



**Overview**

The Guilford County Planning Board (The Board) is a citizen board appointed by the Guilford County Board of Commissioners (Board of Commissioners). The Board operates under authority granted by North Carolina General Statute (NCGS) 160D-301 – Planning Board, Special Legislation Chapter 485 House Bill 651, and the Board of Commissioners. The Board works closely with the Planning and Development Department and has three primary functions:

- Approval / Disapproval of Rezoning and Special Use Permit requests
- Review of Technical Review Committee decisions concerning development plans on appeal, and
- Making recommendations to the Board of Commissioners concerning the Unified Development Ordinance (UDO) text amendments and land use plans.

The NCGS authorizes the creation of a “Planning Agency” to perform specific duties.

**Specific Duties**

Article 2, Section 2.4 (**Planning Board**) of the Guilford County UDO specifies the Board’s Powers and Duties as follows:

1. To hear and decide matters in accordance with the terms of this UDO and, namely (See Article 3, Section 3.5 – **Procedures for Specific Applications**) for details of processes concerning Rezonings (Conventional and Conditional; Special Use Permits, Vested Rights, Variances, Road Name Changes, Road Closings, Right-of-Way Vacations (Non-NC DOT System Roads) and Easement Closings.
  2. To hear and decide matters on appeal from the Technical Review Committee (TRC), namely: Site Plans (Minor and Major) and Subdivisions (Minor and Major).
- To hear and decide matters of appeal from the Planning Director, namely: Erosion Control Plans and Watershed Development Plans.

4. To provide recommendations to the Board of Commissioners with regard to any of the above matters which may be appealed; as well as: Rezonings (Conventional and Conditional) and Text Amendments.
5. To develop or recommend a comprehensive plan, small area plans, and other land use plans that develop and enhance land use policy for the areas in Guilford County under its jurisdiction, as directed by the Board of Commissioners.
6. To make such other studies and plans and review such other related matters as directed by the Board of Commissioners.
7. To exercise other powers and authority provided to it by the Board of Commissioners, this Ordinance, or state law.

**Membership and Procedures**

The Board consists of 9 members. The members serve for three-year staggered terms. Annually the Board elects a Chair and Vice-chair from among its membership. The Chair appoints a Secretary from within or outside its membership.

The most recently adopted Board of Commissioners’ Policy and Procedures for Appointment, governs appointment to and service on the Board. The Board is also governed by the Planning Board’s most recently adopted Rules of Procedure. A quorum consists of 5 members; however, a 75% majority vote is required for final action for rezonings. Decisions made by the Board may be appealed to the Board of Commissioners by filing written notice to the Clerk to the Board of Commissioners or their official designee.

The Board is required to adopt an annual meeting schedule and generally meets on the second Wednesday of each month in the Guilford County Agricultural Center, NC Cooperative Extension, 3309 Burlington Rd., Greensboro. Please refer to Guilford County Planning Board Meeting Schedule for specific dates and times. The Board also may hold Special Meetings that may be called at any time by the Chair. All Board meetings are subject to public notice as required by law.



Before the Board can consider a request for the following actions, an application, all required plans, documents and fees must be submitted to the Planning and Development Department for:

- Easement Closings
- Road Closings
- Road Namings/Road Renamings
- Right of Way Vacations (Non-NCDOT System Roads)
- Rezonings – Conventional and Conditional
- Vested Rights
- Special Use Permits
- Variances

A written request must be made to the Planning Director or a designee for all appeals to and other items for consideration. To satisfy public notice requirements as required by law and to allow sufficient time for the preparation and mailing of the agenda, all items for consideration must be submitted to the Planning and Development Department by the submittal deadline.

Decisions on development applications may be legislative or quasi-judicial (evidentiary). See Article 3, Section 3.3 - **Common Review Procedures** generally applicable to development applications reviewed under the UDO, except where specified. For quasi-judicial procedures, refer to Article 3, Section 3.5.Q - **Special Use Permit** and 3.5.W - **Variance**.

#### **Service and Additional Information**

To receive information about serving on the Board, contact the Clerk to the Board of Guilford County Commissioners at 336-641-5532 or by mail at P.O. Box 3427, Greensboro, North Carolina 27402.

For information concerning the function of the Planning Board, contact the Planning Department at 336-641-3334.

*This document is intended for public information purposes only. It summarizes and omits some provisions. It is not to be construed or used as an official interpretation of the Guilford County Unified Development Ordinance or Health Department interpretation in any legal proceeding.*