

Part 6. Downtown Aberdeen Advisory Board

**§ 152-41 through § 152-45. Reserved. Downtown Aberdeen Advisory Board**

(A) The name of this organization is the Downtown Aberdeen Advisory Board, hereinafter referred to as the "DAAB".

(B) The principle office of the organization shall be within the Town of Aberdeen's Planning and Inspections Department.

(1) The DAAB will be served by a "Downtown Administrator". For the purposes of this section the "Downtown Administrator" can be defined as a Planning and Inspection Department staff member or other designee appointed by the Planning and Inspections Director.

(C) The DAAB shall be governed by the Ordinances of the Town of Aberdeen, the Laws of the State of North Carolina and these rules of procedure. The Chair may from time to time refer to rules set forth in the current edition of Robert's Rules of Order Newly Revised to assist in the running of orderly meetings.

§ 152-42 Purpose and Powers.

(A) The DAAB's jurisdiction shall apply to the adopted Main Street District, additionally referred to as the Commercial Business District (CBD). The CBD is conveyed as shown on the Commercial Business District map, attached as Appendix N, and may be amended by the Board of Commissioners periodically.

(B) The general purpose of the DAAB is to serve as an advisor to the Town's Board of Commissioners subject to such limitations as may be imposed by state law or by ordinances of the town. The DAAB shall be embodied for the following purposes:

(1) Advise and assist the Downtown Administrator with developing annual comprehensive strategic work plans;

(2) Advise, deliberate and make recommendations to the Board of Commissioners to help facilitate the implementation of Downtown Streetscape Masterplan;

(3) Serve to support economic development efforts, and the marketing and promotion of downtown;

(4) Identify appropriate uses for downtown and identify developers/investors for downtown development;

(5) Recommend policy to the Board of Commissioners for the continued

development and sustainability of downtown;

(6) Develop financial tools for downtown development;

(7) Promote and facilitate the improvement of downtown infrastructure, including water, public safety, parks, parking, transportation, utilities, sidewalks, sewer, and streetscape;

(8) Promote and facilitate a program to assist in business retention in the downtown;

(9) Promote and facilitate a marketing program to increase sales, visitors, and awareness of downtown;

(10) Provide the Board of Commissioners with representative community participation in preparing and implementing plans and reports concerning development of downtown;

(11) Promote, facilitate, and act as liaison to catalytic developments significantly affecting the downtown area;

(12) Promote and support downtown as a special event location;

(13) Encourage the historic preservation, protection and use of Aberdeen's downtown area.

§ 152-43 Composition and Organization.

(A) The DAAB shall consist of seven posts including two alternates. Of the five regular posts, four shall be filled by a "Downtown Stakeholder", and the fifth post will be as an "at large" seat, filled by a resident of the Town or the Town's ETJ. Of the two alternates, one shall be a "Downtown Stakeholder" and one shall be an additional "at large" post, filled by an resident of the Town or the Town's ETJ.

(1) "Downtown Stakeholder" for the purposes of this section, can be defined as any party whom owns property within the CBD, representative of any business addressed in the CBD, or permanent residents of the CBD.

(B) DAAB Members shall be appointed, and eligible for reappointment, by the Board of Commissioners upon staff recommendation.

(C) The DAAB shall consist of seven appointed members; five regular members and two alternate members. All members appointed to regular and alternate posts will serve two year terms from the expiration of the post to which they fill.

(1) Member Posts & Eligibility: Appointments shall be to any vacant posts, with the newly appointed member adopting the post term to which they are appointed. Appointees must be eligible for the post they represent, and when appointed, their term shall expire according to the post to which they were appointed, as follows:

(a) Post One (1). Term expires on January 1 of even numbered years. Post to be filled by a "Downtown Stakeholder".

(b) Post Two (2). Term expires on January 1 of even numbered years. Post to be filled by a "Downtown Stakeholder".

(c) Post Three (3). Term expires on January 1 of even numbered years. Post to be filled by a "Downtown Stakeholder".

(d) Post Four (4). Term expires on January 1 of odd numbered years. Post to be filled by a "Downtown Stakeholder".

(e) Post Five (5). Term expires on January 1 of odd numbered years. Post to be filled by any resident of the Town, or the Town's ETJ.

(f) Alternate Post One (1). Term expires on January 1 of even numbered years. Post to be filled by a "Downtown Stakeholder".

(g) Alternate Post Two (2). Term expires on January 1 of odd numbered years. Post to be filled by any resident of the Town, or the Town's ETJ.

(D) Annually, the DAAB shall elect a chair and vice-chair for the coming year. The chair and vice chair shall hold office for one year and shall be eligible for reelection. The chair shall preside over all meetings of the DAAB. The vice-chair shall assist the chair and shall serve as acting chair in the absence of the chair. If the chair is vacated the vice-chair shall become the chair for the remainder of the vacated term.

(E) Any member who misses more than three consecutive regular meetings or more than one-half the regular meetings actually held in a calendar year shall by that fact cease to be a DAAB member. A vacancy created under this Section § 152-43 (E) shall be treated as any other vacancy for purposes of filling the vacated post.

(F) No DAAB member shall take part in the hearing, consideration, or deliberation of

any case or matter before the DAAB in which the DAAB member, or any member of the DAAB member's family, either directly or indirectly, is a party or has any financial interest.

(G) The DAAB shall have three standing committees and may develop subcommittees as it finds necessary and convenient. The three standing committees may gather concurrently if seen fit by the DAAB and/or Downtown Administrator. The chair and standing Downtown Administrator shall designate the membership of all committees. Each DAAB member must serve on at least one the three standing committees. The chair shall be either an active or ex officio member of all committees.

(1) Standing Committees:

(a) Entrepreneur Recruitment

(b) Home Décor and Design

(c) Arts and Culture

§ 152-44 Meetings.

(A) The DAAB shall hold regular meetings on a date to be determined by the Downtown Administrator in conjunction with the seven appointed members of the DAAB.

(B) The chair and/or the Downtown Administrator may call special meetings. A majority of the DAAB may in writing demand its members call a meeting. Written notice of a special meeting shall be provided to all members at least one week in advance of the proposed meeting date.

(C) Whenever there is no business for the DAAB the chair and/or the Downtown Administrator may cancel a meeting by giving notice to all members not less than twenty-four hours before the time set for the meeting. In the event of severe weather or other sufficient cause the chair and/or the Downtown Administrator may cancel a meeting by giving reasonable notice to all members before the time set for the meeting. In the case of a meeting called by a majority of the DAAB the chair and/or the Downtown Administrator may cancel the meeting only upon concurrence of a majority of the DAAB.

(D) A majority of members shall constitute a quorum for the conduct of business of the DAAB.

(E) All meetings shall be noticed and open to the public as provided by law. Any person who may be substantially affected by final action in any matter that comes before the DAAB may appear in person or by agent or attorney to make presentations respecting any such matter. The chair may impose reasonable restraints on presentations.

(F) Members must be present to vote on any matter. Except as may be otherwise required by these rules or other prevailing law, any motion to be carried must have the vote of the

majority of sitting members. The chair shall be eligible to vote as any other member.

§ 152-45      *Reserved.*