



**Town of Southern Shores**  
**5375 N Virginia Dare Trl**  
**Southern Shores, NC 27949**  
252-261-2394 fax 252-255-0876  
Email: [info@southernshores-nc.gov](mailto:info@southernshores-nc.gov)  
[www.southernshores-nc.gov](http://www.southernshores-nc.gov)

### **Want to Volunteer**

The Southern Shores Town Council makes appointments to the Planning Board, the Board of Adjustment and various special committees from time to time. If you are interested in being considered for service as an alternate or regular member of such a volunteer Board or Committee, please fill out the resume form on the back of this page and give to the Town Clerk.

### **Planning and Zoning**

Members of the Town Planning Board (5) are appointed by the Town Council for three year terms. Two alternates are also appointed by Council for a three year term. An Extraterritorial Jurisdiction representative (ETJ) is appointed by Dare County for a three year term. Meetings are held the 3<sup>rd</sup> Monday of each month at 7:00 PM in the Pitts center.

The Town's ETJ for planning and zoning is the commercial area of Martin's Point community and Ginguite Creek.

The Board's responsibilities are to maintain and amend a comprehensive plan for the physical development of the area with recommendations presented to Council for the orderly development of the Town. The Board prepares and recommends ordinances or amendments to the existing Zoning Ordinance as needed. An amended and restated zoning ordinance was adopted July 3, 2001. The Board reviews specific proposed development plans to see that they meet the principles and requirements of the comprehensive plan and the zoning ordinance. The Board may perform any of the actions authorized for municipal planning board by North Carolina General Statute.

### **Board of Adjustment**

The Zoning Board of Adjustment meet on request to hear appeals from the decisions of the Building Inspector or to consider recommending a variance from the Zoning Ordinance in special circumstances. Members of the Board of Adjustment (5) are appointed by the Town Council for three year terms. Three alternates are also appointed by Council for a three year term. An Extraterritorial Jurisdiction representative (ETJ) is appointed by Dare County for a three year term.

The purpose of the Board of Adjustment is to grant relief from the Southern Shores Zoning Ordinance under very special conditions.

The Board of Adjustment is a quasi-judicial body, which means they act like a court. Like a court, they hear evidence, take testimony under oath, accept exhibits and make decisions based only on all of the evidence presented at the hearing. A vote of four out of the five members of the Board is required to grant a variance. An appeal from the Board's decision can be made only to the Superior Court, and not to the Southern Shores Town Council.

TOWN OF SOUTHERN SHORES  
RESUME FORM

DATE: \_\_\_\_\_

Municipal Board(s) or Committee(s) interested in: \_\_\_\_\_  
\_\_\_\_\_

NAME: \_\_\_\_\_ PHONE: (HOME) \_\_\_\_\_

PHONE: (WORK) \_\_\_\_\_

Email: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

OCCUPATION (Past & Present)

EMPLOYER

\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EDUCATIONAL BACKGROUND

School(s)	Dates	Area of Study	Cert or Degree
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Specific experiences, training or interest, which you have that you feel would be useful in the work of this Board or Committee: (Use additional pages if needed)

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SUBMITTED BY: \_\_\_\_\_