

TOWN OF NORLINA

COMMUNITY APPEARANCE COMMISSION

Recruitment, Eligibility, Application & Appointment Packet

This packet is designed to implement the membership, appointment, advisory-role, and community-representation provisions of the proposed Unified Development Ordinance and to complement the Town's Downtown Revitalization and Property Assessment Program.

SECTION 1 — PUBLIC RECRUITMENT ADVERTISEMENT

TOWN OF NORLINA

COMMUNITY APPEARANCE COMMISSION — CALL FOR APPLICATIONS

Help Shape the Future of Norlina

KEEP AN EYE ON NORLINA — AND HELP US BUILD WHAT COMES NEXT.

The Town of Norlina is accepting applications from interested citizens, property owners, business owners, and community representatives for appointment to the seven-member Norlina Community Appearance Commission.

The Commission will serve as the Town's primary advisory body on community appearance, downtown vitality,

revitalization, design, landscaping, streetscape improvements, and property conditions. Members will help identify

opportunities, recommend priorities, encourage reinvestment, support voluntary property improvements, and assist

the Town in carrying out a long-range vision for a stronger and more attractive Norlina.

Norlina is entering an important period of investment and growth. The Town is seeking people who are willing to work as a team, study issues fairly, listen to property owners and residents, and help turn plans into practical improvements.

Who May Apply?

Applicants must meet the eligibility requirements established by the Town's Unified Development Ordinance. An applicant must either (1) reside within the Town of Norlina, (2) reside within Norlina's extrajurisdictional planning jurisdiction (ETJ), or (3) be a downtown business/property owner or representative.

Who Are We Looking For?

The Board of Commissioners will seek a diverse cross-section of the community. Experience is welcomed in areas such as community development, property maintenance, architecture or design, construction, landscaping or horticulture, planning, real estate, business ownership, downtown investment, neighborhood improvement, historic preservation, or related fields. Professional credentials are not required.

Commitment

Members should be prepared to attend at least four regular meetings each year and additional meetings, workshops, property-review sessions, or community events when necessary. Members are expected to review materials, participate actively, disclose conflicts of interest, and approach all properties and applicants fairly. Applications are available at Norlina Town Hall, 139 Hyco Street, Norlina, NC, and through any additional locations or online methods announced by the Town.

APPLICATION DEADLINE: _____

RETURN APPLICATIONS TO: _____

QUESTIONS: _____

The Town of Norlina encourages qualified individuals with different backgrounds and perspectives to apply. Appointments will be made by the Norlina Board of Commissioners.

SECTION 2 — ELIGIBILITY & SERVICE REQUIREMENTS

TOWN OF NORLINA

COMMUNITY APPEARANCE COMMISSION

Applicant Eligibility, Service Expectations & Responsibilities

1. Commission Structure

The Norlina Community Appearance Commission consists of seven (7) members appointed by the Town Council/Board of Commissioners.

2. Minimum Eligibility — Applicant Must Meet At Least One

- ☐ I reside within the corporate limits of the Town of Norlina.
- ☐ I reside within Norlina's extrajurisdictional planning jurisdiction (ETJ).
- ☐ I am a downtown Norlina business owner, property owner, or authorized representative.
- Town staff will verify eligibility before an application is forwarded for scoring.

3. Appointment Considerations

The UDO directs the Board to consider demonstrated interest, experience, or involvement in community development, property maintenance, design, construction, landscaping, business ownership, or related fields and to seek a diverse cross-section of the community, including downtown/business, residential, and design/construction/planning perspectives.

Applicants do not have to be professionals in these fields. Community knowledge, practical experience, willingness to learn, sound judgment, and the ability to work constructively with others are valuable qualifications.

4. Terms and Attendance

Members serve staggered four-year terms. Initial appointments may be staggered to establish rotation. Members may be reappointed, but the proposed UDO limits service to two consecutive full terms without a break of at least one year. For recruitment and planning purposes, applicants should be willing to attend at least four regular meetings per year and understand that additional meetings, workshops, site-review sessions, training, or public-engagement activities may be required. Under the proposed UDO, three consecutive regular-meeting absences or failure to participate actively may be grounds for removal by the Board.

5. Expected Responsibilities

- Promote programs that improve Norlina's visual appearance and economic vitality.
- Advise the Board on aesthetics, beautification, redevelopment, and community appearance.
- Give special attention to downtown corridors, gateways, streetscape, façades, signage consistency, landscaping, walkability, business appeal, and historic character.

- Review staff property inventories and revitalization priorities under the Town's Downtown Revitalization and Property Assessment Program.

- Encourage voluntary property improvement, rehabilitation, preservation, and reinvestment.

- Review matters referred under the UDO and provide advisory recommendations to the appropriate Town authority.

- Participate fairly and consistently and base recommendations on adopted standards, policies, documented conditions, and the public interest.

6. Advisory Role — Not Enforcement

The Commission may identify conditions and recommend priorities, but it does not conduct enforcement inspections, determine violations, order enforcement against an owner, condemn property, or terminate lawful nonconforming rights. Those functions remain with the officials and boards authorized by the UDO and applicable law.

7. Conflict of Interest / Fairness

Members must disclose ownership, financial, family, business, or other conflicts involving matters under review and follow applicable Town conflict-of-interest requirements. Members are expected to treat similarly situated properties and applicants consistently and respectfully.

8. Applicant Acknowledgment

I have reviewed the eligibility and service expectations above and understand that appointment requires active participation and fair, advisory service to the Town.

Applicant Signature	Date

SECTION 3 — BLIND APPLICATION

TOWN OF NORLINA

COMMUNITY APPEARANCE COMMISSION APPLICATION

Confidential Identification Page — Detach Before Qualification Scoring

FOR TOWN USE: Applicant Number: AC-_____ Date Received: _____

This page contains identifying information. Town staff should verify eligibility, assign the Applicant Number above, and detach this page before the Board's qualification-based scoring of Parts B-F.

Full Name			
Home Address			
Mailing Address (if different)			
Phone			
Email			
Eligibility Basis	☐ Town Resident ☐ ETJ Resident ☐ Downtown Business ☐ Owner/Representative ☐ Downtown Property ☐ Owner/Representative		
Business / Property Name, if applicable			
Business / Property Address, if applicable			

I certify that the information supplied in this application is true and complete to the best of my knowledge.

Signature	
Date	

COMMUNITY APPEARANCE COMMISSION APPLICATION

BLIND QUALIFICATION REVIEW — DO NOT PLACE YOUR NAME OR ADDRESS ON THESE PAGES

Applicant Number: AC-_____

PART B — COMMUNITY CONNECTION & PERSPECTIVE

1. Which perspective(s) would you bring to the Commission? Check all that apply.

☐ Downtown/business district

☐ Residential/neighborhood

☐ Property ownership/investment

☐ Small business

☐ Construction/trades

☐ Architecture/design/planning

☐ Landscaping/horticulture

☐ Real estate/development

☐ Historic preservation

☐ Community/nonprofit service

☐ Public service

☐ Other: _____

2. Without identifying yourself, briefly describe your connection to Norlina and why you want to serve.

PART C — EXPERIENCE & SKILLS

Describe experience, training, volunteer service, employment, practical skills, or other background that would help you contribute to community appearance, downtown revitalization, property rehabilitation, business vitality, design, construction, landscaping, planning, or related work.

What practical skill, viewpoint, or strength would you most contribute to the Commission?

PART D — UNDERSTANDING THE ROLE

The Commission is an advisory body and is not the Town's code-enforcement authority. In your own words, how should the Commission work with property owners, Town staff, and the Board of Commissioners to improve downtown while remaining fair?

PART E — DOWNTOWN VISION

In your opinion, what is downtown Norlina's greatest opportunity over the next five years, and what is one realistic step the Town and property owners could take together to move toward it?

A property is unattractive and does not fit the Town's long-term downtown vision, but it is lawful and does not present a safety hazard. How would you approach that situation as a Commission member?

PART F — COMMITMENT & CONDUCT

☐ I am willing to attend at least four regular meetings per year and additional meetings/workshops when reasonably necessary.

☐ I am willing to review materials before meetings and participate actively.

☐ I am willing to complete training offered or required by the Town.

☐ I understand that Commission recommendations should be based on adopted standards and documented conditions rather than personalities or friendships.

☐ I am willing to disclose conflicts of interest and refrain from participation when required.

☐ I understand that the Commission encourages voluntary improvement but does not independently order enforcement, condemnation, or demolition.

Applicant Number: AC-_____