument unless having received confirmation from the *Director* that the proposed *final plat* or other instrument shall be in compliance with all regulations contained in this UDO. [Amended Ordinance #04-06]*

F. Staff.

When designated by the *Director*, *Staff* shall be charged with the administration of this UDO and, in particular, shall have the jurisdiction, authority and duties described below:

1. To conduct preliminary consultations with potential applicants regarding development proposals regulated by this UDO.
2. To review all *UDO permit* applications for compliance with the provisions of this UDO.
3. To issue *UDO permits* upon a determination that such permit application is in full compliance with all terms and provisions of this UDO and all other duly adopted applicable ordinances, rules or regulations of the Town of Holly Springs.
4. Conduct all inspections necessary to assess compliance with the terms and provisions of this UDO.