



**NOTICE OF VACANCY ON THE  
THE PLANNING COMMITTEE – TOWN OF GREENSBORO**

**Two (2) vacancies currently exist on The Planning Committee.**

**Please stop by the Town Hall for an application if you are interested.**

**4.02 - Planning Commission.**

- A. There is hereby established the Planning Commission of the Town of Greensboro. The Planning Commission shall consist of five members, appointed by the Mayor and Council. A majority of members shall be residents of Greensboro; the remaining members may be residents of Caroline County who own a business located within the Town of Greensboro. The term of office of each member is five years; except that the terms of the initial members shall be staggered. If, prior to the scheduled end of their term of office, a member ceases to be a resident of Greensboro, or, in the case of a business owner, the member ceases to live in Caroline County and/or their business ceases to operate within the Town of Greensboro, that member's seat will become vacant. Vacancies shall be filled by the Mayor and Council, whether for the unexpired term of any member whose seat becomes vacant or for the regularly scheduled end of a member's term of office. Members of the Planning Commission may be removed from office by the Mayor and Council for cause, upon written charges and after public hearing.
- B. The Planning Commission shall elect at its first meeting in each calendar year a Chairperson and Vice Chairperson from among the appointed members, each to serve for one year or until their successors are elected. In the event of a vacancy in either of said offices, a successor shall be elected to serve for the unexpired term of the vacated office. In the absence of the Chairperson, the Vice Chairperson shall serve as Acting Chairperson.
- C. The Planning Commission shall have the following powers and duties:
  - 1. To review, evaluate, and approve or disapprove subdivision and site plans in accordance with this Ordinance.
  - 2. To review and make recommendations to the Greensboro Mayor and Council regarding:

- a. Proposed changes or amendments to the Greensboro Comprehensive Plan, including the Critical Area Overlay District;
  - b. Proposed changes or amendments to this Ordinance;
  - c. Proposed zoning and land use map amendments;
  - d. Proposed acquisition and development of lands for open space or recreation purposes in the Town of Greensboro;
  - e. Proposed changes in land use or development in the Town of Greensboro arising from local, State, or Federal programs or policies;
  - f. Such duties as may have been or may be assigned to it under the Greensboro Town Code;
  - g. Such duties as may be or have been assigned to it by §2-101 et. seq., Land Use Article, Annotated Code of Maryland;
  - h. Any other matters which the Mayor and Council may ask the Planning Commission to consider.
- 3. To review and make recommendations to the Greensboro Board of Appeals regarding requests for Special Exceptions from the Ordinance.
- D. Meetings of the Planning Commission shall be held once each month or at the call of the Chairperson and at such other times as the Planning Commission may determine. If there is no business before the Planning Commission, the Chairman may cancel the meeting. The presence of three members of the Planning Commission shall constitute a quorum for the conduct of business. An affirmative vote of a majority of those present shall be required to affect a decision or recommendation of the Planning Commission.
- E. The meetings of the Planning Commission shall be open to the public, but the Commission may limit active public participation by resolution. When appropriate, the Planning Commission may adjourn to Executive Session, but only in accordance with the Open Meetings Act, Title 10, Subtitle 5 of the State Government Article, Annotated Code of Maryland, or corresponding future provision thereof.
- F. All requests for actions or decisions by the Planning Commission on matters within its purview shall be submitted in writing, including the appropriate applications and fees, prior to the monthly meeting of the Commission at which the request will be considered. At the meeting of the Planning Commission, any interested person shall have the right to comment either verbally or in writing. The Planning

Commission may adopt by resolution additional rules of procedure, provided such rules are consistent with applicable state law. Such rules shall be available to the public.

- G. The Planning Commission shall have the authority to directly consult legal counsel, when necessary, before rendering any decision or making any recommendation.
- H. The Planning Commission shall keep minutes of all of its proceedings, which shall contain the names of the members present; a summary of all testimony, comment, or evidence presented; the exhibits presented; and the decision or recommendation of the Commission. A permanent file of each proceeding, including applications and the minutes, shall be maintained in the Town Office of Greensboro and shall be public record.