

## **DESCRIPTION OF BOARDS, COMMISSIONS AND COMMITTEES**

### **BICYCLE AND PEDESTRIAN ADVISORY BOARD**

(Serves in an advisory capacity and within the limits of any funds available to the Board, shall have the following powers and duties.)

**Duties:**

- To oversee the implementation of the plans and coordinate City pedestrian and bicycle policies and actions
- To recommend and advocate pedestrian and bicycle project priorities for local, state, and federal projects
- To serve as a guiding group for new pedestrian and bicycle facilities and coordinating facility maintenance
- To promote and coordinate annual bicycling and walking/running events and create other educational and encouragement materials and programs specific to Wilson
- To advise and recommend to City staff alternative funding sources to meet the pedestrian and bicycling needs of the community.

**Term:** Three years (Staggered)

**Meets:** Fourth Tuesday at 5:30 p.m.  
Council Chambers, Third Floor, Municipal Building

### **BOARD OF ADJUSTMENT**

*(Serves as an appeals board for planning and zoning matters)*

**Duties:** To review decisions made by the office of zoning administration, review special use permits requested by applicants, review variances requested by applicants, and interpret zoning ordinances.

**Term:** Three years (staggered)

**Meets:** Third Tuesday at 5:15 p.m.—Council Chambers, Third Floor, Municipal Building

## **Article I. CEMETERY COMMISSION**

**Duties:**

- To enforce all laws and regulations governing the use of the cemeteries.
- To have charge of the maintenance of all lots, drives and walks.
- To direct all funerals from the cemetery entrance to the place of burial.
- To act as agent for the cemetery trustees in all matters pertaining to the use of the cemeteries, and to be responsible to such trustees.

**Term:** Three years (staggered)

**Meets:** Second Monday at 5:00 p.m.—Maplewood Cemetery

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### **Article II. COMMITTEE ON PATRIOTISM**

**Duties:** To promote pride, loyalty, and patriotism within the City of Wilson.

**Term:** Three years (staggered)

**Meets:** Second Tuesday, at 5:30 p.m.—Conference Room behind Council Chambers, Third Floor, Municipal Building

### **Article III. FAIR HOUSING BOARD OF APPEALS**

**Duties:** An appeals board to mediate complaints or grievances not resolved by the Director of Human Relations regarding fair housing practices.

**Term:** Membership on this board is comprised of the Chairmen of the Board of Adjustment, Citizens' Advisory Committee, Human Relations Commission, Planning Board, and the Wilson Housing Authority.

**Meets:** As needed

### **Article IV. FIREMEN'S RELIEF FUND BOARD**

**Duties:**

- To safeguard any fireman in active service from financial loss, occasioned by sickness contracted or injury received while in the performance of his/her duties as a fireman.
- To provide a reasonable support for those actually dependent upon the services of any fireman who may lose his/her life in the fire service of his/her own city or state, either by accident or from disease contracted or injury received by reason of such service.
- To safeguard any fireman who has honorably served for a period of five years in the fire service of his/her city or town from ever becoming an inmate of any almshouse.
- To provide for the payment of any firemen's assessment in the firemen's fraternal insurance fund of the State of North Carolina if the board of trustees finds, as a fact, that said fireman is unable to pay the said assessment by reason of disability.
- To provide for benefits of supplemental retirement, additional workers' compensation, and other insurance and pension protection for firemen otherwise qualifying for benefits from the Firemen's Relief Fund.
- To provide for educational benefits to firemen and their dependents who otherwise qualify for benefits from the Firemen's Relief Fund.

**Term:** Three years (staggered)

**Meets:** As needed

## **DESCRIPTION OF BOARDS, COMMISSIONS AND COMMITTEES**

### **Section 4.01      HISTORIC PRESERVATION COMMISSION**

**Duties:** Quasi-judicial board which reviews applications for Certificates of Appropriateness, ensuring that exterior changes to landmarks and properties within historic districts are not incongruous with the character of the property or district. Other duties include: safeguarding the heritage of the City of Wilson through preservation efforts, and promoting the preservation, restoration, use and conservation of such property for the education, pleasure and enrichment of the residents of the city, county, and state as a whole.

**Term:** Three years (staggered)

**Meets:** First Wednesday at 5:30 p.m.—Council Chambers, Third Floor, Municipal Building

### **Article V.      HUMAN RELATIONS COMMISSION**

**Duties:**

- To study problems in the area of human relations, whether actual or potential.
- To promote equality of opportunity for all citizens without regard to age, sex, race, religion, national origin or political affiliation.
- To develop, improve and promote understanding, respect and goodwill among all citizens.
- To provide channels of communication among the various racial, religious, ethnic and economic groups within the city.
- To encourage youth to become better trained and qualified for employment.
- To provide channels of communication between all citizens of the city and the city government.

**Terms:** Three years (staggered)

**Meets:** Third Tuesday, at 6:00 p.m.—Human Relations Office

#### **(a) PLANNING AND DESIGN REVIEW BOARD**

**Duties:**

- ◆ To carry out the planning and zoning activities of the City of Wilson pursuant to the provisions of the General Statutes of North Carolina. Specifically, to study the resources and needs of the city and prepare plans for the systematic future development and betterment of the city.
- ◆ To provide plans for dividing the city into zoning districts and to prepare plans specifying the height, area, manner of construction, and use of structures and buildings to be erected in such districts.
- ◆ The Board prepares and submits to the City Council for approval and adoption, reports and recommendations, as to regulations of the percentage of a lot that may be occupied; the size of yards, courts, and other open spaces; and the location and use of buildings and structures and land for trade, industry, residence, or other purposes.
- ◆ It is the duty of the Board to make and adopt a master plan for the physical development of the city and its extraterritorial jurisdiction.

**Term:** Three years (staggered)      (Continued on the next page)

**Meets:** First Tuesday at 7:00 p.m.—Council Chambers, Third Floor, Municipal Building

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### **(b) RECREATION COMMISSION**

**Duties:**

- To provide, maintain, operate and supervise the public parks and playgrounds, athletic fields, recreation centers and other recreational facilities owned and controlled by the city and/or the county, or leased or loaned to the Recreation Commission by the owners.
- The Recreation Commission has complete supervision of the facilities and activities provided and conducted on or in connection with the parks, playgrounds, athletic fields and recreation centers provided and has the power to conduct any form of recreational or cultural activity.

**Term:** Three years (staggered)

**Meets:** First Monday at 5:30 p.m.—Operations Center

### **(c) ROCKY MOUNT-WILSON AIRPORT AUTHORITY**

**Duties:** To acquire property for establishing, constructing, enlarging, improving, maintaining, equipping, operating and regulating an airport and other air navigation facilities and airport protection privileges to be jointly acquired, controlled and operated.

**Term:** Three years (staggered) for City of Wilson members

**Meets:** Second Tuesday at 3:30 p.m.—Conference Room, Rocky Mount-Wilson Airport

### **(d) TRANSPORTATION ADVISORY COMMITTEE**

**Duties:**

- To study the public transportation problems of the City of Wilson and to recommend to the City Council courses of action that could be used to correct these problems.
- To function as an advisory body with responsibilities to advise the City Council on all matters affecting the transit system and its operation; including, but not limited to, the following:
  - a. The current and future direction of the transit system
  - b. Transit system problems, needs, and requirements
  - c. Public interest, matters, and concerns
  - d. Quality and effectiveness of the transit system
  - e. Proposed budget and plan of operations
  - f. Rate system and bus routing
  - g. Grant recommendations
  - h. Rules, regulations and procedures of the transit system
  - i. Coordination of transit matters with and between other agencies as may be necessary and required
- j. Other transit matters as necessary for the effective operation of the transit system.

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## **DESCRIPTION OF BOARDS, COMMISSIONS AND COMMITTEES**

- To make periodic reports to the City Council and the citizens of Wilson on the state of public transportation within the city.
- To maintain a close working relationship and dialogue with the City Manager, Transit Manager and appropriate staff members.

**Term:** Three years (staggered)

**Meets:** Second Tuesday at 5:30 p.m. (As Needed)—Conference Room, Transportation Center

### **(e) WILSON APPEARANCE COMMISSION**

**Duties:**

- To initiate, promote, and assist in the implementation of programs of general community beautification in the city.
- To seek to coordinate the activities of individuals, agencies and organizations, public and private, whose plans, activities and programs bear upon the appearance of the city.
- To provide leadership and guidance in matters of area or community design and appearance to individuals, and to public and private organizations, and agencies.
- To make studies of the visual characteristics and problems of the city, including surveys and inventories of an appropriate nature, and to recommend standards and policies of design for the entire area, and portion or neighborhood thereof, or any project to be undertaken.
- To prepare both general and specific plans for the improved appearance of the city.
- To study the problems and determine the needs of the city in connection with its tree planting program.
- To recommend to the city arborist, the type and kind of trees to be planted upon such public rights-of-way or parts of city streets or in parks as is designated.
- To assist the properly constituted officials of the city, as well as the council and citizens of the city in the dissemination of news and information regarding the selection, planting, and maintenance of trees within the corporate limits, whether the same be on private or public property, and to make such recommendations from time to time to the City Council as to desirable legislation concerning the tree program and activities for the city.
- To provide regular and special meetings at which the subject of trees, insofar as it relates to the city, may be discussed by the members of the commission, officers and personnel of the city and its several divisions, and all others interested in the tree program.

**Term:** Three years (staggered)

**Meets:** Second Thursday at 5:15 p.m. (No meetings in July and August)—Planning Department Conference Room 2<sup>nd</sup> Floor – Municipal Building

## **DESCRIPTION OF BOARDS, COMMISSIONS AND COMMITTEES**

### **WEDGEWOOD GOLF COURSE ADVISORY COMMITTEE**

**Duties:**

- To serve individually and collectively as a liaison between the golf course players and the golf course manager
- To report problems or make suggestions regarding the course to the manager and to the recreation commission
- To meet with and advise the course manager and/or the director of parks and recreation about course matters upon request
- To help promote the golf course with the general public.

**Term:** Three years (Staggered)

**Meets:** Third Tuesday at 5:00 p.m.—Wedgewood Golf Course

### **WILSON COMMITTEE FOR PERSONS WITH DISABILITIES**

**Duties:** To serve as a communications link between persons with disabilities in the Wilson community and all organizations and agencies whose primary functions or activities are to offer services and assistance to persons with disabilities; to advise the Mayor and Council on all matters concerning persons with disabilities; to promote the public interest and participation programs to benefit persons with disabilities; to promote gainful employment; to promote information on programs and services that aid persons with disabilities; to work to remove architectural barriers; to research, encourage and aid in the development of new programs and services for persons with disabilities.

**Term:** Three years (staggered)

**Meets:** Second Thursday at 4:00 p.m.—Human Relations Office

## **Section 5.02**

### **WILSON COUNTY TOURISM DEVELOPMENT AUTHORITY**

**Duties:** To promote tourism throughout the City and County of Wilson.

**Term:** Three years (staggered)

**Meets:** Second Tuesday, 12:00 noon—Wilson's Visitor Bureau, 209 Broad Street, Wilson, NC

## **DESCRIPTION OF BOARDS, COMMISSIONS AND COMMITTEES**

### **Section 5.03**

### **WILSON ECONOMIC DEVELOPMENT COUNCIL**

**Duties:**

- To develop and execute short- (one to two years) and long-range (over two years) plans for creation of jobs and overall economic growth. These plans should include, but not be limited to:
  - Exploring what other communities are doing
  - Developing strategy
  - Advertising and marketing the area
  - Setting quantifiable goals.
- To bring together the necessary resources to meet the short and long range plans established.
- To develop and implement marketing strategy for Wilson County industrial development and job creation.

**Term:** Three years (staggered)

**Meets:** First Tuesday at 8:00 a.m.—WEDC Office – Walston Center, 126 Nash Street, W, Wilson, NC

### **Section 5.04**

### **WILSON HOUSING AUTHORITY**

**Duties:** Set policy under which City of Wilson Housing Authority operates.

**Term:** Five years (staggered)

**Meets:** Second Tuesday at 8:00 a.m.—Wilson Housing Authority

### **Section 5.05**

### **WILSON INDUSTRIAL AIR CENTER COMMISSION**

**Duties:**

- To serve as an advisory committee to the City Council and to make recommendations to Council in regard to the general control, management, operation, construction, enlargement, improvement, maintenance, equipment and regulation of the City of Wilson Industrial Air Center.
- To study and make recommendations concerning rules, regulations and ordinances for the management, government and use of the Industrial Air Center including, but not limited to, such things as runway use limitations, taxiing rules, traffic rules, ground rules, fire and police regulations, etc.
- To make recommendations to City Council with regard to the fees or rental for the use of the City of Wilson Industrial Air Center and the charges for any services or accommodations and the terms and conditions under which such facilities may be used including, but not limited to, landing and airport use fees, ground leases, fixed base operator contracts, franchises, etc.

**Term:** Three years (staggered)

**Meets:** Third Tuesday at 8:00 a.m.—Conference Room, Wilson Industrial Air Center

## **DESCRIPTION OF BOARDS, COMMISSIONS AND COMMITTEES**

### **Section 5.06**

### **WILSON PARKING COMMISSION**

**Duties:** To study the parking needs of the City of Wilson and periodically make recommendations and reports to City Council and the City Manager concerning the parking needs, regulations and other matters in the City of Wilson.

**Term:** Three years (staggered)

**Meets:** Third Wednesday at 12:00 noon (As Needed)—Location to be announced