

City of Jacksonville

Advisory Boards and Committees Information

Please review the following information prior to submitting your application.

- Except for active duty military personnel, appointees to the City of Jacksonville Boards and Committees must be a registered voter within Onslow County.
- Applications will remain active and on file for a period of three years at which time applicants will be contacted to verify continued interest. If staff is unable to make contact or gain a response from the applicant, the application will be moved to an inactive status.
- Most appointments to City Advisory Committees are for 3 year staggered terms and most require City residency.
- Members must adhere to an attendance policy and may not miss 3 of 5, or 3 consecutive regular meetings.
- Applicants must participate in an interview process to be eligible for appointment.

Please refer to the Advisory Boards and Committees Information Summary below for Committee specific information.

All meetings of the City of Jacksonville Advisory Boards and Committee Meetings are open to the public. The City encourages you to attend meetings of any Committees that interests you to learn more about their purpose, specific work plan, and the responsibilities involved with the Committee.

Board of Adjustment

The Board of Adjustment hears and decides appeals from any order, decision, requirement, or interpretation from the zoning administrator, applications for variances, questions involving interpretations of the boundary lines on the official zoning map, or zoning ordinance text requirements, plus any other matter the Board is required to act upon. The Board meets the fourth Wednesday of the month at 4:00 PM in Meeting Rooms A&B at the Jacksonville City Hall, 815 New Bridge Street. They meet only when there is business to conduct. The Board is composed of four (4) members who reside within the City limits and one (1) member from the extraterritorial jurisdiction (ETJ). Two (2) additional members are appointed as alternates, one (1) who resides within the City, and one (1) from within the ETJ. Staff Liaison is Gary Ouellette, Chief Zoning/Code Enforcement.

Community Development Advisory Committee

The Community Development Advisory Committee provides input and advice to the staff as to the plan of work for the Community Development Program of the City and reviews the progress toward performance measures as included in the adopted Annual Action Plan. The Community Development Advisory Committee meets the third Thursday of every even month at 6:00 PM in Meeting Rooms A&B of Jacksonville City Hall, 815 New Bridge Street. The Committee is composed of nine (9) members who must reside within the City limits. Staff Liaison is Lillie Gray, Community Development Administrator.

Environmental and Appearance Advisory Committee

The Environmental and Appearance Advisory Committee advises the City on matters that work to achieve a Clean and Green Jacksonville. This includes efforts to beautify and enhance the visual quality of the City and its public rights-of-way, trails, and greenways; to reduce litter, encourage recycling and reduce non-recyclable solid waste; promote an environmentally sustainable community, conserve resources, habitat preservation, and educate the community, and encourage partnerships and community efforts that advance a Clean and Green Jacksonville. The Committee initiates and carries out community appearance projects and the City Tree Board is a component of the Committee. The Committee meets the first Thursday of the month at 6:00 PM in Meeting Rooms A&B of the Jacksonville City Hall, 815 New Bridge Street. The Committee is composed of eleven (11) members who must reside within the City limits. Staff Liaison is Glenn Hargett, Assistant Manager for Communications and Community Affairs.

City of Jacksonville Advisory Boards and Committees Information

Planning Advisory Board

The Planning Advisory Board recommends action to the City Council on subdivision plats, site plans (when applicable), rezoning, and special use permits. Also, recommends land use regulations, participates in the preparation or amendment of a comprehensive plan or ordinance; reports on matters referred to it by the City Council, and advises on strategic matters affecting development and land use within the community. The Planning Advisory Board meets the Monday after the first City Council Meeting of each month at 6:00 PM in Council Chambers of Jacksonville City Hall, 815 New Bridge Street. The Committee is composed of nine (9) members who reside within the City limits, of those, one (1) member each is appointed by the City Council from the following Advisory Committees: Environmental and Appearance, Recreation and Parks, and Water and Sewer. One member of the Planning Advisory Board is a resident of the extraterritorial jurisdiction (ETJ), who is appointed by the County Commissioners. Staff Liaison is Ryan King, Planning Administrator.

Recreation and Parks Advisory Committee

The Recreation and Parks Advisory Committee advises on public parks and playgrounds, athletic fields, recreation programs and other recreational facilities owned, operated or controlled by the City. The Committee is responsible for reviewing the City's Bicycle and Pedestrian Plan or equivalent. The Committee is composed of nine (9) members who reside within the City limits and meets the fourth Monday of each month at 6:00 PM in Meeting Rooms A&B of the Jacksonville City Hall, 815 New Bridge Street. Staff Liaison is Tim Chesnutt, Recreation and Parks Director.

Water and Sewer Advisory Committee

The Water and Sewer Advisory Committee advises the City Council on matters pertaining to the condition and capacity of the City's water and sewer system and provides strategic recommendations on City utilities. The Committee meets the second Thursday of each month at 5:30 PM in Meeting Rooms A&B of Jacksonville City Hall, 815 New Bridge Street, or as needed. The Board is composed of eleven (11) members who reside within the City limits except that at Council option, one (1) member may reside within the extraterritorial jurisdiction (ETJ). Staff Liaison is Frank Sanders, Public Services Director.

Onslow County Civic Affairs Committee

This Onslow County Committee evaluates civic infrastructure of the community using a civic rating index and recommends strategies for addressing community needs. In addition, the group is charged with Civic Education and advancing cooperative and collaborative efforts. The Onslow County Civic Affairs Committee meets on the first Thursday after the first Monday of every month at 12:00 Noon in the Johnson Boulevard Conference Room of Jacksonville City Hall, 815 New Bridge Street. The City of Jacksonville appoints six (6) residents of the City to this Onslow County Advisory Board.

Leadership Development Program

The purpose of the Leadership Development Program is to provide additional opportunities for citizen involvement in local government; to prepare members to fill future vacancies on the City's various boards and committees; and to provide opportunities for youth to participate in and enhance their understanding of the responsibilities of local government and their responsibilities as Citizens. Two (2) Leadership Development members may be appointed to each City Advisory Committee for a two-year term and appointees may not serve consecutive terms on the same advisory committee. Members must abide by the same attendance standards applicable to regular members.