



Get Involved!

A Handbook on Opportunities for Resident Participation
in the Town of Pineville

January 2024

INTRODUCTION

The Town of Pineville offers volunteer opportunities to residents who are interested in serving on one of the Town's various boards and committees.

The Town of Pineville has numerous advisory boards and committees. These include the Board of Adjustment; Planning Board; Airport Roundtable, Air Quality Commission, Arts & Science Advisory, Citizen's Transit Advisory, Parks & Rec Commission, Stormwater Services Advisory, and Transportation Advisory Committee.

This handbook provides a brief overview of each, along with their duties and powers, as well as scheduled meeting dates, times, and location.

If you are interested in serving on a particular board or committee, please complete the application form at the back of this handbook and return it to the Town Clerk. This form may be mailed, or hand-delivered to the Town Clerk's Office located in the Pineville Town Hall at 505 Main Street. It may be also be e-mailed to lsnyder@pinevillenc.gov.

Please feel free to contact the Clerk's Office at (704) 889-2361 if you have additional questions about becoming an involved resident.

BOARD AND COMMITTEE GUIDELINES

PURPOSE

The Town of Pineville provides for resident input and advice through a variety of boards and committees. Most of these are advisory in nature, while one has distinct responsibilities that are established by law. The Pineville Town Council encourages residents to participate in their Town government by volunteering to serve on these boards/committees. Pineville residency is required for certain boards/committees.

APPLICATION FOR APPOINTMENT

A description of all Town Boards and committees is available in this handbook and on the Town's website at <http://www.pinevillenc.gov>.

Applicants are strongly encouraged to attend several meetings of a board/committee prior to seeking appointment to a board.

An application is required for consideration for an appointment to a Town Board. Once an application has been received it remains active for a one-year period. At the end of that period of time applications are removed but residents are welcome to submit new applications.

Once an application has been received by the Town Clerk it is submitted to Town Council for review and approval at a normally scheduled Town Council meeting. The Town Council reviews all recommended candidates and ultimately appoint members. All appointments are made in an open session of the Town Council.

QUALIFICATIONS

Appointees to boards and committees shall be residents of the Town of Pineville unless otherwise specified or provided by law, ordinance, or Town Board action establishing said board or committee.

TERMS

Board/committee members serve two-year terms without a limit on the number of terms a member may serve, except on those boards/committees for which a longer term of service has been established by the North Carolina General Assembly, or unless otherwise specified in the Board/committee bylaws or the Town Code of Ordinances.

A member serves until the expiration of his or her term or until such time as a successor is appointed, whichever occurs later.

Reappointment to successive terms is not automatic and will be based on recommendation by the board/committee chair and liaison.

ATTENDANCE

In order for the board/committee to carry out its duties and responsibilities, it is necessary for all members to attend the meetings. Attendance requirements are listed in each committee's bylaws. In general, any member who fails to attend at least 75% of the regular and special meetings of the board/committee during any one-year period may be removed. Absences due to sickness, death or other emergencies of like nature shall be recognized as approved absences and shall not affect the member's status on the board/committee, except that in the event of a long illness or other such cause for prolonged absence, the member may be replaced. The chairperson shall notify the Town Board of any member who shall so fail to attend. The vacancy can be filled upon recommendation of the Town Council.

RESIDENT INVOLVEMENT

Each board/committee receives its charge from the North Carolina General Statutes, a Town ordinance, or action from the Town of Pineville Town Council.

The Town of Pineville Town Council may, from time to time, ask a board/committee to consider specific items not in conflict with existing laws.

Each board/committee shall submit an annual report, either written or verbally, at a Town of Pineville Town Council meeting, outlining their activities for the past year.

A board or committee member who is not present at a meeting shall not be allowed to vote by proxy unless authorized to do so in the board/committee bylaws.

The Mayor may evaluate the ongoing need for the board/committees and recommend to the Town of Pineville Town Council elimination of any for which there is no longer a need. The requirements of the Open Meetings Law shall apply to all boards and committees.

CONFLICT OF INTEREST/CODE OF ETHICS

In order to avoid the appearance of conflict of interest, members of a board/committee shall refrain from voting on issues that have a direct and narrow fiduciary effect on an organization by whom they are employed or for whom they serve as director. Board/Committee members shall adhere to the Code of Ethics laws as outlined in the North Carolina General Statutes.

RESIGNATIONS AND REPLACEMENTS

Any member of a board or committee who desires to resign shall do so in writing to the board/committee chairman. The board member is to notify the Town Clerk in writing.

When the Town of Pineville Town Council determines that a board or committee member should be removed due to a conflict of interest, failure to attend meetings, or for any other good cause, and when removal is not otherwise prohibited by law, the Town of Pineville Town Council may take this action before the expiration of his or her term and appoint a replacement.

REAPPOINTMENT

A member of any Town board or committee shall be eligible for reappointment at the discretion of the Town of Pineville Town Council one (1) year after non-appointment due to expiration of a term limit.

BOARD OF ADJUSTMENT

The North Carolina General Statutes, at 160A-381, authorizes municipalities to adopt zoning regulations and to appoint a Board of Adjustment to provide an appeal process for individual landowners when those zoning provisions create unique land use hardships, are ambiguous, or where there are questions on how those zoning regulations may be applied.

Responsibilities: The Board of Adjustment has specific duties as outlined by state statute, which include:

1. Hear and decide applications for variances from the Town of Pineville Zoning Ordinance.
2. Hear and decide appeals from and review any order, requirement, decision, or determination made by an administrative official charged with the enforcement of the Town of Pineville Zoning Ordinance.
3. Hear questions about and interpret the meaning of parts of the Town of Pineville Zoning Ordinance that are unclear and interpret.

Special note: Unlike other citizen volunteer boards/committees appointed by the Town of Pineville Town Council, the Board of Adjustment holds public hearings, takes sworn testimony, acts in a quasi-judicial manner, and makes final decisions that are appealable only to Superior Court. This Board does not generally report back to or make recommendations to the Town of Pineville Town Council. Due the legal nature of the Board's work, the Town provides an attorney to assist the group during their meetings.

Composition: The Board of Adjustment consists of five regular or voting members and three alternate members. Votes on all cases before the Board of Adjustment require a four-fifths majority. The Board of Adjustment elects a Chair and a Vice-Chair from the regular members at their first meeting of each calendar year.

Pineville Residency Required: Yes

Meetings: The Board of Adjustment holds public hearings on the first Thursday of the month, when they have a case. Meetings are held in the Council Chambers at Pineville Town Hall at 7:00 p.m. Special meetings may be scheduled as necessary. All meetings are open to the public.

Appointment term: All regular and alternate members are appointed by the Town of Pineville Town Council for three-year terms. They may be reappointed for a second three-year term. Any vacant position is filled for the remainder of the unexpired term. Alternate members are generally moved into a regular member position as they become available.

Attendance: The Board's Rules of Procedure state all regular and alternate members should attend all meetings.

PLANNING BOARD

The North Carolina General Statutes authorizes municipalities to develop comprehensive future growth and development plans, and land development regulations to implement those plans. The statutes also call for municipalities to create a planning board to make recommendations on these land development plans and regulations. The Town of Pineville Planning Board has been created to advise the Town of Pineville Town Council on land development issues from a resident standpoint.

Responsibilities: The Planning Board has the following specific duties:

1. To make studies of the Town and its environs;
2. To determine objectives to be sought in the development of the area under study;
3. To prepare and recommend plans for achieving these objectives;
4. To develop and recommend policies, ordinances, administrative procedures, and other means for carrying out plans in a coordinated and efficient manner;
5. To keep the Town of Pineville Town Council, advised on these matters;
6. To review and make recommendations on requests for changes in zoning classification for property within Pineville and its zoning jurisdiction;
7. To review subdivision sketch plans for comments and recommendations;
8. To review and make recommendations on requests for subdivision variances;

9. To review and make recommendations to the Town of Pineville Town Council regarding proposed changes to the Pineville Zoning Ordinance, Subdivision Ordinance, Land Use Plan, and other planning documents;
10. To appoint committees as may be determined to be needed to investigate any matters before the Planning Board.
11. To adopt a set of Rules of Procedures not inconsistent with any North Carolina General Statute or any Town ordinance;
12. To elect officers from its membership;
13. To perform any other related duties contained in the zoning and Subdivision Ordinances or as directed by the Town of Pineville Town Council.

Composition: The Planning Board consists of five (5) members and two alternate members. The alternates attend the meetings of the Planning Board and participate in its deliberations. Alternates may not vote, however, unless and except one of the seven designated members, or more, are absent from that meeting.

Pineville Residency Required: Yes

Meetings: The Planning Board holds meetings on the fourth Tuesday of the month when needed. Meetings are held in the Council Chambers at Town Hall at 5:00 p.m. Special meetings may be scheduled as necessary. All meetings are open to the public and conform to the North Carolina Open Meetings Law.

Appointment Term: All regular and alternate members are appointed by the Town of Pineville Town Council for two-year terms. They may be reappointed for a second two-year term. Any vacant position is filled for the remainder of the unexpired term. Alternate members are generally moved into a regular member position as they become available.

Attendance: Regular and alternate members are expected to attend all Planning Board meetings as well as joint public hearings for zoning and planning issues.

AIRPORT ROUNDTABLE

Responsibilities: The Airport Community Roundtable (ACR) has a designated seat for a resident of Pineville. Meetings are held in the Eagle Conference Room at the CLT Center located at 5601 Wilkinson Blvd. Virtual sign-in information can be obtained by contacting NoiseOffice@cltairport.com. This broad-based community initiative provides input into airport-related noise impacts and, where possible, finds practical solutions and recommendations for the FAA to consider when determining aircraft operating procedures at CLT.

[Airport Community Roundtable - Charlotte Douglas International Airport \(cltairport.com\)](http://cltairport.com)

This board specifies a two-year commitment but due to the challenges in maintaining participation, they have not been enforcing that.

Composition: Twenty-five (25) members which represent Charlotte, Mecklenburg County, the six (6) towns, and four (4) surrounding counties with a Chair and Vice-Chair elected from the membership.

Pineville Residency Required: Yes

Meetings: Quarterly. Meetings are generally on the second Wednesday of the first month of each quarter.

Appointment Term: Two-years (have not been enforcing due to limited participation).

Attendance: Members are expected to attend at least 3/4 of the meetings and attendance is regularly reviewed.

AIR QUALITY COMMISSION

Website: [Air Quality Commission](#) | [Air Quality \(mecknc.gov\)](#)

The mission of the Air Quality Commission is to promote the protection, preservation, and enhancement of the ambient air resources of Mecklenburg County, North Carolina.

The purpose is to provide citizen and stakeholder input to the Town Council, local municipalities, and MCAQ staff through the review and recommendations of air pollution management policies, long-range plans, operations, and their budgetary impacts in order to achieve this mission.

Meetings take place at 11:30 a.m. on the fourth Monday of every month. The public is always invited to attend AQC meetings to observe and provide comment.

Questions? Call 704-336-5430 or email AQ@MeckNC.gov

Composition: Twelve (12) members, including a chairperson. Four (4) members shall reside in the City of Charlotte; one (1) member shall reside in the Town of Cornelius, Davidson, or Huntersville and at least one (1) member shall reside in the Town of Matthews, Mint Hill, or Pineville.

Pineville Residency Required: Yes

Meetings: Fourth Monday each month at 11:30 am.

Appointment Term: Three (3) year terms. Limit of two terms.

Attendance: Members must meet the attendance requirements set by the Board of Commissioners or be removed from the AQC.

ARTS & SCIENCE COUNCIL

Are you interested in representing our local community in conversation about arts and culture? Looking for new ways to connect with your neighbors, elected officials, and School Board members? Wanting to sharpen your skills as a community advocate while supporting the cultural sector?

The Arts & Science Council (ASC), Mecklenburg County's local arts agency, welcomes Pineville residents to serve as Town appointees to ASC's South/East Advisory Council. Advisory Council members serve as ambassadors, data collectors, storytellers, and advisors, liaising between appointing officials, ASC staff, local residents, artists, and creatives.

To nominate yourself or someone to represent the Pineville community on ASC's South/East Advisory Council and help ensure that the cultural community is responsive to local community needs, learn more here: [Arts & Science Council – Culture For All \(artsandscience.org\)](https://artsandscience.org)

This council requires a two-year commitment, and they meet virtually 2 to 4 times per year with volunteer duties year-round.

Composition: ASC's three geographic Advisory Councils (North/West, Central, and South/East) are composed of public appointees representing Mecklenburg County; the City of Charlotte; the Towns of Cornelius, Davidson, Huntersville, Matthews, Mint Hill, and Pineville; and Charlotte-Mecklenburg Schools. The South/East Advisory Council's composition includes two seats reserved for residents of Pineville. Pineville residents may also be eligible to represent their County or School Board districts on the South/East Council.

Pineville Residency Required: Yes

Meetings: Advisory Councils meet 2-4 times virtually each year, including one joint meeting with ASC's Board of Directors. Between meetings, members regularly receive communications around opportunities to engage with arts and culture events in community.

Appointment Term: ASC Advisory Council members typically serve up to two, two-year terms.

Attendance: In addition to attending 2-4 one-hour virtual meetings each year, members should anticipate allocating 3-5 hours monthly to engagement with arts and culture events or programs and liaising with elected officials.

CITIZENS TRANSIT ADVISORY BOARD

CTAG focused solely on the CATS budget. [Boards & Committees > CTAG \(charlottenc.gov\)](https://charlottenc.gov)

Composition: CTAG focuses on supporting the Charlotte Transit System, I.E bussing and light rail. The organization is charged with reviewing and auditing CATS, plans for expansion for capital projects, budgeting and may address any operational issues that come to light throughout the year. Each municipality within

Mecklenburg county has a representative on the CTAG committee and can bring any concerns to the CATS organization that is specific to their community.

Pineville Residency Required: Yes

Meetings: Monthly

Appointment Term: Two (2) years

Attendance: Required to attend two (2) meetings per year (must attend in person)

PARKS & REC COMMISSION

The Park and Recreation Commission is charged with advising the Mecklenburg County Board of Commissioners of all matters affecting recreation programs, personnel, finances and in acquisition and disposal of lands and properties related to all aspects of the County park and recreation program. The Park and Recreation Commission is active in advising on long-range planning activities for the department. Park and Recreation Commissioners are appointed by the Board of County Commissioners to serve three-year terms with no one serving more than two consecutive terms.

For more information: [Park and Recreation Commissioners \(mecknc.gov\)](http://mecknc.gov)

Composition: Commission member representation will be as follows:

- a. Three (3) members representing each of the three park regions (Central, North, and South), provided that such members shall reside in different geographical areas of the respective park regions as plotted on a map by GIS and identified as North 1, 2 and 3; South 1, 2 and 3 and Central 1, 2 and 3 for a total of nine (9) members of the Commission;
- b. Two (2) members representing the County at-large;
- c. One (1) member representing the Northern towns of Cornelius, Davidson, and Huntersville; and
- d. One (1) member representing the Southern towns of Matthews, Mint Hill, and Pineville.

Pineville Residency Required: Yes

Meetings: Third Wednesday of each month from 11:30 am – 1:30 pm. Meetings may be adjusted during the calendar year for special meetings with Town Council and/or Parks and Recreation Advisory Councils.

Appointment Term: Each member will be appointed for a three (3) year term. Initial appointments will be arranged so that three (3) of the terms will expire each year. Vacancies occurring on the commission by death, resignation, or otherwise, will be filled by the board for the unexpired terms. These appointments will be eligible for two (2) consecutive three (3) year appointment, or consecutive six (6) years after serving initial unexpired terms.

Attendance: Any member who fails during any calendar year to attend 65% of all regularly scheduled committee meetings from the time one's term begins, until the end of that calendar year, and each subsequent calendar year thereafter, shall be automatically removed from said board. There are no excused absences. Members must be present for 50% of a meeting in order to be counted present at that meeting.

STORMWATER SERVICES ADVISORY

This is a joint board with the city and county and is county appointed.

[Volunteer > Storm Water Advisory Committee \(charlottenc.gov\)](#)

Composition: The Storm Water Advisory Committee (SWAC) is a group of volunteers who provide guidance and public input into the services and policies of Charlotte-Mecklenburg Storm Water Services. The Advisory Committee is comprised of nine residents appointed by the City Council, County Commission and Town Commissions. SWAC meets monthly and provides four areas of service:

- reviews policies
- hears appeals and decides on violations, fee credits, service charges and adjustments
- evaluates capital and operational programs and budgets
- makes recommendations or comments to elected officials

Pineville Residency Required: Yes

Meetings: Monthly meetings beginning at 4:30p.m. The SWAC meetings are open to the general public. Free parking is available in front of the facility. Public Wi-Fi access will be available.

Appeals: The SWAC hears appeals related to the [Storm Water Services Fee\(PDF, 854KB\)](#), [Soil Erosion and Sedimentation Control Ordinance\(PDF, 1MB\)](#) and the [Post Construction Controls Ordinance\(PDF, 1MB\)](#).

Appointment Term: 3 years

Attendance: Please advise if you will be present, absent or will need to conference-call in for the meeting. As a friendly reminder to please be mindful of the City-County Attendance Policy - 2 consecutive absences result in a warning letter; 3 consecutive absences result in an automatic removal from advisory boards, etc.

TRANSIT SERVICES ADVISORY

The Transit Services Advisory Committee reviews, makes recommendations and provides input into short-range transit operations. The TSAC focuses on day-to-day operations of the transit service to ensure that it meets the needs of the community. It makes recommendations to the MTC on issues within its sphere of interest and acts as a vehicle to promote public involvement in short-term transit planning. The TSAC is made up of customers of CATS and are appointed by the City of Charlotte, Mecklenburg County, and the six Towns.

TSAC meetings occur every second Thursday of the month from 4:00 p.m. to 5:30 p.m. These meetings are open to the public.

For More information, click here: [Transit Services Advisory Committee \(TSAC\) - Charlotte Area Transit System \(charlottenc.gov\)](https://www.charlottenc.gov/transit-services-advisory-committee)

Composition: Fifteen (15) members (2 by Mayor – 1 uptown employer served by Charlotte Transit and 1 disabled resident who uses Charlotte Transit, 6 by Council – 1 major suburban employer served by Charlotte Transit, 1 neighborhood organization leader, 1 local service passenger, 1 express service passenger and 1 local or express service passenger and 1 van pool rider, 1 by County, 1 by each of the 6 towns in Mecklenburg County - Cornelius, Davidson, Huntersville, Matthews, Mint Hill and Pineville). City appointees are subject to City Council's Attendance and Anti-Harassment Policies and Code of Ethics, Gift Policy, and Disclosure Requirements for members of boards. Board members are subject to Metropolitan Transit Commission Rules of Procedure.

Pineville Residency Required: Yes

Meetings: Second Thursday each month at 4:00 pm at the Government Center Building, 600 East Fourth Street)

Appointment Term: Three (3) years.. Limit of two (2) terms.

Attendance: Two (2) hours bi-monthly. See [this link](#) for full details.



Application for Board Appointment

Town of Pineville

P.O. Box 249 • Pineville, NC 28134

Fax: 704-889-2293

Name: _____

Date: _____

Address: _____

Home Phone: _____

Email Address: _____

Cell Phone: _____

Please indicate which Board you are interested in: _____

Please explain briefly why you are seeking appointment to this board: _____

Please describe any professional experience you may have that would be relevant to this board:

Please describe any committees, organizations or other boards you may have participated on or educational background you have that would qualify you for a position on this board: _____

Please tell us anything else about yourself that would be beneficial to this board: _____

Signature : _____ **Date :** _____