



Planning Board

Regular Meeting Agenda
April 15, 2024, 6:30 p.m.

1. Call to Order
2. Approval of March 11, 2024, Meeting Minutes
3. Request to rezone the +/- 2.16-acre property located at 1233 S. Third Street (GPIN 9814474216), from R-20 to R-12 by Jenny W. Whitt of Whitt Real Estate, LLC.
4. Review of Amended Rules of Procedure
5. Announcements
6. Adjournment



The Planning Board meeting was held at the Glendel Stephenson Municipal Building located at 106 E. Washington Street, Mebane, NC 27302 and livestreamed via YouTube. The video can be accessed through the following link: <https://www.youtube.com/watch?v=-Aatw4kmNO8>.

Members Present:

Edward Tulauskas, Chair
Judy Taylor, Vice Chair
Colin Cannell
Kurt Pearson
Gale Pettiford
David Scott
Susan Semonite

Members Absent:

William Chapman
Keith Hoover

City Staff Present:

Ashley Ownbey, Development Director
Briana Perkins, City Planner
Rachel Gaffney, City Planner
Kirk Montgomery, IT Director

1. Call to Order

At 6:30 p.m. Chair Tulauskas called the meeting to order.

2. Approval of March 12, 2024, Meeting Minutes

Judy Taylor made a motion to approve the meeting minutes. Kurt Pearson seconded the motion, which passed unanimously.

3. City Council Actions Update

Ashley Ownbey informed the Board that the Mebane City Council approved the rezoning on S. Third Street, the updated Rules of Procedure, the Bicycle and Pedestrian Transportation Plan, and the Recreation and Parks Comprehensive Master Plan. She said that the rezoning request related to the Bowman Road Townhome project would be considered at the April meeting of the City Council due to an advertising error.

4. Request to modify the conditional zoning district, B-2(CD), of three lots, totaling +/- 6.19-acres and located at Wilson Road and Forest Oaks Lane (GPINs 9824046036, 9824049256, and 9824038914) to allow for a farm supplies and equipment retail use by Hendon Tiller Mebane 3.0, LLC.

Hendon Tiller Mebane 3.0, LLC is requesting approval to revise the conditions for the +/- 6.19-acre property located on Wilson Road and Forest Oaks Lane (GPINs 9824046036, 9824038914, 9824049256), zoned B-2 (CD) to allow for a farm supplies and equipment retail use. The requested conditions reflect that Wilson Road will no longer be extended and a traffic impact analysis was submitted to address the potential impacts of the proposed development without that connection. The property is located in Alamance County in the Mebane City Limits.



The revised site-specific plan and staff report are provided in the meeting agenda packet available [here](#).

Rachel Gaffney provided a more detailed overview and PowerPoint presentation of the request.

Nathan Duggins, attorney with Tuggle Duggins in Greensboro and representing Hendon Tiller Mebane 3.0, LLC introduced the team of Rynal Stephenson, traffic engineer, Matt Lowder, civil engineer, and Mark Tiller the property owner. Nathan Duggins stated that the request was brought back to the Planning Board since the proposed extension for Wilson Road could not be realized. He stated that a traffic impact analysis was completed as part of the original condition of the rezoning. He reported that a neighborhood meeting was held by Zoom, which had three attendees who lived in the neighborhood off Forest Oaks Lane. He said that the stormwater culvert was discussed along with the turn from Mebane Oaks Road onto Forest Oaks Lane. Nathan Duggins indicated that there had since been discussion with the North Carolina Department of Transportation (NCDOT) about making the turn safer. He said that discussion about truck traffic was also mentioned and said that trucks would typically come once a week using only the back entrance of the site.

Colin Cannell asked if the main difference without the original proposed connection to Mebane Oaks Road would be traffic. Nathan Duggins replied that yes since the hope was originally to extend Wilson Road to the traffic signal at the Walmart. Colin Cannell asked to be reminded of the new road improvements. Nathan Duggins commented on the minimal westbound left turn lane, the widening on both sides of Forest Oaks Lane, and requirements at the driveways.

Colin Cannell asked for clarification of the location of Drives 1, 2, and 3. Rynal Stephenson, traffic engineer with Ramey Kemp Associates, showed Drive 1 as the first driveway on Forest Oaks Lane, Drive 2 as the second driveway on Forest Oaks Lane, and Drive 3 connection to Wilson Road. Colin Cannell asked about the stop controls recommended by the TIA at the driveways. Rynal Stephenson replied the improvements include stop signs and stop bars. Colin Cannell commented that he was surprised that with the removal of the Wilson Road connection that more road improvements were not recommended. Rynal Stephenson explained that the land use does not generate heavy traffic, and the recent improvements to Mebane Oaks Road helped.

Susan Semonite asked if the widening of Forest Oaks Lane was the reason for the reduction in the curb and gutter. Rynal Stephenson said that there would be some curb and gutter associated with the widening for the turn lane and the new sidewalk.

David Scott asked if the curb and gutter was going to end at just past the second driveway off Forest Oaks Lane. Colin Cannell commented that the original curb and gutter went down the whole street. Matt Lowder, civil engineer with Bowman North Carolina Ltd., explained that improvements along the frontage of the site was the same as previously presented. The other side of Forest Oaks Lane had changed. He explained that the length of curb and gutter on the other side was shortened to



minimize the impact on neighbors. Matt Lowder said that the new plan includes curb and gutter to second driveway of the commercial neighbor and some additional pavement beyond the driveway.

Susan Semonite asked if there was just no hope at this time for the extension of Wilson Road. Mark Tiller, with Hendon Tiller Mebane 3.0, LLC, explained that he and his partners were in constant contact with the neighbor to the south. He explained that the neighbor's price was out of budget and talks had fallen through. Mark Tiller mentioned that with future development of neighboring properties, he hoped discussion of the road connection would resume.

Susan Semonite asked if the land was indeed developable. Mark Tiller replied that the land could be developed.

David Scott asked if a price point was provided. Mark Tiller replied that a price had been indicated about what the neighbor thought the land was worth, but never an exact amount to purchase.

Jared Schumann, of 3987 Forest Oaks Lane, asked if there were any proposed upgrades to the culvert under his driveway and asked how the 100-year stormwater pond discharged. Matt Lowder explained that they were asked to upgrade the typical 10-year pond to a 100-year which means it could handle a rain event that only comes every 100 years. He also provided that the pond would retain water from the surrounding properties as well as the site in question. Matt Lowder explained that there would be some discharge, but that the pond would discharge smaller amounts over a period of time. He also said that there were no current plans to upgrade the culverts.

Jared Schumann asked if there would be any improvements to the intersection of Mebane Oaks Road and Forest Oaks Lane since the current concrete island was not well marked. Nathan Duggins said that they were still talking to the NCDOT about making a safer turn onto Forest Oaks Lane. Rynal Stephenson also provided that they would mention the issue to NCDOT again to see if it would be improved.

Jared Schumann then asked if it was possible to get a concrete median on Forest Oaks Lane to prevent those turning from New Millennium Fitness from crossing the centerline. Rynal Stephenson replied that NCDOT would not support a median, and the road widening should help with that issue. Tom Boney Jr., of The Alamance News, asked who had jurisdiction over Wilson Road. Ashley Ownbey replied that Mebane Oaks Road and Forest Oaks Lane are maintained by the NCDOT and Wilson Road south of Forest Oaks Lane is maintained by the City.

Tom Boney Jr. asked about another development recently approved that showed the extension of Wilson Road. Ashley Ownbey replied that the project was the Deep River development on the corner of Mebane Oaks Road and Old Hillsborough Road. She said that the Deep River developers were responsible for the portion of Wilson Road within their property bounds as outlined in an adopted



small area plan. A gap will exist until development of surrounding properties occurs. Nathan Duggins provided that the small area plan shows Wilson Road eventually extending from Forest Oaks Lane to Old Hillsborough Road.

Tom Boney Jr. commented that from his understanding the adopted plan shows Wilson Road as a secondary road running parallel to Mebane Oaks Road. Ashley Ownbey replied that yes, the plan did show the future Wilson Road design. She provided that the plan was adopted back in 2007 and another development by Evolve was also contributing to connections shown in the adopted plan.

Tom Boney Jr. asked if there was an entrance that was removed. Nathan Duggins replied that the third entrance on Wilson Road was located in the same place as previously approved.

Judy Taylor made a motion to approve the request as follows:

Motion to approve the revised conditions of the B-2(CD) rezoning as presented.

Motion to find that the application is consistent with the objectives and goals in the City's 2017 Comprehensive Land Development Plan Mebane By Design. Specifically, the request:

- *Is for a property within the City's G-4 Secondary Growth Area and is generally commercial in nature (Mebane CLP, p. 66).*

David Scott seconded the motion, which passed unanimously.

Chairman Tulauskas noted that the request will go to the City Council on April 8, 2024, at 6:00 p.m.

5. New Business

Ashley Ownbey informed the Board of a pop-up event for the Orange County Short Range Transit Plan at the Downtown Mebane Eggstravaganza and Bunny Hop and a survey and website to for the plan update. She reported that the City offices will be closed Friday, March 29, 2024, and the next Planning Board meeting is scheduled for Monday, April 15, 2024. She also informed the Board that the City released a request for proposals to update the Comprehensive Land Development Plan and submissions were due by Monday, April 8, 2024.

6. Adjournment

Chair Tulauskas adjourned the meeting at approximately 7:15 p.m.



AGENDA ITEM #3

RZ 24-03

General Rezoning – 1233 S. Third Street

(GPIN: 9814474216)

Presenter

Briana Perkins, City Planner

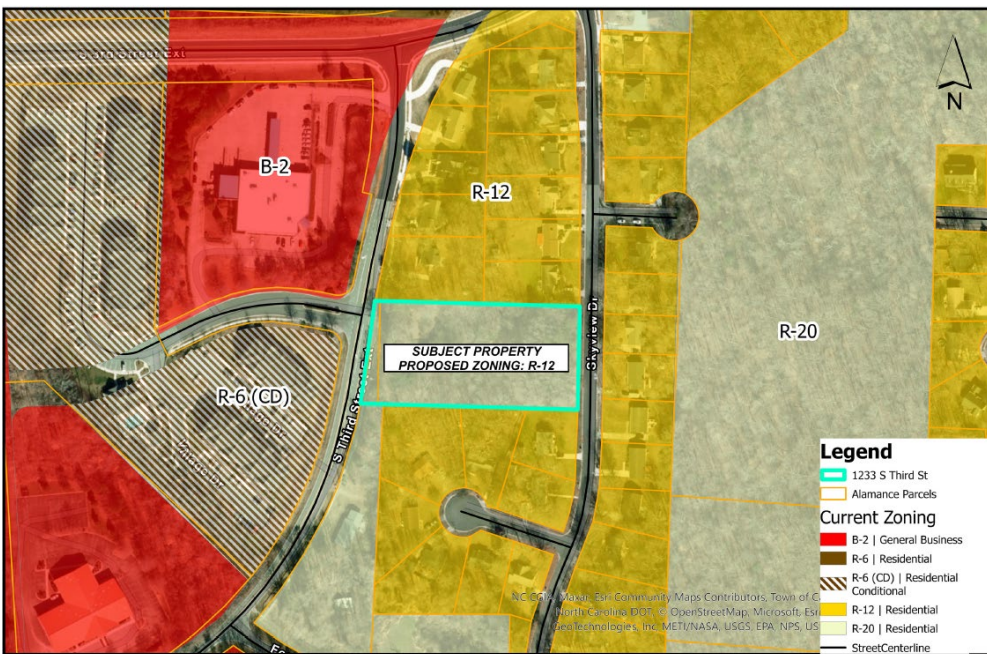
Applicant

Jenny W. Whitt of Whitt Real Estate, LLC
 2228 Rock Bridge Dr.
 Mebane, NC 27302

Public Hearing

Yes No

Zoning Map



Property

1233 S. Third Street
 Alamance County
 GPIN: 9814474216

Proposed Zoning

R-12

Current Zoning

R-20

Size

+/-2.16 acres

Surrounding Zoning

R-12, R-20, R-6(CD), B-2

Surrounding Land Uses

Residential, USPS, Funeral Home

Utilities

Yes

Floodplain

No

Watershed

No

City Limits

Yes

	CITY OF MEBANE ZONING MAP	1233 S. THIRD STREET GENERAL REZONING <small>1 inch = 200 feet</small>	DATE: 3/28/24
			DRAWN BY: BP

Summary

Jenny W. Whitt of Whitt Real Estate, LLC is requesting approval to rezone one parcel, totaling +/- 2.16-acres and located at 1233 S. Third Street (GPIN: 9814474216), from R-20 to R-12. The property is located in the Mebane City Limits in Alamance County and includes frontages on S. Third Street and Skyview Drive. The surrounding zoning in the area includes R-12, Residential District, and R-20, Residential District. Properties across S. Third Street are zoned R-6 (CD), Residential Conditional District, and B-2, General Business District. Surrounding land uses are largely single-family residential. A multi-family development and post office are located on the other side of S. Third Street.

The subject property is located in the Secondary Growth Area, as identified in *Mebane By Design*, the City's Comprehensive Land Development Plan. The proposed rezoning is consistent with the guidance provided in *Mebane By Design*. The proposed rezoning will continue the surrounding R-12 zoning and will be compatible with the existing residential uses.

A project report has not been provided for this general rezoning due to the simplicity of the request.

Financial Impact

The developer will be required to make all of the improvements at their own expense.

Suggested Motion

1. Motion to approve the R-12 zoning as presented.
2. Motion to find that **the application is consistent** with the objectives and goals in the City's 2017 Comprehensive Land Development Plan *Mebane By Design*. Specifically, the request:
 - Is for a property within the City's G-4 Secondary Growth Area and is generally residential in nature (Mebane CLP, p. 66).

OR

3. Motion to **deny** the R-12 rezoning as presented due to a lack of
 - a. Harmony with the surrounding zoning or land use

OR

 - b. Consistency with the objectives and goals in the City's 2017 Comprehensive Land Development Plan *Mebane By Design*.

Attachments

1. Preliminary Presentation Slides
2. Zoning Amendment Application
3. Zoning Map

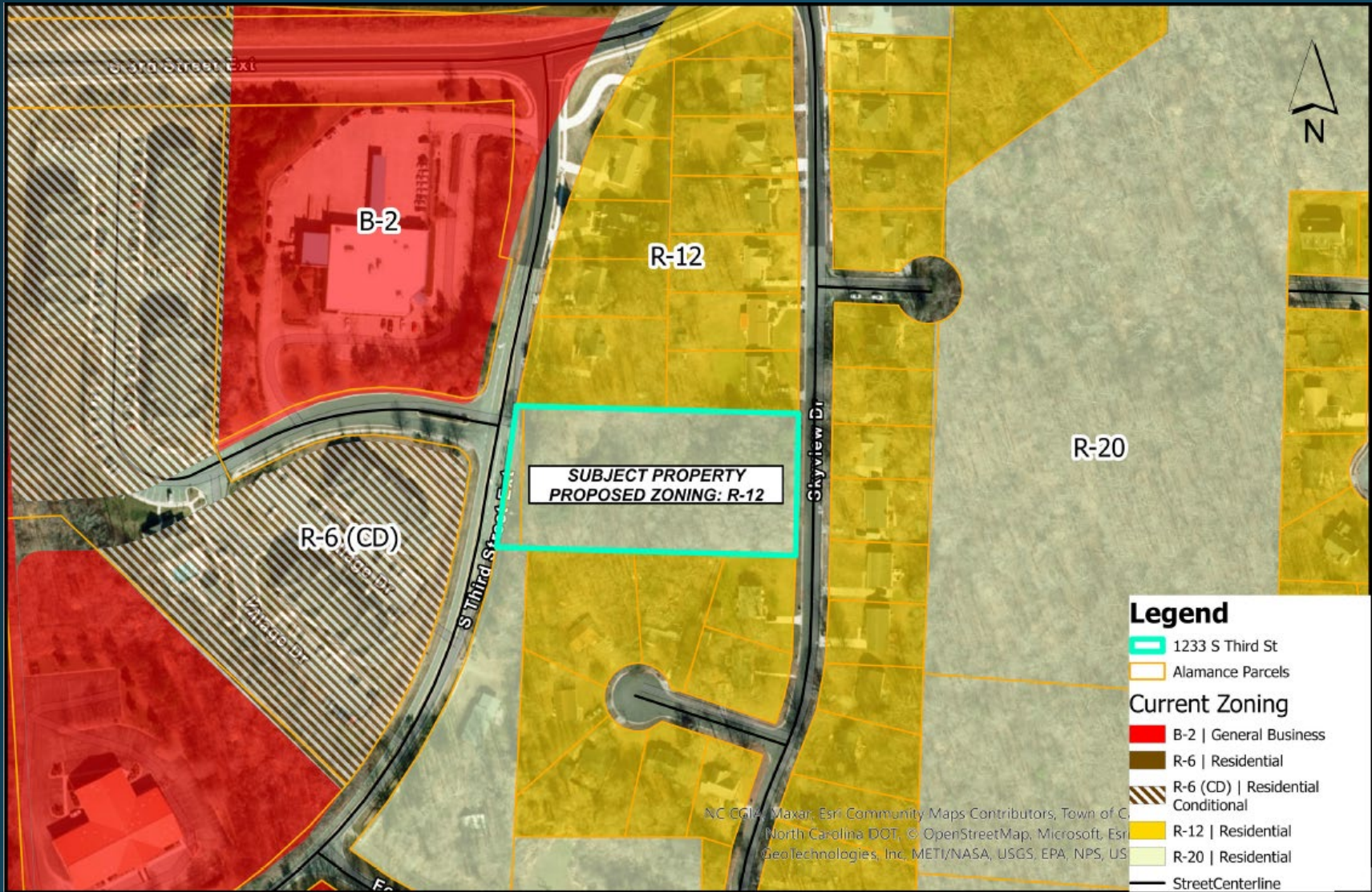


Briana Perkins, City Planner

Rezoning Request: R-20 to R-12

by Jenny W. Whitt of Whitt Real Estate, LLC





1233 S. Third Street General Rezoning Request

- Request by Jenny W. Whitt of Whitt Real Estate, LLC
- Parcel totaling +/- 2.16 acres
- Existing zoning: R-20
- Requested zoning: R-12



CITY OF MEBANE ZONING MAP

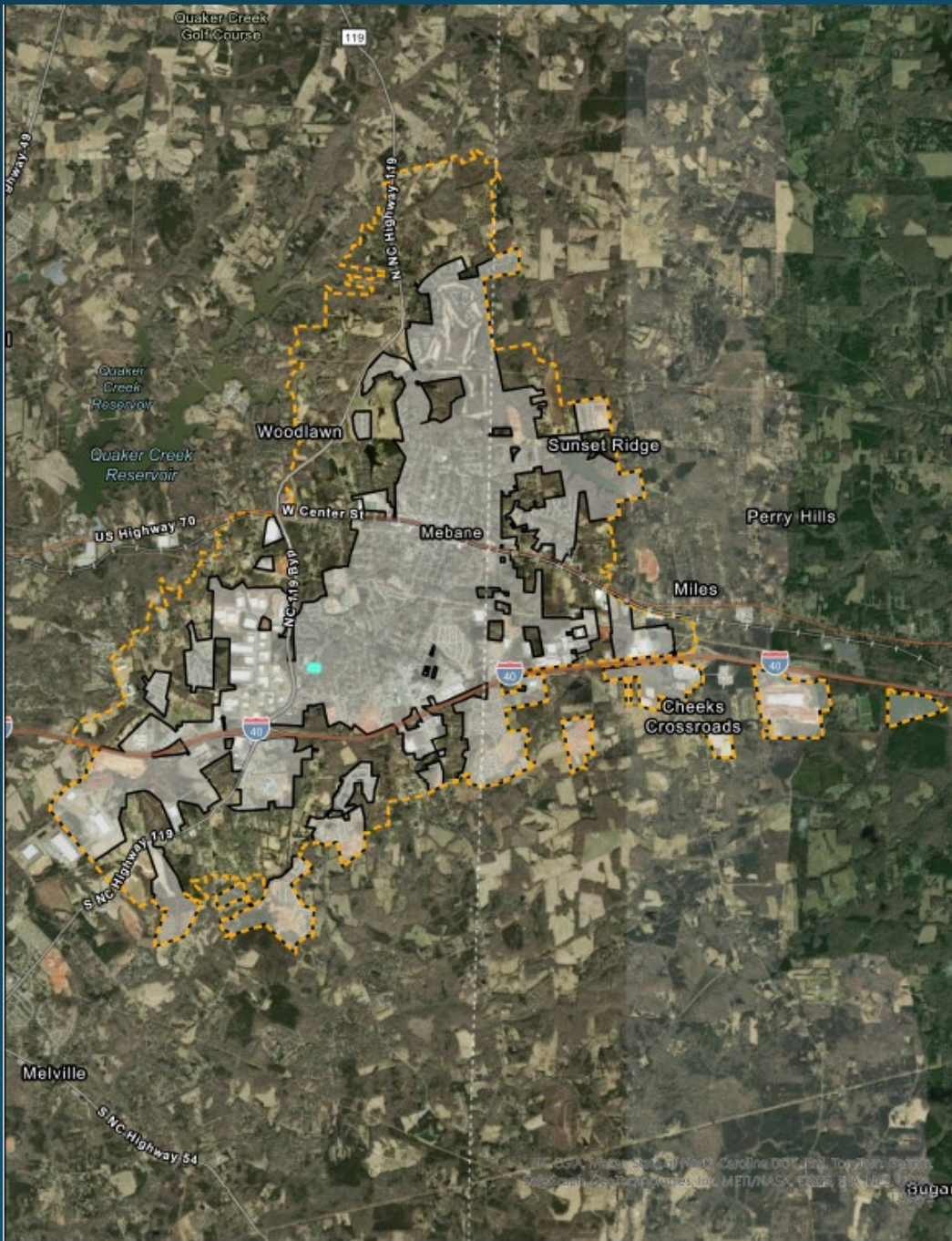
1233 S. THIRD STREET GENERAL REZONING

1 inch = 200 feet

DATE: 3/28/24

DRAWN BY: BP

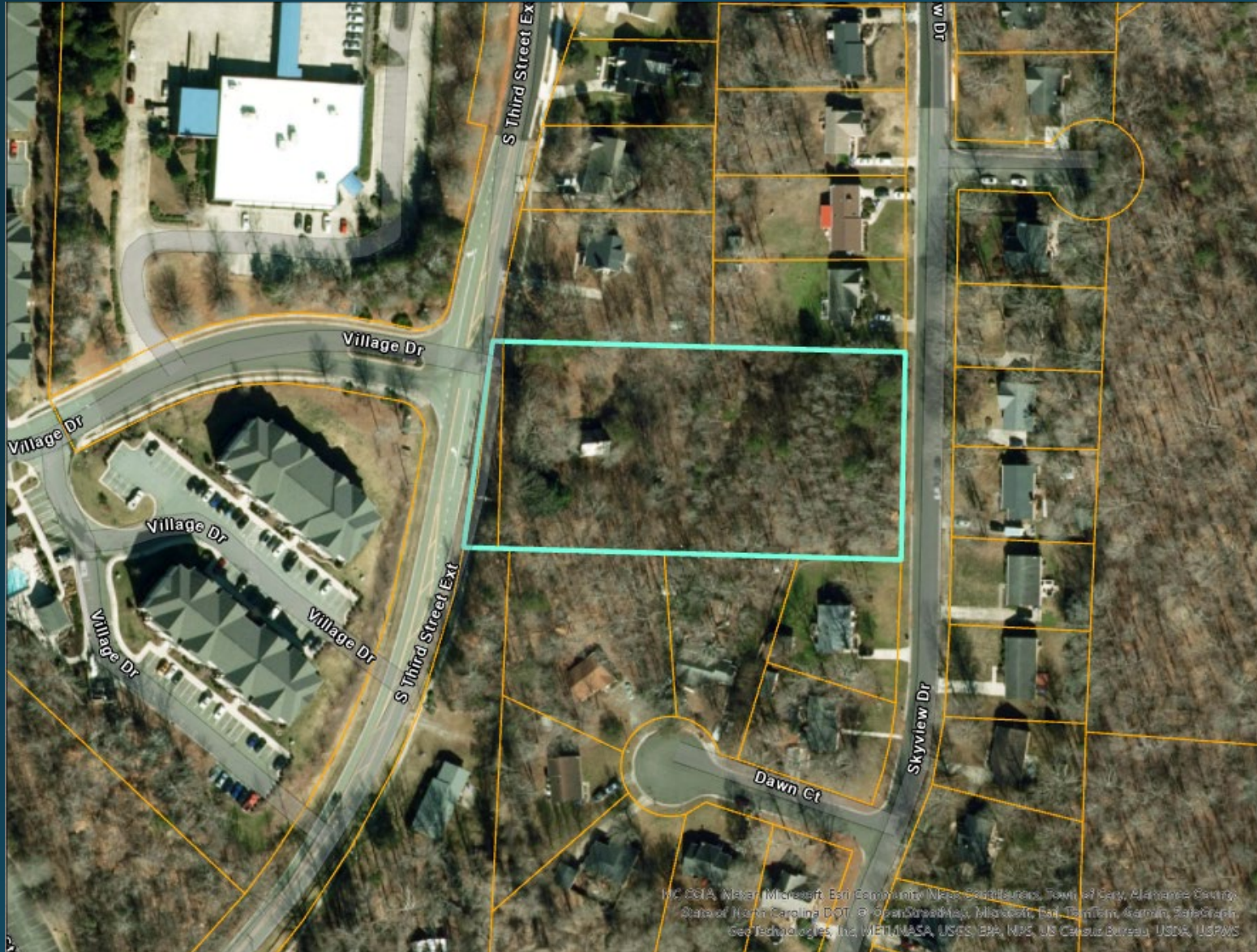




1233 S. Third Street General Rezoning Request

- Mebane City Limits
- City utilities available

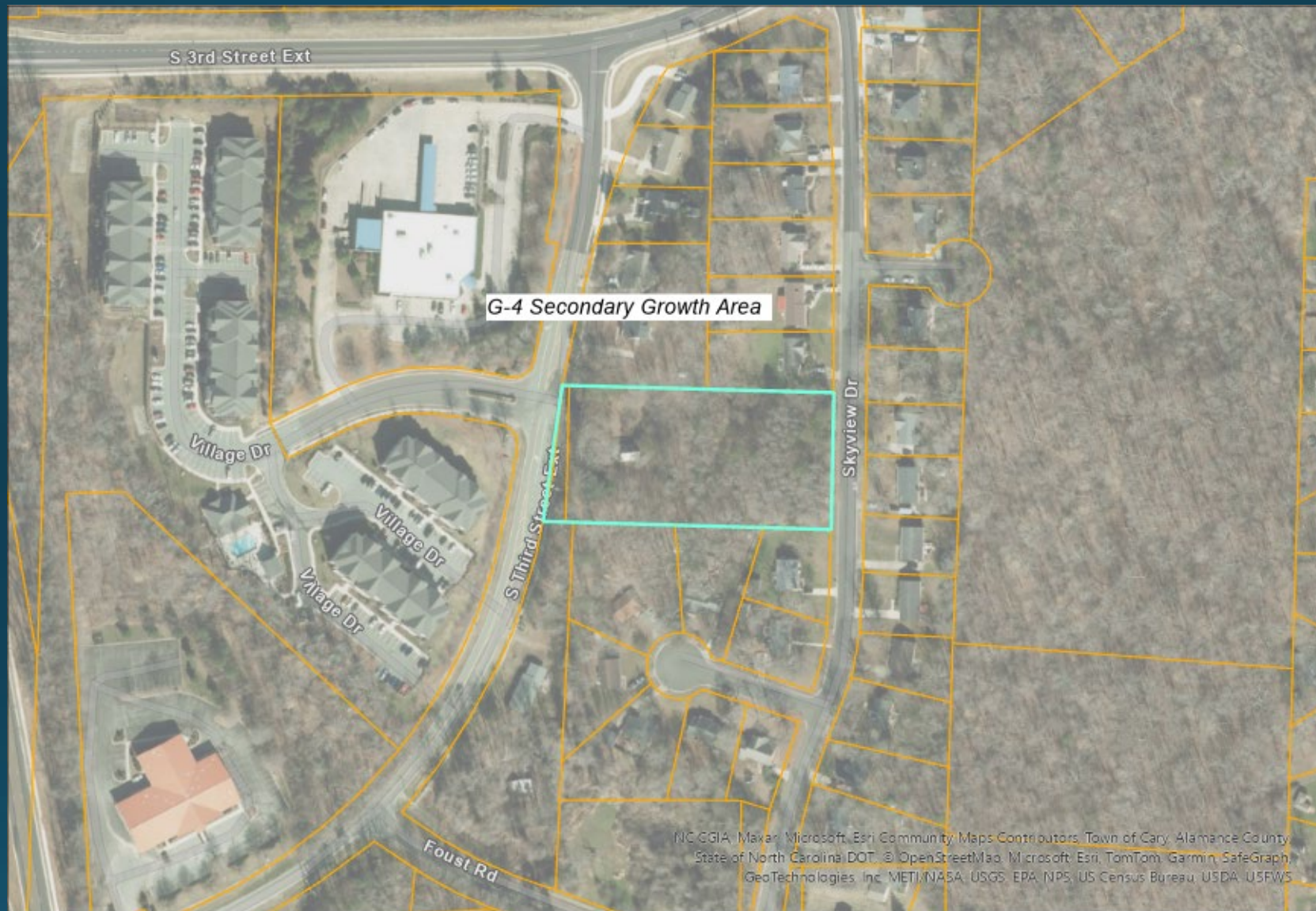




1233 S. Third Street General Rezoning Request

- Single-Family residential
- Surrounding uses include:
 - Single-family residential
 - Multi-family residential
 - United States Postal Service (USPS)
 - Funeral Home





1233 S. Third Street General Rezoning Request

- *Mebane By Design* G-4 Secondary Growth Strategy Area





Applicant Presentation





APPLICATION FOR A ZONING AMENDMENT

Application is hereby made for an amendment to the Mebane Zoning Ordinance as follows:

Name of Applicant: Jenny W. Whitt for Whitt Real Estate, LLC

Address of Applicant: 2228 Rock Bridge Dr. Mebane, NC 27302

Address and brief description of property to be rezoned: _____

1233 S. Third St. Mebane, NC 27302 2.16 acres with road frontage on Third and Skyview

Applicant's interest in property: (Owned, leased or otherwise) Owned

*Do you have any conflicts of interest with: Elected/Appointed Officials, Staff, etc.?

Yes ___ Explain: _____ No

Type of re-zoning requested: R-20 to R-12

Sketch attached: Yes No _____

Reason for the requested re-zoning: Would like to subdivide property into 6 equal sized parcels.
3 parcels fronting Third St. and 3 parcels fronting Skyview

Signed: Jenny W. Whitt

Date: 03 / 20 / 2024

Action by Planning Board: _____

Public Hearing Date: _____ Action: _____

Zoning Map Corrected: _____

The following items should be included with the application for rezoning when it is returned:

1. Tax Map showing the area that is to be considered for rezoning.
2. Names and addresses of all adjoining property owners within a 300' radius (Include those that are across the street).
3. \$300.00 Fee to cover administrative costs.
4. The information is due 15 working days prior to the Planning Board meeting. The Planning Board meets the 2nd Monday of each month at 6:30 p.m. Then the request goes to the City Council for a Public Hearing the following month. The City Council meets the 1st Monday of each month at 6:00 p.m.

Signature Certificate

Reference number: 8BA4K-LQMO-JUP6U-WEXUF

Signer

Timestamp

Signature

Jenny Whitt

Email: whittrealestatelc@gmail.com

Sent:

20 Mar 2024 14:26:44 UTC

Signed:

20 Mar 2024 14:26:44 UTC



IP address: 71.77.178.64

Location: Mebane, United States

Document completed by all parties on:

20 Mar 2024 14:26:44 UTC

Page 1 of 1



Signed with PandaDoc

PandaDoc is a document workflow and certified eSignature solution trusted by 50,000+ companies worldwide.



- Notes:
- 1) No title search was performed by this firm during the course of this survey.
 - 2) The property shown hereon is subject to all easements of record affecting same.
 - 3) This firm makes no guarantee as to the existence or location of any buried sites, underground improvements, or utilities across this property. Any underground utilities or improvements shown hereon have been located from visible evidence and available information.
 - 4) No internal inspection of this property was made by this firm during the course of this survey.
 - 5) Areas are calculated by coordinate geometry.
 - 6) No geodetic monuments were found within 2000' of the subject property.

- + Calculated Point (GPI)
- + PK Nail (Found)
- + PK Nail (Set)

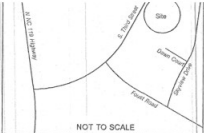
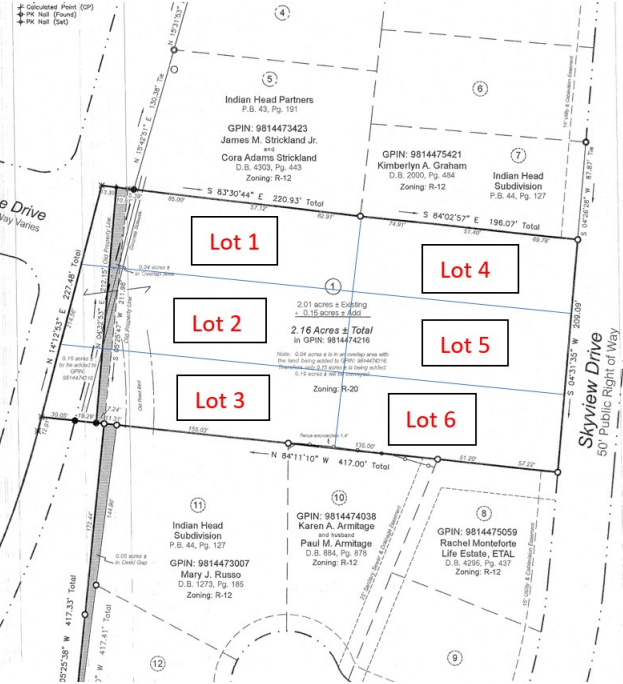
CERTIFICATION

as certify that this plat was drawn under in from an actual survey made under in (See description recorded in Book 251 Book 4163, Page 139); that the of surveyed are clearly indicated as information found in Book, Page; that precision as calculated is 1:10,000; that prepared in accordance with G.S. 160A-376, which provides for another h as the recombination of existing art-ordered survey, or other exception ion of subdivision.

original signature, registration number 29th day of November A.D. 2022, and Surveyor L-4490



Third Street Extension
S.R. 1992 60' Public Right of Way



Parcel Information:

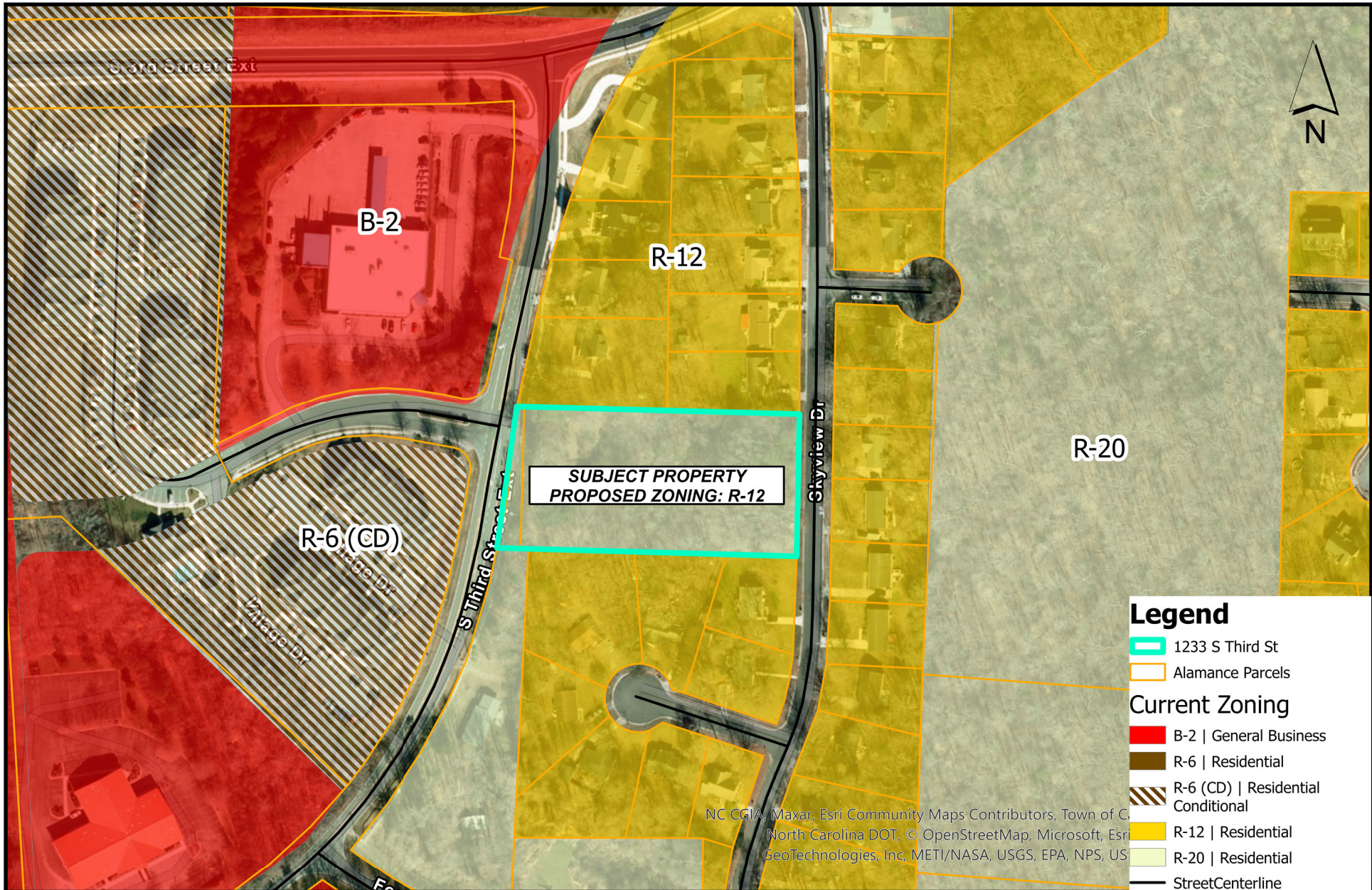
GPIN: 9814474216
Owner: Whitt Real Estate LLC
Property Address: 1233 S. Third Street
Mebane, NC 27302
Deed Reference: D.B. 4394, Pg. 251
Zoning: R-20

GPIN: 9814461824
Owner: Jermaine Markus Kee
and wife Mara Janee Kee
Property Address: 1234 S. Third Street
Mebane, NC 27302
Deed Reference: D.B. 4163, Pg. 139
Plat Reference: P.B. 55, Pg. 79
Zoning: R-20

Certificate of Exemption

I (We) hereby certify that I am (we are) the owner(s) of the property shown and described hereon, which was conveyed to me (us) by deed recorded in Book 4394, Page 251 Book 4163, Page 139, and that said property qualifies as an exemption to the definition of a subdivision in accordance with the provisions of NCOS 160A-376. I (We) do hereby dedicate to public use as easements forever, all areas, if any, shown or indicated on the face of this plat. Furthermore, I (We) understand that exemption from the plat preparation provisions of the City of Mebane Unified Development Ordinance does not exempt the use of the property or building development on the property from meeting all applicable requirements of the City of Mebane Unified Development Ordinance.

Owner	Date
Owner	Date
Owner	Date
Zoning Administrator	Date



- Legend**
- 1233 S Third St
 - Alamance Parcels
- Current Zoning**
- B-2 | General Business
 - R-6 | Residential
 - R-6 (CD) | Residential Conditional
 - R-12 | Residential
 - R-20 | Residential
 - StreetCenterline

NC CGIA, Maxar, Esri Community Maps Contributors, Town of C...
 North Carolina DOT, © OpenStreetMap, Microsoft, Esri...
 GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US...



**CITY OF MEBANE
 ZONING MAP**

**1233 S. THIRD STREET
 GENERAL REZONING**

1 inch = 200 feet

DATE: 3/28/24

DRAWN BY: BP

Rules of Procedure of the Planning Board of the City of Mebane

The objectives and purpose of the Mebane Planning Board shall be set forth by North Carolina General Statutes and ordinances of the City of Mebane as the same may change from time to time. Specifically, Section 2-2 of the Mebane Unified Development Ordinance establishes the Mebane Planning Board which section is incorporated into these rules and procedures, as amended. As an appointed, advisory body, the Planning Board makes recommendations to the City Council in accordance with ordinances, policies, and long-range planning documents adopted by the City of Mebane. The purpose of these rules of procedure is to guide and govern meetings. Should any rules be inconsistent with ordinances or laws of the City of Mebane or the State of North Carolina, said ordinances and laws shall govern.

The Mebane Planning Board is hereinafter referred to as "the board".

The rules of procedure are adopted to facilitate open, effective, equitable, and orderly communication during official meetings of the board. The following principles guide the rules set forth by the board:

1. The board must act as a body.
2. The board must act by at least a majority.
3. The board's rules of procedure should be followed consistently.
4. The board should proceed in the most efficient manner possible.
5. The board's actions should result from a decision on the merits, not manipulation of the rules.
6. Every member should have an equal opportunity to participate in decision making.

2) Officers

The board shall nominate and elect by majority, a quorum being present, a Chair and Vice-Chair as the first order of business of the first regular meeting of each fiscal year, as defined by the City. Any newly appointed members shall be sworn in and seated before a motion to nominate may be considered.

The Chair and Vice-Chair shall serve for one-year terms, which may be successive. If an office is vacated, the board shall, at the next regular meeting, nominate and elect a member to that office for the remainder of the current term.

A staff member of the City's Planning Department shall serve as the Secretary. The Secretary shall keep full and accurate minutes of the board's proceedings.

3) Meetings

- A. **Regular Meetings** – The board shall hold regular meetings on the second Monday of each month; provided, however, the meeting date shall not conflict with a meeting of the Mebane City Council nor a legal holiday. When a scheduling conflict occurs, the regular meeting shall be held at the same time on the next Monday. The meeting shall be held in the Glendel

Stephenson Municipal Building and begin at 6:30 p.m., unless proper notice is given of a change in location, day, or time.

- B. **Special Meetings** – The board may hold special meetings at the call of the Chair or the majority of the board. Notice of special meetings shall be provided in accordance with North Carolina General Statutes.
- C. **Quorum** – As required by the Mebane Unified Development Ordinance, a quorum shall consist of a majority of the board's actual membership, excluding vacant seats, and is necessary for the board to take official action. A voting member who has withdrawn from a meeting without being recused by a majority vote of the remaining voting members present shall be counted as present for purposes of determining whether or not a quorum is present.
- D. **Open Meetings** – The board is a public body and shall meet in accordance with the [North Carolina Open Meetings Law](#) (North Carolina General Statutes, Chapter 143, Article 33C) and any other laws established by the State of North Carolina governing the conduct of meetings by public bodies.
- E. **Agenda** – The Secretary shall prepare an agenda for each regular meeting, as well as a packet that includes, for each item of business placed on the agenda, necessary background information on the subject. The Secretary shall order items on the agenda according to the order of business. The order of business for each regular meeting shall be as follows:
 - 1) Call to order and establishment of a quorum
 - 2) Approval of minutes from previous meeting(s)
 - 3) Unfinished business from previous meeting(s)
 - 4) New business
 - 5) Announcements
 - 6) Adjournment

The Secretary shall circulate the agenda to every member of the board at least seven days before the date of the meeting. The Secretary shall circulate the agenda packet to include applications and supporting materials to every member of the board at least five days before the date of the meeting and, promptly thereafter, publish the agenda and packet on the City's website.

If, as of the deadline for circulating the agenda for a regular meeting, there are no agenda items for unfinished or new business, the Secretary may declare that meeting cancelled by giving notice in accordance with North Carolina General Statutes.

4) Conduct of Meetings

- A. **Presiding Officer** - The presiding officer at each meeting shall be the Chair. If the Chair is absent, the Vice-Chair shall preside. If both the Chair and the Vice-Chair are absent, another member designated by vote of the board members present shall preside. Any member who is presiding retains all rights of board membership, including the right to make motions and the right to vote.

The presiding officer shall have the following powers:

1. To recognize any person wishing to address the board, including other members;
2. To rule motions in or out of order, including any motion offered for obstructive or dilatory purposes;
3. To determine whether a speaker has exceeded the permitted amount of time or standards of courtesy in provided remarks, and to entertain and rule on objections from other members on these grounds;
4. To entertain and answer questions of procedure;
5. To call a brief recess; and
6. To adjourn in an emergency.

A decision by the presiding officer under any of the first four powers listed may be appealed to the full board upon motion of any member. Such a motion is only in order immediately after that decision is announced. The member making the motion need not be recognized by the presiding officer, and the motion, if timely made, may not be ruled out of order.

B. Order of Business – The board may, as its first order of business of each meeting after the establishment of a quorum, vote to add items to or subtract items from the agenda. The board shall consider new business as follows:

1. **Staff Report:** A representative of the City's Planning Department presents the staff report for the proposed application. The staff report is entered into the record.
2. **Applicant's Presentation:** The applicant presents the request and additional information.
3. **Planning Board Questions:** Board members may ask questions of staff and the applicant during or after either presentation.
4. **Comments from the Public:** The presiding officer shall limit the subject of comments to the item being considered and shall require those addressing the board to state their full name and address (business address if speaking on behalf of a business). Only one person may speak at a time and that person must speak from a designated spot, such as a podium. The presiding officer may set a time limit for each comment.
5. **Planning Board's Discussion:** Board members shall address the presiding officer unless engaged in debate with each other or questioning a speaker. Upon hearing no further discussion, the presiding officer may entertain a motion for action on the application or question at hand.
6. **Planning Board's Action:** The board shall act only by motion duly seconded. A motion shall be deemed adopted when it is affirmed by a majority, meaning more than half, of votes cast, a quorum being present, unless otherwise required by these rules or the laws of North Carolina. A motion to recommend approval or denial of a request shall be accompanied by justifications based on adopted ordinances, policies, and long-range planning documents of the City of Mebane.

C. Substantive Motions

1. Any member, including the presiding officer, may make a motion or second a motion.
2. No speaker may address the board while a motion is on the floor.
3. A member may make only one motion at a time.

4. A substantive motion is out of order while another substantive motion is pending.
5. A motion may be withdrawn at any time by the moving member and the member seconding the motion before it is amended or before the presiding officer puts the motion to vote, whichever occurs first.
6. A motion that does not get a second or does not receive enough affirmative votes to be adopted will be deemed to have failed.
7. Once a substantive motion has been stated and seconded, the presiding officer shall open the floor to debate.

D. **Debate** – The presiding officer shall preside over debates unless they become actively engaged in debate on a particular matter, in which case they may designate another board member to preside over the debate. The officer shall resume presiding as soon as action on the matter is concluded. In a debate on a motion:

1. The maker of the motion is entitled to speak first;
2. A member who has not spoken on the issue shall be recognized before someone who has already spoken; and
3. To the extent possible, the debate shall alternate between proponents and opponents of the measure.

E. **Procedural Motions** – In addition to substantive motions, the following procedural motions, and no others, are in order. Unless otherwise noted, each motion is debatable, may be amended, and requires a majority of the votes cast, a quorum being present, for adoption. Procedural motions are in order while a substantive motion is pending and at other times, except as otherwise noted. In order of priority (if applicable), the procedural motions are:

1. To Appeal a Procedural Ruling of the Presiding Officer

A decision of the presiding officer ruling a motion in or out of order, determining whether a speaker has gone beyond reasonable standards of courtesy in his remarks, or entertaining and answering a question of procedure.

2. To Adjourn

This motion may be made only at the conclusion of action on a pending substantive matter. It may not interrupt deliberation of a pending matter. A motion to adjourn to a time and place certain shall also comply with the requirements of Special Meetings.

3. To Take Brief Recess

This motion allows the board to pause briefly in its proceedings.

4. Call to Follow the Agenda

The motion must be made at the first reasonable opportunity, or it is deemed waived.

5. To Suspend the Rules

The board may not suspend provisions of the rules that are imposed by law on the board. For adoption, the motion requires a vote equal to the number required for a quorum.

6. To Divide a Complex Motion and Consider it by Paragraph
This motion is in order whenever a member wishes to consider and vote on sub-parts of a complex motion separately.
7. To Close Debate
This motion is not in order until every member has had an opportunity to speak at least once.
8. To Defer Consideration
The board may defer a substantive motion for later consideration at an unspecified time. Consideration of which has been deferred expires 30 days thereafter unless a motion to revive consideration is adopted. If consideration of a motion has been deferred, a new motion with the same effect cannot be introduced while the deferred motion remains pending (has not expired). A person who wishes to revisit the matter during that time must take action to revive consideration of the original motion, or else move to suspend the rules. This rule is subject to North Carolina General Statutes Section 160D-604.
9. To Postpone to a Certain Time or Day
This motion allows the board to defer consideration to a specified time or day and is appropriate when more information is needed, or the deliberations are likely to be lengthy. If consideration of a motion has been postponed, a new motion with the same effect cannot be introduced while the postponed motion remains pending. A person who wishes to revisit the matter must either wait until the specified time or move to suspend the rules. This rule is subject to North Carolina General Statutes Section 160D-604.
10. To Amend
An amendment to a motion must be pertinent to the subject matter of the motion. An amendment is improper if adoption of the motion with that amendment added would have the same effect as a rejection of the original motion. A proposal to substitute completely different working for a motion or an amendment shall be treated as a motion to amend. A motion may be amended, and that amendment may be amended, but no further amendments may be made until the last offered amendment is disposed of by a vote.
11. To Revive Consideration
The board may vote to revive consideration of any substantive motion earlier deferred by adoption of a previous motion.
12. To Reconsider
The board may vote to reconsider its action on a matter. The motion to do so must be made by a member who voted with the prevailing side and only at the same meeting as the vote was taken, including any continuation of that meeting through adjournment to a time and place certain. The motion cannot interrupt

deliberation on a pending matter but is in order at any time before final adjournment of the meeting.

This document shall become effective on the fourth of March 2024.