

**I, Brittney Hunt, Town Clerk of the Town of Chapel Hill, North Carolina, hereby certify that the attached is a true and correct copy of (2025-06-11/R-12) adopted by the Chapel Hill Town Council on June 11, 2025.**



**This the 12th day of June, 2025.**

*Brittney N. Hunt*

**Brittney Hunt  
Town Clerk**

**RESOLUTION B**

(Enacting the Advisory Board Membership Policy Amendment)

**A RESOLUTION AMENDING THE ADVISORY BOARD MEMBERSHIP POLICY TO REVISE RULES FOR THE BOARDS AND COMMISSIONS ESTABLISHED IN THE LAND USE MANAGEMENT ORDINANCE (2025-06-11/R-12)**

WHEREAS, in response to a petition from Council members, over fourteen months Town staff assessed Town advisory boards and commissions; and

WHEREAS, one of the central recommendations of that assessment was for consistent, standard board practices, policies, and procedures; and

WHEREAS, on November 20, 2024 the Council voted to disband nine advisory boards; and

WHEREAS, on December 2, 2024 the Council enacted the ordinance (2024-11-20/O-1) on second reading, which in part, amended the Town Code to disband the Environmental Stewardship Advisory Board, Housing Advisory Board, and Transportation and Connectivity Advisory Board; and

WHEREAS, each of the boards and commissions established in the Land Use Management Ordinance, which include the Planning Commission, the Board of Adjustment, the Historic District Commission, and the Community Design Commission has seen challenges in filling vacancies, suggesting a warranted reduction in membership; and

WHEREAS, the Council of the Town of Chapel Hill has considered the proposal to amend the Land Use Management Ordinance to revise rules for advisory boards and commissions.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council removes the Environmental Stewardship Advisory Board, Housing Advisory Board, Transportation and Connectivity Advisory Board from the board specific policies sections in the Advisory Board Membership Policy, as follows:

SECTION 1. Remove the Environmental Stewardship Advisory Board specific policy

~~“Environmental Stewardship Advisory Board~~

<del>Seat Category</del>	<del>Seat Requirements</del>
<del>Regional Collaboration</del>	<del>Must be a non Town of Chapel Hill resident from Orange, Durham, Alamance or Chatham county. Preference given to having regional collaboration seats filled by applicants from different counties (i.e. one from Orange and one from Durham).</del>
<del>Regional Collaboration</del>	<del>Must be a non Town of Chapel Hill resident from Orange, Durham, Alamance or Chatham county. Preference given to having regional collaboration seats filled by applicants from different counties (i.e. one from Orange and one from Durham).</del>
<del>Chapel Hill Business Owner/Manager</del>	<del>Must own or manage a business that is located within the municipal limits of the Town of Chapel Hill.</del>

<b>Seat Category</b>	<b>Seat Requirements</b>
<b>UNC Chapel Hill Student (2 year term)</b>	Must be a UNC Chapel Hill student, but may live outside the municipal limits of the Town of Chapel Hill.
<b>Greenways Advocate</b>	Must live within the municipal limits of the Town of Chapel Hill and have demonstrated knowledge of Chapel Hill's greenways system as well as relevant laws, policies and adopted Council plans.
<b>Stormwater Advocate</b>	Must live within the municipal limits of the Town of Chapel Hill and have demonstrated knowledge of stormwater management and/or engineering as well as relevant laws, policies and adopted Council plans.
<b>Chapel Hill Resident</b>	Must live within the municipal limits of the Town of Chapel Hill. Preference given to applicants who also have demonstrated education, environmental sustainability or environmental stewardship.
<b>Chapel Hill Resident</b>	Must live within the municipal limits of the Town of Chapel Hill. Preference given to applicants who also have demonstrated education, environmental sustainability or environmental stewardship.
<b>Chapel Hill Resident</b>	Must live within the municipal limits of the Town of Chapel Hill. Preference given to applicants who also have demonstrated education, environmental sustainability or environmental stewardship.
<b>Chapel Hill Resident</b>	Must live within the municipal limits of the Town of Chapel Hill. Preference given to applicants who also have demonstrated education, environmental sustainability or environmental stewardship.

**Preference given to applicants who represent at least two of the Environmental Stewardship Advisory Board interest areas in addition to the seat requirements:**

1. People with disabilities
2. Seniors
3. Student (High School, College)
4. Professional experience in a science related field
5. UNC-CH Employee
6. Greenway enthusiast
7. Parents
8. Public Transit dependent
9. Business Community
10. Carrboro resident

**Non-Voting Liaisons:**

Chapel Hill Town Council Liaison  
 UNC Chapel Hill Sustainability Office Liaison  
 Chapel Hill Youth Council

**Appointing Body**

All members are appointed by the Chapel Hill Town Council except for the UNC Chapel Hill Student seat which is appointed by the UNC Chapel Hill Student Body President.

All non-voting liaisons are appointed by the group or organization that they represent.

## **Enabling Legislation that Impacts Membership**

### **Town Code Chapter 2 Article VII"**

#### SECTION 2. Remove the Housing Advisory Board specific policy

##### "Housing Advisory Board

<b>Seat Category</b>	<b>Seat Requirements</b>
<b>Non-Market Rate Housing Resident</b>	Must reside in non-market rate housing within the municipal limits of the Town of Chapel Hill (i.e. Public Housing, Habitat for Humanity or Community Home Trust properties).
<b>Homeowner or Tenant</b>	Must own or rent a residential property within the municipal limits of the Town of Chapel Hill as their primary residence.
<b>Homeowner or Tenant</b>	Must own or rent a residential property within the municipal limits of the Town of Chapel Hill as their primary residence.
<b>Homeowner or Tenant</b>	Must own or rent a residential a property within the municipal limits of the Town of Chapel Hill as their primary residence.
<b>Affordable Housing Advocate</b>	Must have demonstrated knowledge of or experience in affordable housing. Preference given to Applicants that live within the municipal limits of the Town of Chapel Hill.
<b>Non-Profit Housing Provider/Professional</b>	Must provide or support non-profit housing options within the municipal limits of the Town of Chapel Hill as part of their professional role. Preference given to Applicants that live within the municipal limits of the Town of Chapel Hill.
<b>For-Profit Developer</b>	Must provide or support for-profit housing options within the municipal limits of the Town of Chapel Hill as part of their professional role. Preference given to Applicants that live within the municipal limits of the Town of Chapel Hill.
<b>Real Estate Broker</b>	Must facilitate the buying and selling of property within the municipal limits of the Town of Chapel Hill as their primary professional responsibility. Must also live within the municipal limits of the Town of Chapel Hill.
<b>Housing, Planning or Public Policy Expert</b>	Must have demonstrated experience or education in housing, planning or public policy. Preference given to applicants that live within the municipal limits of the Town of Chapel Hill.

#### **Preference given to applicants who represent at least two of the Housing Advisory Board interest areas in addition to the seat requirements:**

1. People with disabilities
2. Seniors
3. Student (High School, College)
4. Parents
5. Public Transit dependent
6. Business Community
7. Carrboro Resident

#### **Non-Voting Liaisons:**

Chapel Hill Town Council Liaison  
UNC Chapel Hill  
UNC Healthcare  
Chapel Hill Youth Council Liaison

### **Appointing Body**

All members are appointed by the Chapel Hill Town Council.

All non-voting liaisons are appointed by the group or organization that they represent.

### **Enabling Legislation that Impacts Membership**

#### **Town Code Chapter 2 Article XI"**

#### **SECTION 3. Remove the Transportation and Connectivity Advisory Board specific policy**

"Transportation and Connectivity Advisory Board

<b>Seat Category</b>	<b>Seat Requirements</b>
<b>Regional Collaboration</b>	Must be a non-Town of Chapel Hill resident from Orange, Durham, Alamance or Chatham county. Preference given to having regional collaboration seats filled by applicants from different counties (i.e. one from Orange and one from Durham).
<b>Regional Collaboration</b>	Must be a non-Town of Chapel Hill resident from Orange, Durham, Alamance or Chatham county. Preference given to having regional collaboration seats filled by applicants from different counties (i.e. one from Orange and one from Durham).
<b>UNC Chapel Hill Student (2 year term)</b>	Must be a UNC Chapel Hill student, but may live outside the municipal limits of the Town of Chapel Hill.
<b>Bicycle Advocate</b>	Must live within the municipal limits of the Town of Chapel Hill and have demonstrated knowledge of Chapel Hill's bicycling environment as well as relevant laws, policies and adopted Council plans.
<b>Greenways Advocate</b>	Must live within the municipal limits of the Town of Chapel Hill and have demonstrated knowledge of Chapel Hill's greenways system as well as relevant laws, policies and adopted Council plans.
<b>Chapel Hill Resident</b>	Must live within the municipal limits of the Town of Chapel Hill.
<b>Chapel Hill Resident</b>	Must live within the municipal limits of the Town of Chapel Hill.
<b>Chapel Hill Resident</b>	Must live within the municipal limits of the Town of Chapel Hill.
<b>Chapel Hill Resident</b>	Must live within the municipal limits of the Town of Chapel Hill.

**Preference given to applicants who represent at least two of the Transportation and Connectivity Advisory Board interest areas in addition to the seat requirements:**

- 1.—Pedestrians
- 2.—People with disabilities
- 3.—Public transit dependent
- 4.—Bicyclists

- 5. ~~Seniors~~
- 6. ~~Student (High School, College)~~
- 7. ~~Greenway enthusiast~~
- 8. ~~Civil engineering~~
- 9. ~~Former bus driver~~
- 10. ~~Parents~~
- 11. ~~Commuter~~
- 12. ~~Business Community~~
- 13. ~~Carrboro Resident~~

#### **Non-Voting Liaisons:**

Chapel Hill Town Council Liaison  
 UNC Chapel Hill Transportation Liaison  
 Town of Chapel Hill Youth Council Liaison

#### **Appointing Body**

All members are appointed by the Chapel Hill Town Council except for the UNC Chapel Hill Student seat which is appointed by the UNC Chapel Hill Student Body President.

All non-voting liaisons are appointed by the group or organization that they represent.

#### **Enabling Legislation that Impacts Membership**

Town Code Chapter 2 Article VIII"

BE IT FURTHER RESOLVED that the Council creates board specific policies sections for the Board of Adjustment and Historic District Commission, as follows:

#### **SECTION 4. Create the Board of Adjustment Board specific policy**

"Board Of Adjustment

<b>Seat Category</b>	<b>Seat Requirements</b>
<b>Extra Territorial Jurisdiction Resident (ETJ)</b>	Must live within the Town of Chapel Hill's Extraterritorial Jurisdiction.
<b>Joint Planning Area Resident (JPA) or Extra Territorial Jurisdiction Resident (ETJ)</b>	Must live within the Town of Chapel Hill's Joint Planning Area or the Extraterritorial Jurisdiction as outlined in the Joint Planning Agreement.
<b>Chapel Hill Resident</b>	Must live within the municipal limits of the Town of Chapel Hill.
<b>Chapel Hill Resident</b>	Must live within the municipal limits of the Town of Chapel Hill.
<b>Chapel Hill Resident</b>	Must live within the municipal limits of the Town of Chapel Hill.
<b>Chapel Hill Resident</b>	Must live within the municipal limits of the Town of Chapel Hill.



### **Appointing Body**

All members are appointed by the Chapel Hill Town Council.

### **Enabling Legislation that Impacts Membership**

North Carolina General Statute 160D-303

Town of Chapel Hill Land Use Management Ordinance Article 8"

BE IT FURTHER RESOLVED that the Council amends the Advisory Board Membership Policy as follows:

SECTION 6. Remove the subsection titled Voting under the Community Design Commission board specific policy

#### **"Voting**

~~The concurring vote of four (4) members shall be necessary to take any official action to approve or deny an application or permit. The concurring majority vote of the quorum shall be necessary to conduct other business, including making a recommendation on an application to be considered by the council."~~

SECTION 7. Amend the table for Seat Category and Seat Requirements under the Planning Commission board specific policy

<u>"Seat Category</u>	<u>Seat Requirements</u>
<u>Community Design Commission Champion</u>	<del>Must live within the municipal limits of the Town of Chapel Hill and have demonstrated education, special training, experience, or interest in community design. Preference given to applicants who are currently serving or have previously served on the Town of Chapel Hill's Community Design Commission.</del>  <del>The Champion is expected to:</del>  <del>1. Have frequent conversations with the chair of the Town of Chapel Hill's Community Design Commission so as to ensure an accurate understanding of the board's position on each development application/question that comes before the Planning Commission.</del>  <del>2. Represent the views of the Town of Chapel Hill's Community Design Commission during Planning Commission deliberations.</del>  <del>3. Negotiate necessary tradeoffs with other Planning Commission members so that a recommendation can be made to Council which represents the Chapel Hill Community's values and interests.</del>



	<p><del>If the Champion fails to meet these expectations, the Community Design Commission may, at any time, recommend to the Chapel Hill Town Council that the Champion be replaced.</del></p>
<p><del>Environmental Stewardship Advisory Board Champion</del></p>	<p><del>Must live within the municipal limits of the Town of Chapel Hill and have demonstrated education, special training, experience, or interest in environmental stewardship. Preference given to applicants who are currently serving or have previously served on the Town of Chapel Hill's Environmental Stewardship Advisory Board.</del></p> <p><del>The Champion is expected to:</del></p> <ol style="list-style-type: none"> <li><del>1. Have frequent conversations with the chair of the Town of Chapel Hill's Environmental Stewardship Advisory Board so as to ensure an accurate understanding of the board's position on each development application/question that comes before the Planning Commission.</del></li> <li><del>2. Represent the views of the Town of Chapel Hill's Environmental Stewardship Advisory Board during Planning Commission deliberations.</del></li> <li><del>3. Negotiate necessary tradeoffs with other Planning Commission members so that a recommendation can be made to Council which represents the Chapel Hill Community's values and interests.</del></li> </ol> <p><del>If the Champion fails to meet these expectations, the Environmental Stewardship Advisory Board may, at any time, recommend to the Chapel Hill Town Council that the Champion be replaced.</del></p>
<p><del>Housing Advisory Board Champion</del></p>	<p><del>Must live within the municipal limits of the Town of Chapel Hill and have demonstrated education, special training, experience, or interest in housing. Preference given to applicants who are currently serving or have previously served on the Town of Chapel Hill's Housing Advisory Board.</del></p> <p><del>The Champion is expected to:</del></p> <ol style="list-style-type: none"> <li><del>1. Have frequent conversations with the chair of the Town of Chapel Hill's Housing Advisory Board so as to ensure an accurate understanding of the board's position on each development application/question that comes before the Planning Commission.</del></li> <li><del>2. Represent the views of the Town of Chapel Hill's Housing Advisory Board during Planning Commission deliberations.</del></li> <li><del>3. Negotiate necessary tradeoffs with other Planning Commission members so that a recommendation can be made to Council which represents the Chapel Hill Community's values and interests.</del></li> </ol> <p><del>If the Champion fails to meet these expectations, the Housing Advisory Board may, at any time, recommend to the Chapel Hill Town Council that the Champion be replaced.</del></p>

Transportation and Connectivity Advisory Board Champion	<p>Must live within the municipal limits of the Town of Chapel Hill and have demonstrated education, special training, experience, or interest in transportation and connectivity. Preference given to applicants who are currently serving or have previously served on the Town of Chapel Hill's Transportation and Connectivity Advisory Board.</p> <p>The Champion is expected to:</p> <ol style="list-style-type: none"> <li>1. Have frequent conversations with the chair of the Town of Chapel Hill's Transportation and Connectivity Advisory Board so as to ensure an accurate understanding of the board's position on each development application/question that comes before the Planning Commission.</li> <li>2. Represent the views of the Town of Chapel Hill's Transportation and Connectivity Advisory Board during Planning Commission deliberations.</li> <li>3. Negotiate necessary tradeoffs with other Planning Commission members so that a recommendation can be made to Council which represents the Chapel Hill Community's values and interests.</li> </ol> <p>If the Champion fails to meet these expectations, the Transportation and Connectivity Advisory Board may, at any time, recommend to the Chapel Hill Town Council that the Champion be replaced.</p>
Extra Territorial Jurisdiction Resident (ETJ)	Must live within the Town of Chapel Hill's Extraterritorial Jurisdiction.
Joint Planning Area Resident (JPA) or Extra Territorial Jurisdiction Resident (ETJ)	Must live within the Town of Chapel Hill's Joint Planning Area or the Extraterritorial Jurisdiction as outlined in the Joint Planning Agreement
Chapel Hill Resident	Must live within the municipal limits of the Town of Chapel Hill and have demonstrated education, special training, experience, or interest in urban planning, a design field (such as architecture or landscape design)- <del>or</del> , construction, <b><u>environmental sustainability, housing, or transportation.</u></b>
Chapel Hill Resident	Must live within the municipal limits of the Town of Chapel Hill and have demonstrated education, special training, experience, or interest in urban planning, a design field (such as architecture or landscape design)- <del>or</del> , construction, <b><u>environmental sustainability, housing, or transportation.</u></b>
Chapel Hill Resident	Must live within the municipal limits of the Town of Chapel Hill and have demonstrated education, special training, experience, or interest in urban planning, a design field (such as architecture or landscape design)- <del>or</del> , construction, <b><u>environmental sustainability, housing, or transportation.</u></b>
Chapel Hill Resident	Must live within the municipal limits of the Town of Chapel Hill and have demonstrated education, special training, experience, or interest in urban planning, a design field (such as architecture or landscape design)- <del>or</del> ,

	construction, <b><u>environmental sustainability, housing, or transportation.</u></b>
<b>Chapel Hill Resident</b>	<b><u>Must live within the municipal limits of the Town of Chapel Hill and have demonstrated education, special training, experience, or interest in urban planning, a design field (such as architecture or landscape design), construction, environmental sustainability, housing, or transportation.</u></b>

SECTION 8. Amend the list of preferences for applicants under the Planning Commission board specific policy to remove the following entry

~~"11. Carrboro Resident"~~

SECTION 9. Amend the section titled Quorum

"For the Grievance Hearing Board, quorum is 5 members. For the Board of Adjustment, Historic District Commission, and Planning Commission, ~~and the quorum is 6 members.~~ For the Community Design Commission, quorum is 4 members, **equal to a majority of members including any vacant seats.** For all other advisory boards, quorum is a majority of members excluding any vacant seats."

SECTION 10. Remove the following paragraph from the section titled Appointment Process (other paragraphs to remain the same)

~~"The Council also requests that the Community Design Commission, Environmental Stewardship Advisory Board, Housing Advisory Board and Transportation and Connectivity Advisory Board review all applications for the Champion seat that will represent its board or commission on the Planning Commission. The board or commission's recommendation should clearly articulate the reasons why it is recommending a particular applicant or declining to recommend any applicant. The recommendation shall be submitted in writing to the Town Clerk no later than April 25."~~

SECTION 11. Amend the section titled Dual Membership

~~"Members of standing boards may apply for a different board or commission seat without having to resign unless and until the appointment is made. A current member of the Community Design Commission, Environmental Stewardship Advisory Board, Housing Advisory Board or Transportation and Connectivity Advisory Board may apply to serve as the Planning Commission Champion representing the board on which he or she currently sits."~~

Members of a standing board are eligible for appointment to an ad hoc committee or task force concurrent with their service on a standing board. Individuals may serve on multiple ad hoc committees or task forces concurrently."

#### SECTION 12. Amend the section titled Consecutive Terms

"No one shall serve on an advisory board or commission for more than two consecutive full terms, **except in the case of the Board of Adjustment. An individual may serve on the Board of Adjustment for up to three consecutive full terms, provided at least one but no more than two of those full terms is an appointment to an Alternate Member seat.**

Following a one-year absence, an individual is eligible to serve again on the same board or commission. The Council may reappoint an individual to a board or commission for an additional one-year term following two consecutive terms, by resolution for the purpose of completing ongoing projects.

Additionally, when a vacancy occurs before the scheduled end of a term, the person appointed to such a vacancy shall complete the term of the seat. This is considered a partial term and the individual will be eligible for two additional full-terms on the board, **or three in the case of the Board of Adjustment.**"

#### SECTION 13

This resolution shall be effective July 1, 2025.

This the 11th day of June, 2025.