

# Town of Wilkesboro

P.O. Box 1056 / Wilkesboro, NC 28697  
Phone: (336) 838-3951 / Fax: (336) 838-7616

## Application for Board / Committee Appointments

**This application requests some general information based on your interest in applying for a position on a Town of Wilkesboro Advisory Board / Committee.**

Please indicate which board you are interested in serving on. If you are interested in more than one board, please indicate your preference by numbering – 1, 2, 3, 4, 5, 6.

\_\_\_\_\_ Planning Board      \_\_\_\_\_ ABC Board      \_\_\_\_\_ Zoning Board  
\_\_\_\_\_ STMS Board      \_\_\_\_\_ Historic Board      \_\_\_\_\_ Tree Board  
\_\_\_\_\_ Cemetery Board      \_\_\_\_\_ Parks/Rec. Board

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

Employer \_\_\_\_\_ Job Title \_\_\_\_\_

Are you a resident of Wilkesboro?  Yes  No If "yes", how long? \_\_\_\_\_

Why do you want to serve on this board or commission? \_\_\_\_\_

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Why do you think you would be an asset to this board or commission?

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What do you feel are your qualifications? \_\_\_\_\_

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What areas of concern would you like to see the board or commission address?

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Are there any conflicts of interest that would create problems or prevent you from fairly and impartially discharging your duties as an appointee?  Yes  No  
If "Yes" please explain: \_\_\_\_\_

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**\*You may attach additional pages if necessary**

**Prior Public Service (if any)**

**Board/Commission/Civic**

**From**

**To**

| Board/Commission/Civic | From  | To    |
|------------------------|-------|-------|
| _____                  | _____ | _____ |
| _____                  | _____ | _____ |
| _____                  | _____ | _____ |

I would like to be considered for appointment to serve on a Town of Wilkesboro Board or Commission. I realize that because I have volunteered completion of this application in no way guarantees that I will be appointed to a Board or Commission by the Wilkesboro Town Council.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Please fill out and return application to Wilkesboro Town Hall or mail to Town of Wilkesboro, Attn: Board Applications, P.O. Box 1056, Wilkesboro, NC 28697**

# **Town of Wilkesboro**

## **Boards and Commissions Descriptions Sheet**

### **Planning Board**

The Planning board is responsible for acquiring and maintaining information and materials pertaining to planning and development in order to prepare, amend, and revise comprehensive plans, studies, and development proposals. The board advises the Town Council by preparing and recommending ordinances and policies to promote orderly development that conforms to the principles and requirements of the comprehensive plan. The board consists of eleven (11) members that meet on the last Tuesday of every month.

### **ABC Board**

The Wilkesboro ABC Board oversees the operations of the Town of Wilkesboro's ABC Store. Meetings are held on the last Tuesday of every month at the ABC Store and are conducted by the Store's General Manager with the Finance Officer in attendance. General topics include: Sales Figures, Store Financials, Budget, Building Maintenance, and other operational topics. Board members are required by the State of North Carolina to attend an Ethics Seminar within a year of their appointment. Comprised of three (3) members, an appointment to the Wilkesboro ABC Board is a three year term.

### **Zoning Board of Adjustment**

The Board of Adjustments is a "quasi-judicial" administrative body that operates on a level between the enforcement officers and the courts. The Board of Adjustments hears appeals by any person aggrieved by an officer, department, board, and/or bureau of the town, commonly for the purposes of granting or declining variances and conditional use permits. The board consists of five (5) members that meet as needed to hear appeals. Due to statutory time constraints, the Board does hold qualified people as alternates. Alternates fill in when a quorum of the Board is unavailable to make a timely decision.

### **Small Town Main Street Committee**

The Small Town Main Street Committee (STMS) is responsible for the revitalization and long term planning of the future of downtown Wilkesboro. The committee's goals include beautification of Main Street and creating sustainable economic development. The Small Town Main Street Committee consists of four (4) separate committees: Promotion, Economic Structure, Design, and Organization.

### **Historic Preservation Commission**

The Historic Preservation Commission duties are to promote, enhance, and preserve the character of the historic overlay district and designated landmarks. The commission is responsible for making recommendations to the Town Council to designate by ordinance specific areas, structures, sites and objects as historic overlay districts or historic landmarks. The commission consists of seven (7) members that meet as needed on the third Tuesday of the month.

### **Tree Board**

The Tree Board develops and/or updates specifications for the care, protections, pruning, planting, and replacement of publicly owned trees and shrubs in parks, along streets, and in other public areas. Upon request, the Tree Board shall consider, investigate, make findings, report and recommend upon any special matter or question within the commissions scope of work. The board consists of five (5) members that meet as needed on a designated Wednesday of the month.

### **Cemetery Board**

The Cemetery Board consists of five (5) members that meet periodically to adjust fee structures, plot designation, record maintenance, and any other issues that might arise in the course of their duties.

### **Parks and Recreation Board**

The Parks and Recreation Board is responsible for overseeing the welfare of the parks, athletic fields, recreation facilities, and other public access areas to the benefit of all citizens. The board advises the Town Council on the current needs and long term sustainability issues that develop in parks and recreation facilities. The board consists of five (5) members that meet periodically as needed or directed by the Town Council.