



MEMORANDUM

TO: Mayor and Members of the City Council

FROM: Richard Hicks, Interim City Manager
Kellen Long, Community Development Director

DATE: June 27, 2022

REF: **Planning Commission Appointment**

The Elizabeth City Planning Commission plays a central role in the planning process in many important ways. The primary responsibility of the planning board is to advise the City Council, City staff, and other agencies and boards on matters affecting community development within Elizabeth City. Currently, the City's planning commission has a total of five (5) members, four (4) of those five-members live within the City's municipal limits, while one member lives within the City's Extraterritorial Jurisdiction, or better known as the ETJ. One of the newly elected councilmen, Mr. Johnson Biggs has been serving on the City's Planning Commission for the last six years, and served for his last time during the June 7th planning commission meeting. Mr. Biggs is officially now off the Commission to take on his new role as one of the councilmen for ward one, leaving us with a vacancy on the City's Planning Commission.

On May 25, 2022 staff received an appointment application from Mr. Adam Swain who is interested in serving on the City's Planning Commission. Mr. Swain is a small business owner and is active in the development of the City's downtown. According to Mr. Swain's application, he has an educational background in economics, business, and finance and has completed leadership training at the NC Rural Center and UNC Chapel-Hill. Mr. Swain has also been through several major permitting processes through the Community Development Department in the last year for development projects in downtown.

According to Chapter 3, section 1.2 (B and C) of the Unified Development Ordinance;

Planning Commission members shall be appointed for four-year staggered terms, but members may continue to serve until their successors have been appointed. Vacancies may be filled by the City Council for the unexpired terms. (C) Members may be appointed to no more than three successive terms.

It would be staff's recommendation to appoint Mr. Adam Swain to the City's Planning Commission because of his experience and background in local business improvement and local development.

Thank you for your attention to this request.



CITY OF ELIZABETH CITY
Application for Board, Committee or Commission Appointment

PLEASE NOTE: This application is a public record under North Carolina law and will be shared with third parties upon request and without notice. If there is any information you do not want released to the public, please do not include it.

Is this application for appointment X or reappointment?

PLEASE TYPE OR PRINT CLEARLY:

1. Personal Information:

Name: ADAM SWAIN

Mailing Address: 110 N WATER ST #4 Email: kadam.swain@gmail.com

City and State ELIZABETH CITY NC Zip Code 27909

Telephone: Home: Cell: 919 428 1292 Business:

*Sex: M *Race: W *Age: 39

**This information is requested for the sole purpose of assuring that a cross-section of individuals is appointed to serve our community.*

Employed By: COASTERS DOWNTOWN / JUNIPER / Dogwood PM Current Position: PARTNER

2. Where do you reside?

In Elizabeth City's City Limits? X If so, which Ward? 1

In Elizabeth City's Extraterritorial Jurisdiction (ETJ)?

In Pasquotank County outside Elizabeth City's ETJ?

3. Are you currently serving on another board, committee or commission appointed by the City of Elizabeth City? If so, please identify:

 No.

PLEASE NOTE: No resident of the City of Elizabeth City may serve in more than two appointed positions at one time in City of Elizabeth City government, unless exempted by nature of the position he or she may hold in governmental service.

4. If you previously served on a City board, committee or commission, did you fulfill your term to completion? N/A

5. Please indicate by number your order of preference in serving on the following boards, committees or commissions:

- _____ Alcoholic Beverage Control Board
- _____ EC/PC Airport Authority
- 2 Board of Adjustment
- _____ Community Relations Commission
- _____ Elizabeth City Housing Authority
- _____ Historic Preservation Commission
- _____ Central Communication Advisory
- _____ Joint Animal Control Board

- 1 Planning Commission
- _____ Personnel Appeals Committee
- _____ Parks and Recreation Advisory Board
- _____ Senior Citizen Advisory Committee
- _____ Storm Water Advisory Board
- _____ Tourism Development Authority
- _____ Urban Forestry Commission

6. List below any experience or qualifications you have that are relevant to the board/committee/commission for which you are applying. (Use additional sheet, if necessary.)

A small business owner active in the development of Downtown EC.

Educational background in economics, business, and finance. Leadership training from NC Rural Center and UNC - Chapel Hill. Understanding of the City's planning process.

Applicant Statement:

I understand that I am applying for appointment to a board, committee or commission for the City of Elizabeth City; that I will be required to take an oath of office to uphold the constitutions of the United States and North Carolina and the laws of the same, if appointed; that I will be required to meet the attendance and training requirements of the City if I am appointed, and may be removed from office for failure to meet attendance requirements; that for members of those boards, commissions or committees established by the City Council as requiring annual disclosure, completion of the City's General Disclosure Form, required by Section 2-114 of the City's Code of Ethics Conflict of Interest Ordinance shall be completed by February 1 of each year; and that my application will remain on file for consideration for a period of three (3) years, after which time I will need to file a new application. I agree to comply at all times with all requirements of the office for which I am applying.

By my signature below, I hereby certify that all the information contained herein is true to the best of my knowledge and belief.

Date: 5/15/22 Signature: 

PLEASE SUBMIT THIS APPLICATION TO:
 City Clerk's Office
 P. O. Box 347
 Elizabeth City, NC 27909
 Fax: (252) 337-6956
 Phone: (252) 337-6955
 Email: vwhite@cityofec.com

OFFICE USE ONLY	
Residence:	_____
	Inside
	ETJ
	County
Appointed:	_____
Term:	_____
Date:	_____