
Profile

Whenever possible, submit your application prior to the scheduled meeting of the affected advisory board so that they can consider all applications prior to making a recommendation to Council.

Public Records Statement

I acknowledge that all information submitted in this application becomes a public record and will be searchable online. The Town is not able to remove information from the public record once it has been posted.

☒ I Agree

andrewsfamilync4@gmail.com

Email Address

Kimberly

First Name

Middle
Initial

Andrews

Last Name

400 East Franklin Street

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27514

Postal Code

Home: (919) 215-7319

Primary Phone

Alternate Phone

Residency within the Town limits is required for membership on most Council advisory bodies. Memberships of some committees and task forces may be composed of up to forty percent of non-Town residents.

What district do you live in? *

☒ Chapel Hill Town limits (Purple)

[Please consult the town maps HERE if you are unsure](#)

If you are a Chapel Hill Resident, How long have you lived here?

☒ 0-12 months

The Council encourages you to visit a meeting of the group that you are interested in serving on. Please choose no more than two groups from the list below to which you would like to apply.

Which Boards would you like to apply for?

Community Design Commission: Eligible

Kimberly Andrews

Select a Seat Category for the Chapel Hill Downtown Partnership

☒ Chapel Hill Town Resident

Select a Seat Category for the Community Design Commission

☒ Chapel Hill Resident

Which Board is your First Choice? *

☒ Community Design Commission

How did you find out about this opportunity? (select all that apply)

- ☒ Advisory Board or Council member
- ☒ Other (provide additional information below)

If you chose "Other" from the advertising opportunity listed above, please specify:

Interests & Experiences

Question applies to multiple boards

How do you describe your previous advisory board experience?

☒ Non-Chapel Hill Board Experience

What perspective(s) do you bring to the board(s), commission(s), committee(s) or task force(s) to which you are applying?

Key Perspectives I Bring to the Design and Planning Town Commission Community-Centric Insight My extensive experience in community engagement, including organizing and securing volunteers for system-wide tours and liaising with local volunteer groups, has equipped me with a strong understanding of the importance of community involvement. Additionally, my work with the Town of Carrboro, specifically through my involvement with the Arts Committee, provided valuable insight into the unique needs of local residents and how to integrate diverse voices into planning and development efforts. I prioritize community-first approaches that ensure all stakeholders feel heard and valued in the decision-making process. **Strategic Planning and Project Management** From coordinating logistics for statewide campus tours to managing large-scale events like the Carrboro Music Festival, I've developed a solid skill set in strategic planning and project management. This includes overseeing all aspects of event logistics, collaborating with various departments, and ensuring that all initiatives are executed on time and within budget. My ability to manage these efforts with precision will translate well to long-term planning and development work within the town. **Analytical and Data-Driven Decision Making** I am adept at using data and analytics to inform my decisions, whether it's gathering community feedback, tracking event success metrics, or evaluating the impact of policies. This ability to make evidence-based decisions ensures that planning efforts are not only effective but sustainable, providing long-term benefits for the community. **Collaborative Approach** My experience in cross-campus collaboration at UNC-CH has strengthened my ability to communicate and work with a variety of stakeholders, from town officials to local residents and outside partners. Working with the Town of Carrboro and its various committees, I've learned the importance of building consensus and fostering teamwork to achieve shared goals. I believe that collaboration is essential for successful planning and development, as it brings diverse perspectives and expertise to the table. **Understanding of Local Regulations and Policies** In my role working for the Town of Carrboro, I gained valuable experience navigating municipal policies, ensuring compliance for community events, and helping to develop policies that align with both local needs and regulatory frameworks. This exposure has given me a solid foundation in understanding local regulations and how to balance them with community goals, ensuring that all planning efforts are legally sound and beneficial to residents. **Experience with Boards, Quorums, and Voting Processes** Through my involvement with various boards at UNC-CH, I have gained a comprehensive understanding of organizational structures, quorums, and the formalities surrounding voting procedures. I am familiar with the importance of ensuring a quorum for decision-making and have a deep understanding of common terminology such as motions, seconds, amendments, and resolutions. This knowledge will be crucial when working with the Town Commission, as I can navigate the procedural aspects of meetings and contribute effectively to decision-making processes. I understand the need for transparency, adherence to bylaws, and ensuring that decisions reflect the best interests of the community.

Please provide a brief summary of any other relevant qualifications (skills, abilities, interests and/or experience) you bring.

As a native of Chapel Hill, I have had the unique opportunity to witness firsthand the town's growth and transformation over the years. This personal experience has given me a deep understanding of the community's needs and aspirations. Additionally, my father was a business owner on Franklin Street and later a contractor, which provided me with a unique insight into the past, present, and future possibilities of our town. North Carolina's long-term growth goals focus on fostering economic development, enhancing infrastructure, and promoting sustainable practices. These goals are closely aligned with the strategic objectives of Chapel Hill, which include improving transportation, expanding affordable housing, and supporting local businesses. My extensive experience in project management, community engagement, and strategic planning positions me well to contribute valuable insights into how Chapel Hill can continue to thrive while aligning with the broader goals of North Carolina. I am committed to leveraging my skills to support the town's vision for a vibrant, inclusive, and sustainable future. My diverse skill set and deep connection to Chapel Hill enable me to provide valuable insights and contribute effectively to the board, commission, committee, or task force. I am dedicated to supporting the town's vision for a vibrant, inclusive, and sustainable future.

Question applies to Community Design Commission

Do you have special interest, experience, or education/training in design field, architecture, landscape design, horticulture, city planning, green design, place making or related fields? If yes, please explain.

I have a broad and diverse background in design, landscape architecture, and horticulture. Growing up, I worked alongside my father, who was a contractor, on various house sites. This hands-on experience gave me a unique understanding of the construction process, from reading architectural plans to working with materials and implementing landscape design. I became familiar with every phase of building—from the foundation to the final touches—and developed a keen eye for how design and function intersect in residential and outdoor spaces. In addition, my time at the North Carolina Botanical Garden expanded my knowledge of sustainable landscaping, native plant species, and horticulture. Combining these experiences, I've gained a well-rounded perspective on design that spans architecture, landscape, and ecological considerations. I believe this diverse skill set equips me to bring practical insight and creative solutions to the Community Design Board, especially in ensuring that our public spaces are functional, sustainable, and aesthetically pleasing.

You may upload a supporting document (e.g., CV or resume). **Please be advised that any information submitted becomes a public record and may be searchable online.**

Demographics

The Town Council seeks to attract persons from diverse backgrounds and believes that childcare and transportation is a potential barrier for qualified and interested applicants. See the [Childcare and Transportation Assistance pilot](#) for further details. In order to consider this application and provide some balance to the various boards, this personal information is required:

Ethnicity *

☒ Caucasian/Non-Hispanic

Gender *

☒ Female

If other, please describe:

Please select your age from the following list. *

☒ over 55

UNC Health Foundation-
Senior Philanthropy
Program Coordinator

Occupation

Are you a caregiver for or identify with a disability?

☐ Yes ☒ No

Have you participated in the Peoples Academy?

☐ Yes ☐ No

Are you a Town of Chapel Hill employee?

☐ Yes ☐ No

Ethics Statement

ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS

Members of advisory boards and commissions shall not vote on any matter in which they have a conflict of interest or an interest which reasonably might appear to be in conflict with the concept of fairness in dealing with public business. A conflict of interest or a potential conflict occurs if the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member. In addition, members of the Historic District Commission and Board of Adjustment, when these boards are hearing cases, serve as quasi-judicial bodies. Pursuant to General Statute 160D-109(d), members of these boards “shall not participate in or vote on any quasi-judicial matter in a manner that would violate affected persons’ constitutional rights to an impartial decision maker. Impermissible violations of due process include, but are not limited to, a member having a fixed opinion prior to hearing the matter that is not susceptible to change, undisclosed ex parte communications, a close familial, business, or other associational relationship with an affected person, or a financial interest in the outcome of the matter.” Any member who violates these Ethics Guidelines may be subject to removal from the board or commission. If the advisory board or commission member believes he/she has a conflict of interest then that member shall recuse himself/herself from voting on the matter. In cases where the individual member or the advisory board or commission establishes a conflict of interest, then the advisory board or commission member shall remove themselves from the voting area. Any advisory board or commission member may seek the counsel of the Town Attorney on questions regarding the interpretation of these ethics guidelines or other conflict of interest matters. The interpretation may include a recommendation on whether or not the advisory board or commission member should excuse himself/herself from voting. The advisory board or commission member may request the Town Attorney respond in writing.

☒ I Agree *

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test

Profile

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Public Records Statement

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☒ I Agree

jbigsro@gmail.com

Email Address

John

First Name

Middle
Initial

Biggs

Last Name

814 Perkins Dr

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27514

Postal Code

Mobile: (919) 510-1353

Primary Phone

Mobile: (919) 510-1353

Alternate Phone

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What district do you live in? *

☒ Chapel Hill Town limits (Purple)

[Please consult the town maps HERE if you are unsure](#)

If you are a Chapel Hill Resident, How long have you lived here?

☒ 0-12 months

The Council encourages you to visit a meeting of the group that you are interested in serving on. Please choose no more than two groups from the list below to which you would like to apply.

Which Boards would you like to apply for?

Community Design Commission: Eligible

Select a Seat Category for the Chapel Hill Downtown Partnership

None Selected

Select a Seat Category for the Community Design Commission

☒ Chapel Hill Resident

Which Board is your First Choice? *

☒ Community Design Commission

How did you find out about this opportunity? (select all that apply)

☒ Internet

If you chose "Other" from the advertising opportunity listed above, please specify:

Interests & Experiences

Question applies to multiple boards

How do you describe your previous advisory board experience?

☒ Little or No Experience

What perspective(s) do you bring to the board(s), commission(s), committee(s) or task force(s) to which you are applying?

I'm a registered architect, so am interested in design-oriented topics, architecture, and communities. My wife and I have several children and just moved back to Chapel Hill after about 5 years away. We love the area here. We enjoy the bike-ability of the town, the bike/walking trails, parks, history and architecture, and the community as a whole.

Please provide a brief summary of any other relevant qualifications (skills, abilities, interests and/or experience) you bring.

I have about 25 years of experience as a licensed architect, a Master of Architecture degree with a certificate in historic preservation, and a concentration in city planning; I went back to school to get an MBA in 2006. I am a LEED AP, and I have several ICC certifications with expertise in the building code and as an accessibility inspector. I enjoy doing things with my family, bicycling, playing violin, and Rotary (currently non-active).

John Biggs

Question applies to Community Design Commission

Do you have special interest, experience, or education/training in design field, architecture, landscape design, horticulture, city planning, green design, place making or related fields? If yes, please explain.

I have about 30 years of experience as a licensed architect, a Master of Architecture degree with a certificate in historic preservation, and a concentration in city planning; I went back to school to get an MBA in 2006. I am a LEED AP, and I have several ICC certifications for expertise with the building code and as an accessibility inspector.

You may upload a supporting document (e.g., CV or resume). **Please be advised that any information submitted becomes a public record and may be searchable online.**

Demographics

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Ethnicity *

☒ Caucasian/Non-Hispanic

Gender *

☒ Male

If other, please describe:

Please select your age from the following list. *

☒ over 55

Architect/Construction
Project Manager

Occupation

Are you a caregiver for or identify with a disability?

☐ Yes ☒ No

Have you participated in the Peoples Academy?

☐ Yes ☒ No

Are you a Town of Chapel Hill employee?

☐ Yes ☒ No

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☒ I Agree *

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☒ I Agree

annieoommen98@gmail.com

Email Address

Rachel

First Name

Middle
Initial

Oommen

Last Name

1300 Fordham Boulevard

Street Address

Apt 203

Suite or Apt

Chapel Hill

City

NC

State

27514

Postal Code

Mobile: (919) 896-1321

Primary Phone

Alternate Phone

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What district do you live in? *

☒ Chapel Hill Town limits (Purple)

[Please consult the town maps HERE if you are unsure](#)

If you are a Chapel Hill Resident, How long have you lived here?

☒ 4-9 years

The Council encourages you to visit a meeting of the group that you are interested in serving on. Please choose no more than two groups from the list below to which you would like to apply.

Which Boards would you like to apply for?

Community Design Commission: Eligible

Select a Seat Category for the Chapel Hill Downtown Partnership

☒ Chapel Hill Town Resident

Select a Seat Category for the Community Design Commission

☒ Chapel Hill Resident

Question applies to Planning Commission

Select a Seat Category for the Planning Commission *

☒ Chapel Hill Resident

Which Board is your First Choice? *

☒ Community Design Commission

How did you find out about this opportunity? (select all that apply)

☒ Other (provide additional information below)

If you chose "Other" from the advertising opportunity listed above, please specify:

I am a recent graduation of UNC's Department of City and Regional Planning

Interests & Experiences

Question applies to multiple boards

How do you describe your previous advisory board experience?

☒ Little or No Experience

What perspective(s) do you bring to the board(s), commission(s), committee(s) or task force(s) to which you are applying?

I am a young adult, renter, and non-student living in Chapel Hill. I offer a progressive and young perspective on Chapel Hill's development and future.

Please provide a brief summary of any other relevant qualifications (skills, abilities, interests and/or experience) you bring.

I am a professional transportation planner and a recent graduate of UNC's Department of City and Regional Planning. I have independent relationships with various planning and transportation planners in town.

Question applies to Community Design Commission

Do you have special interest, experience, or education/training in design field, architecture, landscape design, horticulture, city planning, green design, place making or related fields? If yes, please explain.

I have a master's degree in City and Regional Planning from UNC. I am very interested, personally and professionally, in how to improve Chapel Hill's design and infrastructure to make it a more walkable, dense, beautiful, and accessible place.

Question applies to Planning Commission

Do you have special interest, experience, or education/training in city planning, design field, environment, housing, transportation or related fields? If yes, please explain.

I have a master's degree in City and Regional Planning from UNC. I am very interested, personally and professionally, in how to improve Chapel Hill's transportation infrastructure such that all residents and visitors can easily, sustainably, and affordably engage with all that the town has to offer.

[Oommen_CV.pdf](#)

You may upload a supporting document (e.g., CV or resume). **Please be advised that any information submitted becomes a public record and may be searchable online.**

Demographics

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Ethnicity *

☒ Asian or Pacific Islander

Gender *

☒ Female

If other, please describe:

Please select your age from the following list. *

☒ 25-34

Are you a caregiver for or identify with a disability?

☐ Yes ☒ No

Have you participated in the Peoples Academy?

☐ Yes ☒ No

Are you a Town of Chapel Hill employee?

☐ Yes ☒ No

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☒ I Agree *

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test

EDUCATION

- UNIVERSITY OF NORTH CAROLINA at Chapel Hill** Fall 2023-Spring 2025
Master of City and Regional Planning, Transportation Specialization
Dwight D. Eisenhower Transportation Fellowship
- UNIVERSITY OF NORTH CAROLINA at Chapel Hill** Fall 2016-Spring 2020
Bachelor of Arts in Public Policy & Global Studies, French Minor

EXPERIENCE

- HIGHWAY SAFETY RESEARCH CENTER – Chapel Hill, NC** Jan 2025-Present
Graduate Research Assistant
- Collecting field data to monitor vehicle speeds and generate sufficient data for traffic control device warrants.
 - Facilitating event management and dialogues between 100+ NC Vision Zero leaders at the 2025 Leadership Institute
 - Troubleshooting NCDOT's Traffic Engineering Accident Analysis System software.
- UNC DEPARTMENT OF CITY AND REGIONAL PLANNING – Chapel Hill, NC** Aug-Dec 2024
PLAN 101 Teaching Assistant
- Led two weekly recitations for 54 total undergraduate students while monitoring student progress throughout.
 - Designed lesson plans and modified course content as needed.
 - Graded all assignments and held regular office hours to provide 1:1 feedback.
- KITTELSON AND ASSOCIATES – Portland, OR** May-Aug 2024
Transportation Planning Intern
- Supported city planning, traffic operations, and transportation design projects for private and municipal clients.
 - Analyzed public engagement, crash, and geospatial data to understand transportation safety needs across the U.S.
 - Surveyed and conceptually redesigned TriMet bus stops and Washington County curb ramps.
 - Contributed to six comprehensive transportation impact assessments for proposed land use developments, ensuring compliance with local planning ordinances.
- UNC DEPARTMENT OF CITY AND REGIONAL PLANNING – Chapel Hill, NC** Sep 2023-May 2024
Graduate Research Assistant
- Supported the research and communication of an NCDOT-funded grant to study the effects of the 2021 NC Medicaid Transformation on Non-Emergency Medical Transportation (NEMT) and Community Transportation Organizations (CTOs).
 - Independently coded and analyzed 10 interviews with CTO leadership.
 - Synthesized identified themes and other quantitative insights into a 60+ page final report for the client.
 - Developed ancillary dissemination materials, including infographics, presentations, and short videos.
- THE COMMUNITY EMPOWERMENT FUND – Chapel Hill, NC** Mar 2018-May 2020
Advocate Fellow & Member Introduction Specialist
- Built relationships with local community members and counseled them on financial literacy, accessing various resources, and meeting immediate needs such as shelter, food, healthcare, and legal aid.
 - Propelled members to higher social mobility by working alongside them to obtain employment, secure housing, and navigate public benefits.

PUBLICATIONS AND PRESENTATIONS

- Oommen, R. (2025).** What's the Fuss About the Bus? How Parent Perceptions of Transit Affect Teen Transit Use in Chapel Hill, NC.
- Poster presented at the 2025 Transportation Research Board Annual Meeting. Washington, D.C.

- Poster presented at the 2025 NCDOT Research and Innovation Symposium. Raleigh, N.C.

Behnke, N., Shackelford, B., Dawood, A., **Oommen, R.**, Tu, R., Snel, M., Al Samawi, A., Talozi, S., Anderson, D., Cronk, R., & Bartram, J. (2024). The Evolution and Sustainability of Environmental Health Services in the Azraq Refugee Camp, Jordan: A Qualitative Study. *Sustainability*, 16(17), 7758. <https://doi.org/10.3390/su16177758>

Oommen, R., Santana Palacios, M., Iacobucci, E., McDonald, N. (2024). Impacts of the 2021 North Carolina Medicaid Transformation on the Riders of Community Transit Organizations: A Qualitative Analysis.

- Poster presented at the 2024 Safe Mobility Conference. Chapel Hill, NC.

ADDITIONAL

Skills: C1 French Fluency, Qualitative Research & Analysis (Dedoose, NVivo), Data Visualization (Microsoft Excel, Tableau), Geospatial Analysis (ArcGIS, StoryMaps), Traffic Impact Assessments (Synchro 11), Conceptual Design (AutoCAD, SketchUp), Project Management (Report Writing, Budgeting, Public Speaking), Facilitation

Awards: 2024 AAA Safe Mobility Conference Student Poster Competition 2nd Place Award; 2024 UNC Chatterjee First-year MCRP Excellence Award; 2024 NCSITE Emily Blount Trailblazer Scholarship; 2024 UNC Graduate Impact Award; 2025 WTS Helene M. Overly Memorial Scholarship, 2025 NCDOT Research and Innovation Symposium Student Poster Competition Finalist

Professional Affiliations: Institute of Transportation Engineers (ITE), NC Chapter; American Planning Association (APA), NC Chapter; Women's Transportation Seminar (WTS), NC Triangle Chapter; Association for Commuter Transportation (ACT), Southeast Chapter

Extracurriculars: 2024 UNC-CH ITE Chapter President, 2023-2024 Carolina Planning Journal Editor, 2025 UNC Department of City and Regional Planning Admissions Committee Member

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☒ I Agree

kellyemills04@gmail.com

Email Address

Kelly

First Name

E

Middle
Initial

Mills

Last Name

119 Stinson Street

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27516

Postal Code

Home: (304) 763-8397

Primary Phone

Alternate Phone

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What district do you live in? *

☒ Chapel Hill Town limits (Purple)

[Please consult the town maps HERE if you are unsure](#)

If you are a Chapel Hill Resident, How long have you lived here?

☒ 1-3 years

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Which Boards would you like to apply for?

Community Design Commission: Eligible

Question applies to Chapel Hill Downtown Partnership

Where in the Downtown Service District are you a Resident, Employee, or (Property/Business) owner? (provide address if different than above)

119 Stinson Street, Chapel Hill, NC 27516

Select a Seat Category for the Chapel Hill Downtown Partnership

☒ Chapel Hill Town Resident

Select a Seat Category for the Community Design Commission

☒ Chapel Hill Resident

Which Board is your First Choice? *

☒ Chapel Hill Downtown Partnership

How did you find out about this opportunity? (select all that apply)

☒ Internet

☒ Social Media

If you chose "Other" from the advertising opportunity listed above, please specify:

Interests & Experiences

Question applies to multiple boards

How do you describe your previous advisory board experience?

☒ Little or No Experience

What perspective(s) do you bring to the board(s), commission(s), committee(s) or task force(s) to which you are applying?

I am able to contribute the perspective of a younger voice in our community and would be eager to represent the interests and values of a generation that cares deeply about our community and its future. Because I am a younger resident, I would work to ensure that our decisions are made with consideration to long-term sustainability, growth, and quality of life. Furthermore, I have lived in a variety of different communities, spending over half my life in rural West Virginia, so I have developed an appreciation for all of the varying qualities that can make a community thrive. Living in Chapel Hill has shown me the importance of walkable, connected, and ever-evolving communities, and I have absolutely cherished my time here so far. I believe that Chapel Hill is a truly special place, and I am deeply passionate about ensuring that it thrives for generations to come.

Please provide a brief summary of any other relevant qualifications (skills, abilities, interests and/or experience) you bring.

I have had the joy of becoming more involved and invested in the Chapel Hill community over the years, and I would be honored to continue giving back to a community that has truly changed me for the better. I currently work with two local nonprofits, Volunteers For Youth and TABLE, as I am passionate about ensuring that our community is one that supports children and their futures. I also have formerly worked as both the Extended Day Lead Teacher at The Morningside School in Carrboro, NC and as a Teacher's Assistant at Chapel Hill Early School. Through these experiences, I have gotten to know so many different members of our community, and by working closely with youth, I have learned more about the pressing needs and challenges facing young people in our town. I am particularly interested in Chapel Hill Downtown Partnership's focus on cultural arts. I am a passionate supporter of the arts, having danced and participated in local theater throughout my entire life. Here in Chapel Hill, I am the former Vice President of Blank Canvas Dance Company, one of the largest student organizations on UNC's campus, and I am a dance teacher with Dance Collaborative, which operates out of the Chapel Hill YMCA. I believe that the arts are for everyone and truly make our communities better. I am heavily invested in continuing Chapel Hill's commitment to being a community where the arts are accessible, inspirational, and educational. As a member of the Blank Canvas Dance Company Executive Board, I have had experience working with a diverse leadership team, balancing multiple different interests and working to meet a variety of needs. I believe that this experience would translate into my success on an advisory board for the Town of Chapel Hill. I sincerely appreciate your consideration, and I look forward to the possibility of utilizing my passion for the Chapel Hill community to contribute to its growth.

Question applies to Community Design Commission

Do you have special interest, experience, or education/training in design field, architecture, landscape design, horticulture, city planning, green design, place making or related fields? If yes, please explain.

I do not have direct experience in these fields, but I am very interested in learning more about them. I am passionate about safe, walkable, and accessible cities that foster a sense of community, and this is certainly something I have experienced in Chapel Hill. My quality of life has been positively impacted by living in such a vibrant community, and I would love to learn more about all the factors that go into successful community design.

[Resume_KellyEMills.pdf](#)

You may upload a supporting document (e.g., CV or resume). Please be advised that any information submitted becomes a public record and may be searchable online.

Demographics

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Ethnicity *

☒ Caucasian/Non-Hispanic

Gender *

☒ Female

If other, please describe:

Please select your age from the following list. *

☒ 18-24

Student/Nonprofit Intern

Occupation

Are you a caregiver for or identify with a disability?

☐ Yes ☒ No

Have you participated in the Peoples Academy?

☐ Yes ☒ No

Are you a Town of Chapel Hill employee?

☐ Yes ☒ No

Ethics Statement

ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS

Members of advisory boards and commissions shall not vote on any matter in which they have a conflict of interest or an interest which reasonably might appear to be in conflict with the concept of fairness in dealing with public business. A conflict of interest or a potential conflict occurs if the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member. In addition, members of the Historic District Commission and Board of Adjustment, when these boards are hearing cases, serve as quasi-judicial bodies. Pursuant to General Statute 160D-109(d), members of these boards “shall not participate in or vote on any quasi-judicial matter in a manner that would violate affected persons’ constitutional rights to an impartial decision maker. Impermissible violations of due process include, but are not limited to, a member having a fixed opinion prior to hearing the matter that is not susceptible to change, undisclosed ex parte communications, a close familial, business, or other associational relationship with an affected person, or a financial interest in the outcome of the matter.” Any member who violates these Ethics Guidelines may be subject to removal from the board or commission. If the advisory board or commission member believes he/she has a conflict of interest then that member shall recuse himself/herself from voting on the matter. In cases where the individual member or the advisory board or commission establishes a conflict of interest, then the advisory board or commission member shall remove themselves from the voting area. Any advisory board or commission member may seek the counsel of the Town Attorney on questions regarding the interpretation of these ethics guidelines or other conflict of interest matters. The interpretation may include a recommendation on whether or not the advisory board or commission member should excuse himself/herself from voting. The advisory board or commission member may request the Town Attorney respond in writing.

☒ I Agree *

Applications will be kept on file from July 1st to June 30th of the same fiscal year. Please reapply each fiscal year if you are still interested in serving on an Advisory Board, Commission, Committee or Task Force and have not yet been appointed.

test

Kelly E. Mills

Chapel Hill, NC | kemills@unc.edu | (304) 763-8397 | linkedin.com/in/kellyelisemills/

Education

University of North Carolina at Chapel Hill – Chapel Hill, NC

Expected May 2026

Bachelor of Arts in Education, Human Development and Family Science | GPA: 3.95/4.0 (HDFS)

Bachelor of Arts in Sociology

Honors Carolina - Highly competitive, four-year academic program enrolling 10% of each class

Work Experience

Volunteers For Youth – Carrboro, NC

May 2025 - Present

SECU Public Fellows Internship | Program Development Intern

- Developed a dance mentorship program (launching Fall 2025) to expand equitable access to the arts for youth
- Co-led the relaunch of a comprehensive community mentoring program, ensuring consistent attention to detail and long-term program sustainability

The Morningside School – Carrboro, NC

June 2024 - Present

Extended Day Lead Teacher

- Fostered a hands-on learning environment for 7 children ages 3-5, maintained safety standards in an outdoor environment, managed conflict, and guided children's social-emotional development throughout daily routine
- Communicated with parents and 2 other teachers, in order to personalize a learning approach for each child

Chapel Hill Early School – Chapel Hill, NC

August 2023 - Present

Teacher's Helper

- Partnered with 5 CHES staff members to maintain a supportive and nurturing classroom dynamic
- Actively played with children, supported daily routines through snack preparation and activity set-up, and built trust with children by consistently responding to unique emotional needs

Research, Leadership, and Volunteering

TABLE – Chapel Hill, NC

May 2025 - Present

Volunteer | Incoming Intern (Fall 2025)

- Collaborated with diverse team to ensure access to fresh and nutritious food for local children and families
- Consistently volunteered with enthusiasm, maintaining a positive attitude and strong team spirit

Espelage RAVE Lab – Chapel Hill, NC

January 2025 - Present

Research Assistant

- Assisted with the full-text screening process for a meta-analysis surrounding the effect of Gender Role Attitude interventions on adolescents, consistently meeting deadlines and submitting detail-oriented work
- Participated in weekly lab meetings, collaborating with the team to refine research methods and discuss findings
- Confidently utilized Microsoft Office and Google Suite to maintain organization and complete tasks efficiently

Blank Canvas Dance Company – Chapel Hill, NC

August 2022 - Present

Vice President of Choreography (May 2024 - Present)/Performance Team Chair (May 2023 - May 2024)

- Led weekly rehearsals, cultivating an inclusive environment that welcomes dancers of diverse backgrounds
- Selected and managed team of ~30 choreographers, orchestrated sign-up systems, helped organize semesterly showcase with Memorial Hall, and maintained open lines of communication with the 275-person company
- Developed a Choreography Mentor program, pairing new and returning choreographers, and created a comprehensive resource database to provide ongoing support and guidance for new choreographers
- Expanded the Performance Team from ~20 to 60 members and coordinated 6 local performances, forming lasting relationships with various venues on campus and across the local area