



**Town of Chapel Hill
Council Committee on Boards and Commissions**

Thursday, September 20, 2018 at 11:00 a.m.
Town Hall, Room 315, 405 Martin Luther King Jr. Blvd., Chapel Hill, NC

DRAFT Meeting Action Minutes

**1. Opening.....Mayor Hemminger, Committee Chair
Meeting Opened at 11:05 a.m.**

1. Roll Call

Present: : Mayor Pam Hemminger, Mayor pro tem Jessica Anderson, Council Member Michael Parker, Town Manager Maurice Jones, Town Attorney Ralph Karpinos, Communications and Public Affairs Director/Town Clerk Sabrina Oliver, Ombuds Beth Vazquez, and Deputy Town Clerk Amy Harvey. Council Member Donna Bell was absent.

a. Approval of Agenda

2. Business

a. Board Alignment¹.....Staff Presentation

Action Taken: The Committee

- Recognized the reoccurring ESAB recommendations as it relates to its review of development applications and asks staff to add those as standard stipulations.
- Discussed adding a stormwater seat on the ESAB to recognize the stormwater interests in the review of development applications. Evaluate that interest through the winter and consider the ESAB and SMUAB board alignment prior to the spring appointment cycle.
- Asked staff to help the SMUAB crystalize its charge and consider reducing the number of meetings to six times per year to allow board time to focus on its charge. Staff should report back to the Committee.
- Discussed making no change to the Community Policing Advisory Committee nor the Justice in Action Committee
- Asked staff to create a cemeteries champion seat on the Parks, Greenways, and Recreation Commission to focus on cemetery beautification, scatter garden interests by utilizing one of the vacant seats. In addition, asks the Council to consider concluding the Cemeteries Advisory Board effective June 30, 2019, so that they may finish any existing projects.
- Reiterated its interest for the staff liaison to report council actions back to the advisory board to complete the feedback loop.

¹ <https://www.townofchapelhill.org/home/showdocument?id=40631>

- b. [Length of Term](#)².....**Staff Presentation**
Action Taken: The Committee
- Asked staff to submit the suggested revision to Council for adoption and enactment outside of the LUMO rewrite process.
- c. [Board Member Attendance Policy](#)³.....**Staff Presentation**
Action Taken: The Committee
- Asked staff to submit the suggested revision to Council for adoption and enactment outside of the LUMO rewrite process. An addition to the suggested revision should include language to formalize the current action of the Chair reaching out to the frequently absent member.
- d. [Historic District Seat on Community Design Commission](#)⁴.....**Staff Presentation**
Action Taken: The Committee
- Asked staff to calendar a future committee item to discuss education efforts with staff, officers and members.
 - Asked staff to dissolve the Chapel Hill Historic District Resident designation on the Community Design Commission and add “green design” to the list of “demonstrated special training or experience” described in the seat requirements in the advisory board policy.
- e. [Childcare and Transportation Assistance Pilot](#)⁵.....**Staff Presentation**
Action Taken: The Committee
- Asked staff to proceed with Option A of the drafted pilot program.
 - Reiterated its interest to provide transportation for those who don’t already have a means to participate in the meeting.
- f. **Other Committee Discussion**.....**Mayor Hemminger, Committee Chair**
Action Taken: The Committee
- Asked the Ombuds Office to work with the Historic District Commission on a stakeholder input process to improve outcomes as it relates to the expectations, experience and potential improvements in the historic districts.

3. Adjournment

The Meeting adjourned at 12: 30 p.m.

² <https://www.townofchapelhill.org/home/showdocument?id=40619>

³ <https://www.townofchapelhill.org/home/showdocument?id=40615>

⁴ <https://www.townofchapelhill.org/town-hall/mayor-and-council/boards-commissions/board-membership-policy/community-design-commission>

⁵ <https://www.townofchapelhill.org/home/showdocument?id=40617>