




Rules and Membership of Advisory Boards & Commissions –

LUMO Text Amendment

Staff: Britany Waddell, Judy Johnson, Corey Liles

Council Meeting Date: June 11, 2025

Manager Recommendation

	The Town Manager recommends that Council approve the text amendment , detailed in Ordinance A, and approve the amendment to the Advisory Board Membership Policy , detailed in Resolution B.
-----------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Updates since the May 21, 2025, Legislative Hearing

- **Member Seats:** Council members are interested in making sure the size of each Board supports their operational needs. Council members also expressed concern about the proportionality of Town resident seats vs County-appointed seats, if Boards like Planning Commission and Board of Adjustment were reduced to 7 members.
 - Staff believes that 7 members is an appropriate size for each of the four Boards. Each board can operate effectively at that size, and hopefully experience fewer vacancies. Planning Commission and Board of Adjustment would have fewer County-appointed seats if the Joint Planning Agreement is amended.
- **Joint Planning Area (JPA) Seats:** Council members are interested in revisiting the Joint Planning Agreement with the County. The requirement for certain Boards to have JPA resident seats could be removed, given the low current population of these areas.
 - Staff will communicate this interest with Orange County and explore the possibility of a JPA amendment.
- **Addressing Low Membership on the Community Design Commission (CDC):** Suggestions from Council members included consolidating CDC and Planning Commission, designating seat(s) on the Planning Commission for people with design expertise, and/or delegating current CDC duties to the Town's Urban Designer.
 - Staff will continue to explore potential solutions through the LUMO Rewrite project or through another LUMO Text Amendment.
- **Advisory Board Membership Policy:** Staff prepared Resolution B for Council to consider alongside action on the LUMO Text Amendment. Resolution B would align the Council's Advisory Board Membership Policy with the changes to LUMO. It would also eliminate the Champion seats currently provided on the Planning Commission and clarify eligibility for consecutive terms on the Board of Adjustment.

Project Overview

- Four Boards and Commissions are established in Article 8 of the Land Use Management Ordinance (LUMO). These include:
 - Planning Commission
 - Board of Adjustment (BOA)
 - Historic District Commission (HDC)
 - Community Design Commission (CDC)

- Staff propose rule revisions that would continue the implementation of the recommendations found in the [Boards & Commissions Assessment](#)¹. Council received the assessment in 2024 in response to a petition of Council members.

Staff Analysis

The proposal includes the following revisions to LUMO Article 8 – Administrative Mechanisms:

- Set the size of all four Boards at seven (7) regular members. BOA will continue to have three alternate members.
- Set quorum for all four Boards at four (4) members, equal to a simple majority of members including any vacant seats.
- For voting purposes, exclude vacant seats and members who have a conflict of interest when calculating a majority. This applies to voting thresholds for most official actions (eg. approval or denial of an application).
- Allow staff to review and approve an administrative application normally delegated to a Board, if the current number of active members on the Board is less than the four members needed to make quorum.

Further analysis is available in the Staff Report in the [May 21, 2025 Legislative Hearing](#)².

Summary of Comprehensive Plan Consistency

Viewed through the holistic lens of the [Complete Community Strategy](#), this project **meets** the Town’s strategy for growth. No single issue raised below should be considered in isolation.



Consistent



Somewhat Consistent




Not Consistent

N/A Not Applicable

N/A	Chapel Hill will direct growth to <u>greenways</u>, <u>transit corridors</u>, <u>large infill sites with existing infrastructure</u>, and <u>smaller infill sites</u>.	
	Goal 1: Plan for the Future Strategically	Associated Comp. Plan Elements: <ul style="list-style-type: none">Future Land Use MapShaping Our Future
	<ul style="list-style-type: none">Standard Board practices, policies, and procedures can support more streamlined and effective work for the four Advisory Boards and Commissions.These measures can support the role Boards play in development review processes directed by an overarching strategic vision, assessing new development through the lens of broader shared objectives.	
N/A	Goal 2: Expand and Deliver New Greenways for Everyday Life	Associated Comp. Plan Elements: <ul style="list-style-type: none">Mobility & Connectivity PlanConnected Roads Plan
N/A	Goal 3: Be Green and Provide Housing	Associated Comp. Plan Elements: <ul style="list-style-type: none">Climate Action & Response Plan

¹ <https://chapelhill.legistar.com/LegislationDetail.aspx?ID=6865604&GUID=EBB0A683-8C12-4356-A939-1C9AB50AA16C>, see Attachment 4

² <https://chapelhill.legistar.com/LegislationDetail.aspx?ID=7401957&GUID=BB321791-0D9C-4617-9171-A2B6AC6B928D>, see Attachment 1

	Goal 4: Plan for Excellence in the Public Realm and Placemaking
	<ul style="list-style-type: none">• Revised Board practices, policies, and procedures can provide more clarity and consistency in the development review process.• These measures can support the role Boards play in the Town’s holistic approach to planning for excellence in the public realm.

Public Engagement

The Town Council passed a resolution as part of their April 9, 2025 agenda to call a public hearing for this text amendment. Staff published a legal notice for the hearing. Staff shared information with Advisory Board members including at a virtual info session held on April 29.