Duties and Responsibilities Authorized and Mandated by NCGS Chapter 160D

Planning Board

- Required Duties
    - Review and comment on all proposed amendments to the zoning regulation or zoning map [§ 160D-604(b)]
        - 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. [§ 160D-604(d)]
        - Provide a written recommendation to the governing board that addresses plan consistency. [§ 160D-604(d)]
    - Review and provide advice and consultation to the governing board when adopting a new comprehensive plan [§ 160D-501(c)]
    - Review and comment on the required investigative study and reports required for the changing of the boundaries of a historic district, or the creation of additional districts within the city [§ 160D-944(c)]
- Optional Duties
    - Prepare, review, maintain, monitor, and periodically update and recommend to the governing board a comprehensive plan, and such other plans as deemed appropriate, and conduct ongoing related research, data collection, mapping, and analysis [§ 160D-301(b)]
    - Facilitate and coordinate citizen engagement and participation in the planning process [§ 160D-301(b)]
    - Develop and recommend policies, ordinances, development regulations, administrative procedures, and other means for carrying out plans in a coordinated and efficient manner [§ 160D-301(b)]
    - Exercise any functions in the administration and enforcement of various means for carrying out plans that the governing board may direct [§ 160D-301(b)]
    - Provide a preliminary review of quasi-judicial decisions [§ 160D-301(b)]
    - Perform any other related duties that the governing board may direct [§ 160D-301(b)]
    - Review and comment on development regulations other than a zoning regulation [§ 160D-604(c)]

Board of Adjustment

- Required Duties
    - Hear appeals of administrative decisions regarding administration and enforcement of the zoning regulation or unified development ordinance and may hear appeals arising out of any other ordinance that regulates land use or development [§ 160D-405(a) & § 160D-705(b)]
    - Decide special use permits [§ 160D-705(c)]
    - Decide variances [§ 160D-705(d)]

    - Hear appeals of termination of modification of development agreements [§ 160D-1008(c)]
- Optional Duties
    - Act as Housing Appeals Board [§ 160D-305]
        - Hear appeals of minimum housing code [§ 160D-1207(e)]
    - Final decisions on subdivision plats if quasi-judicial [§ 160D-803(c)]
    - Hear appeals of decisions granting or denying a certificate of appropriateness [§ 160D-947(e)(2)]