



# **Boards & Commissions Assessment**

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Petition Response and Staff Recommendations  
Town Council Work Session  
November 13, 2023

## **Shared Interests**

- Meaningful, diverse public input
- Good stewardship of resources
- Clear roles and responsibilities

## **Staff Findings**

- Boards require a lot of staff capacity
- We have many ways to get input
- Members want to have an impact

## **Guiding Principles**

- Very few are required by statute
- The need for some has changed
- Highest impact with policy focus

# Can we have zero boards?

- Historic District Commission
- Board of Adjustment
- Planning Commission
- Community Design Commission

# Recommendation: Sunset

## **Justice in Action**

- Dedicated staff and resources in this area
- Committee has struggled w/charge, content

## **Transportation & Connectivity**

- Dedicated staff and resources in this area
- Work is being realigned on the staff side

## **Grievance**

- Standing committee, but only meets ad hoc
- Need professional review of process, rather than community review

# Recommendation: Standardize

- Community Policing
- Cultural Arts
- Environmental Sustainability
- Housing\*
- Human Services
- Library
- Parks & Recreation
- Stormwater

# Standard Practices

- ✓ \_\_\_\_\_ Advisory Board
- ✓ Charge is policy advice to Council
- ✓ Seven members
- ✓ Consistent terms of office
- ✓ Meet during Council session (Sept – June)
- ✓ Meet 4 times, adopt calendar
- ✓ Board 101 training, including DEI



# Example: Environmental Stewardship

To assist the Chapel Hill Town Council in strengthening environmentally responsible practices that protect, promote and nurture our community and the natural world through advice and program support.

This charge will be achieved through the following scope of work:

1. Make recommendations to council regarding environmental issues in development plans and town policies.
2. Make recommendations to council on environmental impact of development proposals.
3. Assist in developing plans for future parks and greenways corridors.
4. Advocate for managing environmental resources in a way that reflects the community's values.
5. Acknowledge, review and mitigate effects of climate change by recommending incentives for:
  - a. Maintaining and acknowledging the natural terrain.
  - b. Maintaining and encouraging native plant and wildlife species.

- c. Environmentally responsible building practices.
- d. Improving bicycle and pedestrian environment.
- e. Improving water quality.
- f. Consideration for the visual aesthetics as it pertains to the natural environment.
- g. Shade/tree canopy.

6. Maintain and improve current environmental protections.

7. Identify Chapel Hill resources for further protection (i.e. natural heritage areas).

8. Support the Town's efforts to:

- a. Improve efficiency within Town facilities.
- b. Reduce waste.
- c. Reduce Town's carbon footprint.

9. Act as a proactive vehicle for community feedback on environmental issues (i.e. surveys, crowd sourcing, social media, public forums, newspaper articles).

# Example: Environmental Stewardship

**DRAFT:** The Environmental Stewardship Advisory Board advises the Town Council on policy matters related to environmental stewardship and champions the Town's Climate Action Plan.

# Example: Environmental Stewardship

## Current

- 11 members
- 3 year terms
- Monthly meetings
- Year-round
- Training for Chairs

## Proposed

- 7 members
- 3 year terms
- Quarterly meetings
- During Council session
- Training for all, plus DEI

# Possible Next Steps

Action	Area	Est. Date
Sunset/Appreciate Justice in Action Committee	Resolution	11/29/23
Sunset/Appreciate Transportation and Connectivity Advisory Board	Ordinance	Early 2024
Sunset/Appreciate Grievance Hearing Board	Ordinance	Early 2024
Revise Serious Disciplinary process to incorporate professional, external review from ad hoc committee	Ordinance	Early 2024
Standardize charges, memberships, etc	Ordinance	Spring 2024
<b>Improve recruitment, application, and appointment process with UX and DEI lenses</b>	<b>Administrative +</b>	<b>Spring 2024</b>

# **Keys to Success**

- Thoughtful transition and conversation
- Training for staff, chairs, members
- Council, Board, and staff accountability
- Careful consideration of new Boards



**Thoughts? Questions? Reactions?**